

CITY OF ASHLAND



Oregon

Adopted 2013–2015 Biennium

CITIZENS' BUDGET COMMITTEE

ELECTED MEMBERS:

John Stromberg, Mayor
Greg Lemhouse, Councilor
Pam Marsh, Councilor
Michael Morris, Councilor
Rich Rosenthal, Councilor
Dennis Slattery, Councilor
Carol Voisin, Councilor

APPOINTED MEMBERS:

Roberta Stebbins-Chair
William Heimann-Vice Chair
Denise Daehler
Dee Anne Everson
Chuck Keil
David Runkel
Lynn Thompson

ADMINISTRATIVE STAFF

Dave Kanner, City Administrator
Lee Tuneberg, Administrative Services/Finance Director
Don Robertson, Parks and Recreation Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Ashland
Oregon**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Morill

President

Jeffrey R. Emmer

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Presentation to the City of Ashland for its annual budget for the fiscal year beginning July 1, 2012.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements. We are submitting it to GFOA to determine its eligibility for another award.

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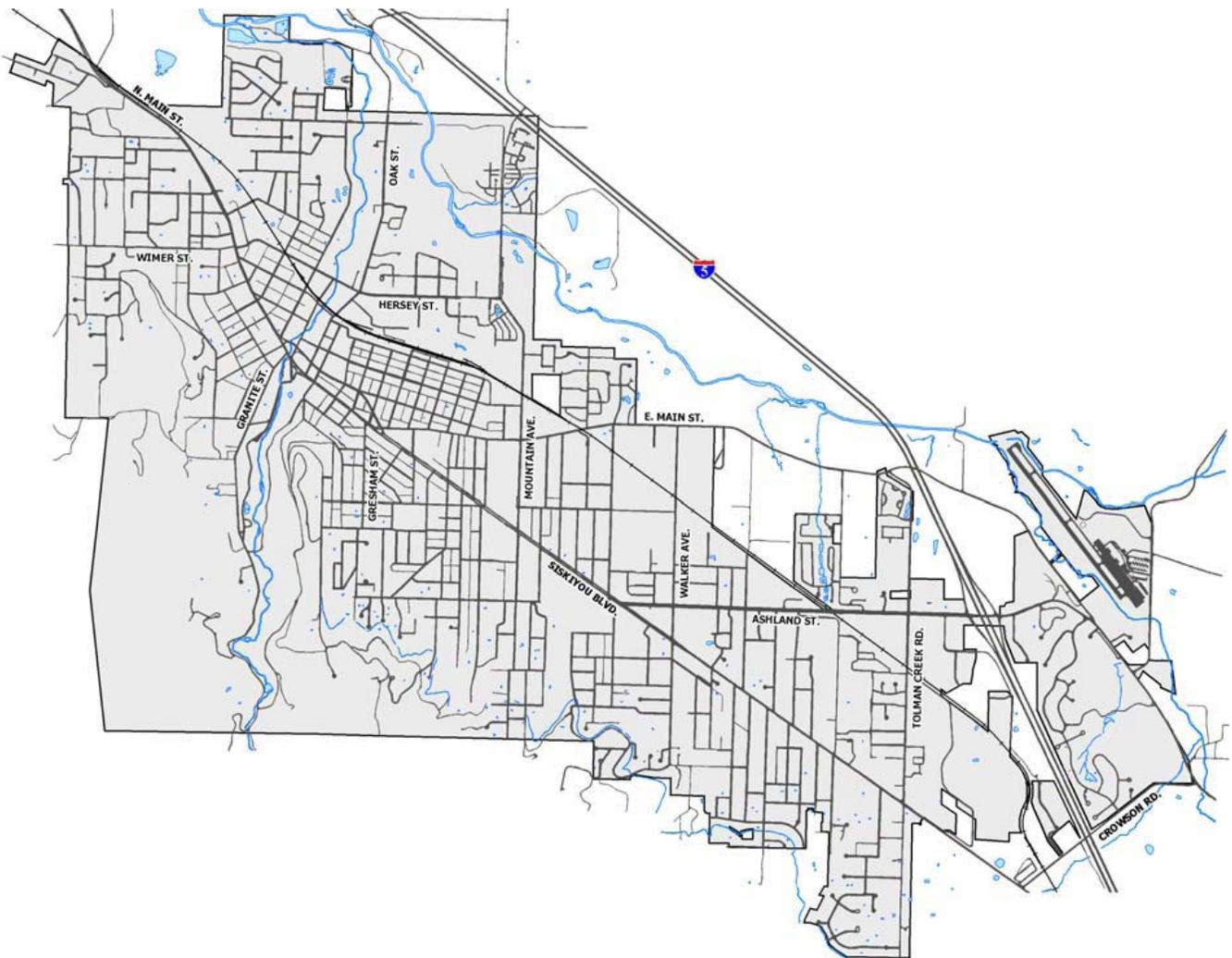
Quick Reference Guide

This section is intended to help the reader quickly find important information. On this page are references to other areas of the budget document based upon frequently asked questions and other important detail to help gain a “sense” of the City of Ashland, its operations and finances. A comparative Budget in Brief follows to facilitate an overview perspective of this year’s and last year’s Adopted budgets.

<u>If you have this Question:</u>	<u>Refer to Section:</u>	<u>Page(s)</u>
Where do I find City of Ashland information, where the money comes from and where the money goes?	Budget in Brief	VI to IX
Where do I find city at a glance information?	City at a Glance	X to XI
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Budget in brief

The City of Ashland, incorporated in 1874, is located in the southwest part of the state. The City currently has a land area of 6.52 square miles and a population of 20,325.



Budget in Brief:

The City of Ashland strives to deliver services essential to the community and that enhance quality of life. This document provides information to the Ashland community about where the money to finance the city comes from and how that money is spent.

Ashland revenue is primarily collected from fees paid for services. Two-year comparisons of budgeted resources and uses follow.

What do I get for my money?

Below are major revenue sources that citizens and visitors often ask about.

Property Tax generates approximately \$9.8 million for the City and Parks. It is used to pay for expenses found in the General Fund such as police and fire, for some of the City's principal and interest on debt and for expenses in providing parks and recreation. Voter approved levies have been used in the past for youth activities and a levy is included in this budget to assist in the operation of the library on an interim basis. Property owners within the Ashland city limits pay \$4.7076 per \$1,000 of assessed value.

Transient Occupancy Tax (TOT) also referred to as the hotel/motel tax generates approximately \$2.0 million and is used for three purposes: Economic and Cultural Development, tourism development and the remainder for general expenses in the General Fund such as police and fire. The Hotel/Motel rate in Ashland is currently 9%. The hotel/motel keeps 5% of the money collected as payment for processing.

Prepared Food and Beverage Tax (F&B) also referred to as the meals tax generates approximately \$2.2 million and 80% of the revenue goes toward annual debt service on the wastewater treatment plant completed in 2003. The other 20% is used for purchasing open space for parks. The tax rate is 5% on most meals and non-alcohol beverages served or catered. In effect, the proceeds help keep sewer rates low and funds park expansion. This tax ends in December 2030.

Electric Utility Users Tax generates approximately \$2.8 million and is used to pay for expenses associated with the General Fund, such as police and fire. Utility bills include this tax which is approximately 25% of the total electric charges on the bill.

Charges for Services generate approximately \$23.8 million and pay for the water, wastewater, electric and high-speed data services provided to residential, commercial and governmental properties. In general, the revenue generated is based on the base cost to provide the service and normally includes a charge that represents level of service used.

Utility Fees generate approximately \$2.0 million and are used to pay for operational and construction needs for transportation (streets, sidewalks, bicycle lanes, handicap access, etc.) and for storm drains (line maintenance, open ditches, sediment pond cleaning, etc.).

Miscellaneous Licenses, Permits and other Fees and Charges (excluding interest earnings, transfers & internal payments) generate approximately \$6.6 million and are used to pay for the cost of non-utility services provided such as ambulance transport, building inspections, recreation, construction services, parking, cemetery services, etc., across funds.

Note: All rates and amounts shown are current and subject to change during the year or by Council action. Examples of service levels and outcomes can be found throughout the Capital Improvement and Departmental sections of this document.

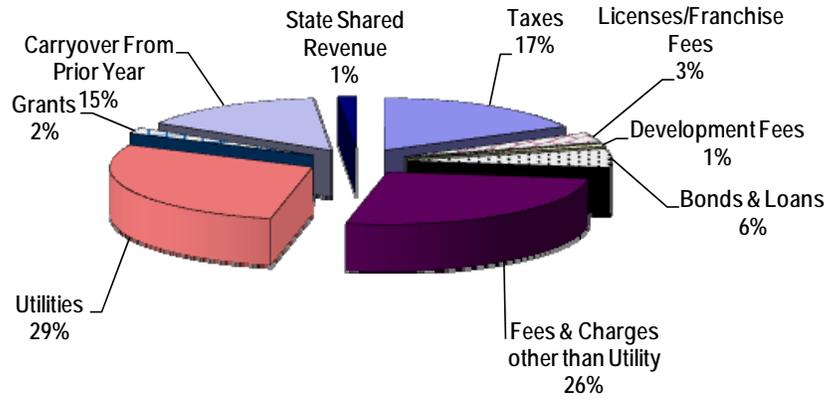
Budget in brief

Where the Money Comes From

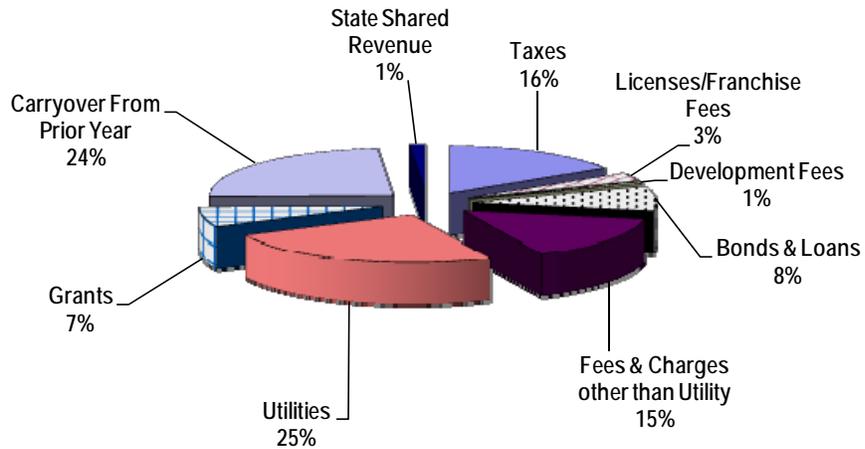
	Amended 2011-2012	Amended 2012-2013	Adopted 2013-2015
Taxes			
Property (Current)	\$ 9,311,450	\$ 9,432,663	\$ 19,677,362
Property (Prior)	287,550	350,550	747,200
Food & Beverage	2,182,000	2,214,000	4,498,300
Hotel/Motel	1,884,600	1,995,000	4,224,800
Utility Users Tax	2,800,000	2,786,000	6,124,000
	<u>16,465,600</u>	<u>16,778,213</u>	<u>35,271,662</u>
Licenses/Franchise Fees			
License	196,350	207,450	432,000
Franchises	2,751,500	2,815,710	5,955,221
	<u>2,947,850</u>	<u>3,023,160</u>	<u>6,387,221</u>
Development Fees			
Permits	482,750	508,000	1,545,692
	<u>482,750</u>	<u>508,000</u>	<u>1,545,692</u>
Bonds & Loans			
Capital Improvement Projects	6,137,200	6,718,707	9,495,500
Street Improvement Bonds	1,300,000	1,210,223	-
Interfund Loan	408,000	791,795	1,949,000
	<u>7,845,200</u>	<u>8,720,725</u>	<u>11,444,500</u>
Fees & Charges other than Utility			
Finance	178,211	162,211	314,840
Police	70,000	102,800	158,000
Court	430,025	333,025	722,050
Fire & Rescue	896,585	1,021,400	2,034,150
City Recorder	9,000	9,000	18,000
Cemetery	49,400	54,000	108,000
Planning & Building	85,000	299,750	617,900
Public Works / RVTV	1,058,350	1,089,150	1,931,831
Electric	115,000	210,000	560,000
Parks & Recreation	840,000	813,000	1,809,633
Technology Payment	1,216,878	1,153,878	2,308,600
Rents	115,000	130,000	268,800
Internal Service	8,065,318	8,070,318	37,628,638
SDC's	202,000	303,000	610,000
Interest on Investments	257,200	167,800	339,700
Fines	165,000	155,000	339,000
Special Assessment Payments	5,000	10,000	272,000
Miscellaneous Income	434,602	1,299,962	1,245,494
Transfers	491,482	406,635	1,782,324
	<u>14,684,051</u>	<u>15,790,929</u>	<u>53,068,960</u>
Utilities			
Wastewater	3,558,000	3,935,000	9,028,100
Storm Water	663,000	619,000	1,232,200
Street	1,352,800	1,364,000	2,789,400
Electric	12,548,455	13,109,040	28,660,000
Information Services	2,056,000	1,832,582	3,935,719
Water	4,752,900	5,169,000	12,383,100
	<u>24,931,155</u>	<u>26,028,622</u>	<u>58,028,519</u>
Grants			
Federal Grants	2,336,110	4,546,011	1,549,771
State Grants	2,222,995	2,570,783	1,961,376
	<u>4,559,105</u>	<u>7,116,794</u>	<u>3,511,147</u>
Carryover From Prior Year	<u>21,240,898</u>	<u>24,873,472</u>	<u>29,998,454</u>
State Shared Revenue			
Cigarette Tax	31,100	28,000	52,630
Liquor Tax	256,200	265,000	595,580
Gas Tax	1,125,620	1,137,000	2,220,000
	<u>1,412,920</u>	<u>1,430,000</u>	<u>2,868,210</u>
Total Resources	<u>\$ 94,569,529</u>	<u>\$ 104,269,915</u>	<u>\$ 202,124,365</u>

The City of Ashland budget is transitioning from single year budgets to biennial budgets.

BN 2013-15 Adopted



FY 2012-2013 Amended



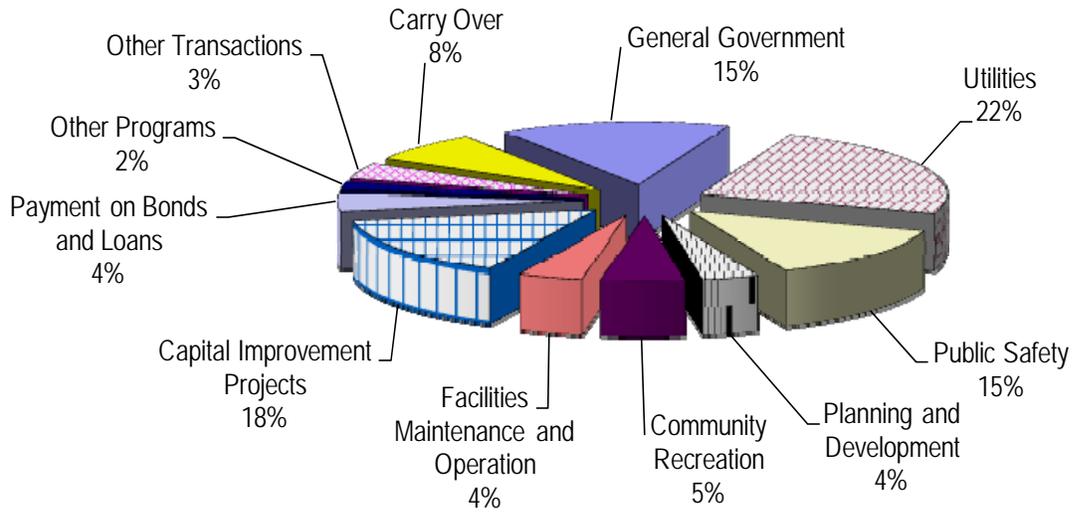
Budget in brief

Where the Money Goes

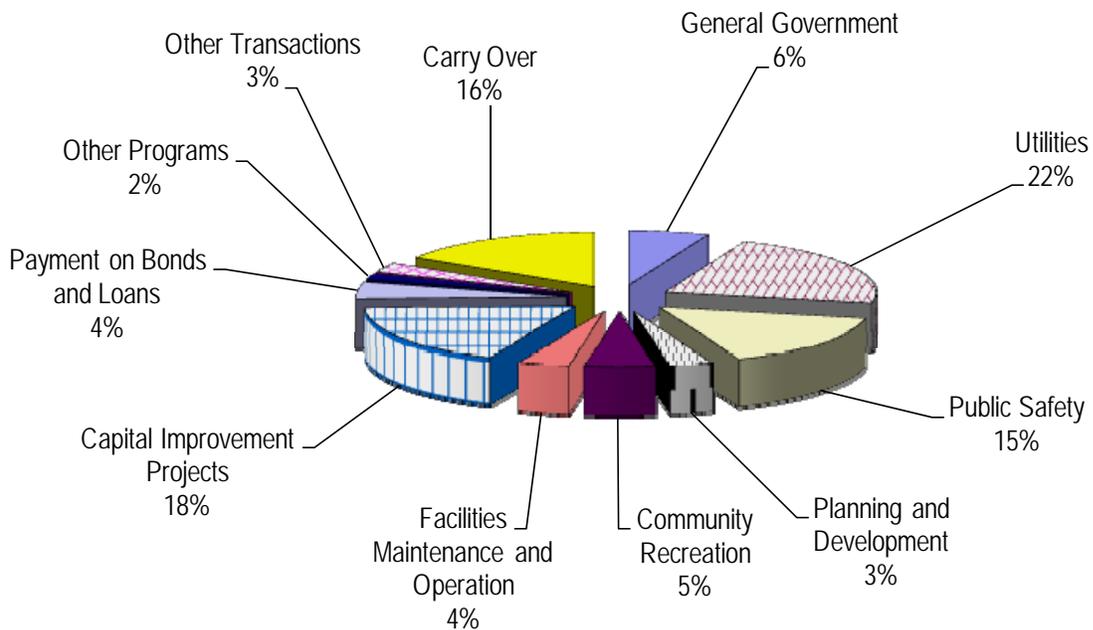
	Amended 2011-2012	Amended 2012-2013	Adopted 2013-15
General Government			
Mayor, Council, City Recorder	\$ 413,016	\$ 458,391	\$ 974,265
Administration	1,150,448	1,356,246	2,518,220
Legal Services	455,935	446,132	919,040
Human Resources	291,707	319,233	677,632
Finance & Accounting	1,864,147	1,899,779	4,694,402
Insurance Services	756,080	759,630	1,624,580
Computer Services	1,163,042	1,138,973	2,377,128
Health Insurance	-	-	7,816,992
Parks Contracted Services	-	-	8,856,000
	<u>6,094,375</u>	<u>6,378,384</u>	<u>30,458,259</u>
Utilities			
Electric	12,552,917	13,125,653	27,759,529
Water	3,479,508	3,578,614	7,911,450
Wastewater	3,747,457	3,949,346	8,237,072
AFN	1,936,579	1,925,862	3,955,843
Storm water Collection	530,901	549,010	1,105,830
	<u>22,247,362</u>	<u>23,128,485</u>	<u>48,969,724</u>
Public Safety			
Police Protection	5,563,481	6,068,066	12,391,656
Fire Protection	3,056,276	3,397,095	7,628,686
Forest Interface	1,843,458	3,737,989	887,265
Ambulance Services	2,472,257	2,545,480	5,424,798
Municipal Court	452,123	424,827	994,970
	<u>13,387,595</u>	<u>16,173,457</u>	<u>27,327,375</u>
Planning and Development			
Planning	1,153,310	1,259,536	2,730,822
Building Inspections	612,533	662,743	1,390,632
Engineering Services	1,390,453	1,604,415	3,362,420
	<u>3,156,296</u>	<u>3,526,694</u>	<u>7,483,874</u>
Community Recreation			
Parks Operation & Maintenance	3,465,240	3,921,910	7,426,390
Recreation Programs & City Band	1,181,540	1,298,280	2,668,220
Golf Course	432,890	485,120	1,012,880
	<u>5,079,670</u>	<u>5,705,310</u>	<u>11,107,490</u>
Facilities Maintenance and Operation			
Roadways & Bikeways	1,850,826	1,853,480	3,887,000
Equipment Maintenance	988,614	983,965	2,056,460
Buildings, Grounds, Airport	919,574	958,830	1,883,770
Cemeteries	321,125	329,793	692,551
	<u>4,080,139</u>	<u>4,126,068</u>	<u>8,519,781</u>
Capital Improvement Projects			
Construction and Internal Projects	13,253,710	16,924,285	26,606,748
Equipment	1,033,050	1,617,416	3,948,000
	<u>14,286,760</u>	<u>18,541,701</u>	<u>30,554,748</u>
Payment on Bonds and Loans			
Infrastructure Improvements	4,580,472	5,055,224	9,312,733
Land Acquisition	115,156	103,755	579,841
	<u>4,695,628</u>	<u>5,158,979</u>	<u>9,892,574</u>
Other Programs			
Economic and Cultural Development Grants	626,078	678,360	1,433,226
Social Services Grants	122,710	125,125	257,688
Community Development Grants	266,145	205,935	467,835
Conservation	681,367	742,450	1,943,900
	<u>1,696,300</u>	<u>1,751,870</u>	<u>4,102,649</u>
Other Transactions			
Interfund Loans	408,000	427,000	1,949,000
Operating Transfers to Other Funds	641,482	771,430	1,782,324
Contingencies	1,673,000	1,860,214	4,542,000
	<u>2,722,482</u>	<u>3,058,644</u>	<u>8,273,324</u>
Carry Over	<u>17,122,922</u>	<u>16,720,323</u>	<u>15,434,567</u>
Total Requirements	<u>\$ 94,569,529</u>	<u>\$ 104,269,915</u>	<u>\$ 202,124,365</u>

The City of Ashland budget is transitioning from single year budgets to biennial budgets.

BN 2013-15 Adopted



FY 2012-13 Amended



City at a glance

The City of Ashland is located in the southwestern part of the state, which is rated as one of the major tourist areas within Oregon. The economic base of Ashland is primarily dependent on tourism and higher education, with a small manufacturing sector based on high technology. The City of Ashland was incorporated in 1874 and operates under the provisions of its own charter and applicable State law. The City of Ashland provides a full range of municipal services including police and fire protection, parks and recreation facilities/activities, streets, airports, planning, zoning, senior program, and general administration services. The City also operates the water, wastewater, and electrical utility systems.

Date of Incorporation	1874
Form of Government	Council, Administrator
Area in Square Miles	6.638
Elevation in Feet	1,900
Annual Precipitation	18 inches

Police

Stations	1
Patrol Units	8
Sworn Officers	25
Physical Arrests, Juvenile and Adult (non traffic)	2,343
Traffic Violations	2,868

Fire

Stations	2
Fire Fighters	26
Fire Alarm Responses	291
Emergency Medical Responses	2,694
Non-emergency Public Service Responses	79
Total Calls for Service	3,327
Total Ambulance Patient Transports	1,611
Code Enforcement Plans Review	215

Streets

Miles of Paved Streets	92
Miles of Gravel Streets	9
Miles of Storm Sewers	93

Water

Miles of water Mains	130
Hydrants	1,248
Service Connections	8,678
Daily Average Consumption in Millions of Gallons	4.6
Maximum Daily Capacity of Plant in Million Gallons	8

Sewer

Miles of Sanitary Sewers	110
Treatment Plant	1
Service Connections	8,181
Daily Average Treatment in Million Gallons	2.1
Maximum Daily Capacity in Million Gallons	4

Electric	
Service Connections	11,985
Street Lights	1,827
Electrical Transformers	2,007
Poles	3,506
Substations	3
Telecommunications	
Miles of Fiber	25
Miles of Coax	119
Cable Modem	4,454
Potential Station Capacity	140
Parks and Recreation	
Community Centers	3
Parks	16
Parks Acreage	642
Golf Courses	1
Swimming Pools	1
Ice Skating Rinks	1
Skateboard Parks	1
Tennis Courts	12
Trails (miles)	26
Health Care	
Hospital	1
Hospital Beds	48
Education	
Elementary Schools	4
Elementary School Instructors	69
Secondary Schools	2
Secondary School Instructors	91
State Universities	1



Photograph by
Fred Stockwell, Ashland Oregon

Other data

Funds included in budget

General Fund	This fund accounts for all financial resources except those accounted for in other funds. It provides for many of the city's primary operations such as public safety services, parks & recreation and community development.
Community Development Block Grant Fund	This fund accounts for financial resources received from the U.S. Department of Housing and Urban Development as CDBG funds can be used for a variety of housing and Community development projects that benefit low -and moderate-income persons in Ashland.
Reserve Fund	This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events.
Street Fund	This fund accounts for revenue sources from state road tax, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as maintenance and construction of the storm water runoff infrastructure.
Airport Fund	This fund accounts for maintenance of airport facilities. Revenues are from airport leases.
Capital Improvements Fund	This fund accounts for revenues from grants, non-bonded assessment payment, bond proceeds, and other sources, and will account for the construction of special local improvements with revenues from short-term borrowing and non-bonded assessments. Expenditures are for construction, property and equipment acquisitions, and the related payment of debt service in financing improvements.
Debt Service Fund	This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest except that payable from proprietary, fiduciary, or special assessment funds.
Water Fund	This fund accounts for water operations. Revenues are from water, other charges for services, as well as property taxes dedicated to the retirement of general obligation bonds. Expenditures are for operations, and retirement of debt.
Wastewater Fund	This fund accounts for wastewater treatment and collection. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.
Electric Fund	This fund accounts for sale of electricity, charges for other services, and Intergovernmental grants. Expenditures are for wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, and franchise tax.

Central Services Fund	This fund captures all the costs of internal administrative service providers that provide support to the other departments and divisions. Revenues supporting this fund are charges to departments based on the benefits received.
Insurance Services Fund	This fund accounts for insurance premiums, self insurance direct claims, and risk management administration. Revenues are from service charges from other departments, and investment income.
Equipment Fund	This fund accounts for the replacement and maintenance of the city's fleet of vehicles. Revenues are from equipment rental charges.
Cemetery Trust Fund	This fund was established to provide perceptual care of cemeteries and accounts for the repurchase of plots and transfers of earnings to the general fund. Revenues are from interest income and service charges on cemetery operations.
Parks and Recreation Fund	This fund accounts for the parks and recreational purposes as well as department operations. Revenues are from the general fund, and charges for services.
Parks Capital Improvements Fund	This fund accounts for resources from grants and inter-fund transfers that are to be expended for equipment purchases and major park renovations.
Health Benefits Fund	This fund accounts for employee health benefits and premiums, self insurance direct claims, and administration. Revenues are from departmental payments per FTE. The fund will be established July 1, 2013.

Petty Cash

Oregon Revised Statute 294.465 requires that each petty cash account and the amount thereof be listed in the budget document. The City of Ashland has the following cash accounts:

Petty Cash

City Recorder	\$ 1,000.00
Electric	100.00
Finance	300.00
Finance-Purchasing	400.00
Fire and Rescue	200.00
Police	2,150.00
<u>Tills</u>	
Community Development	150.00
Municipal Court	150.00
Police	100.00
Police Contact Station	50.00
Finance-Utilities	390.00
Parks	100.00
Parks-Nature Center	50.00
Parks-Pool	200.00
TOTAL	<u><u>\$ 5,340.00</u></u>

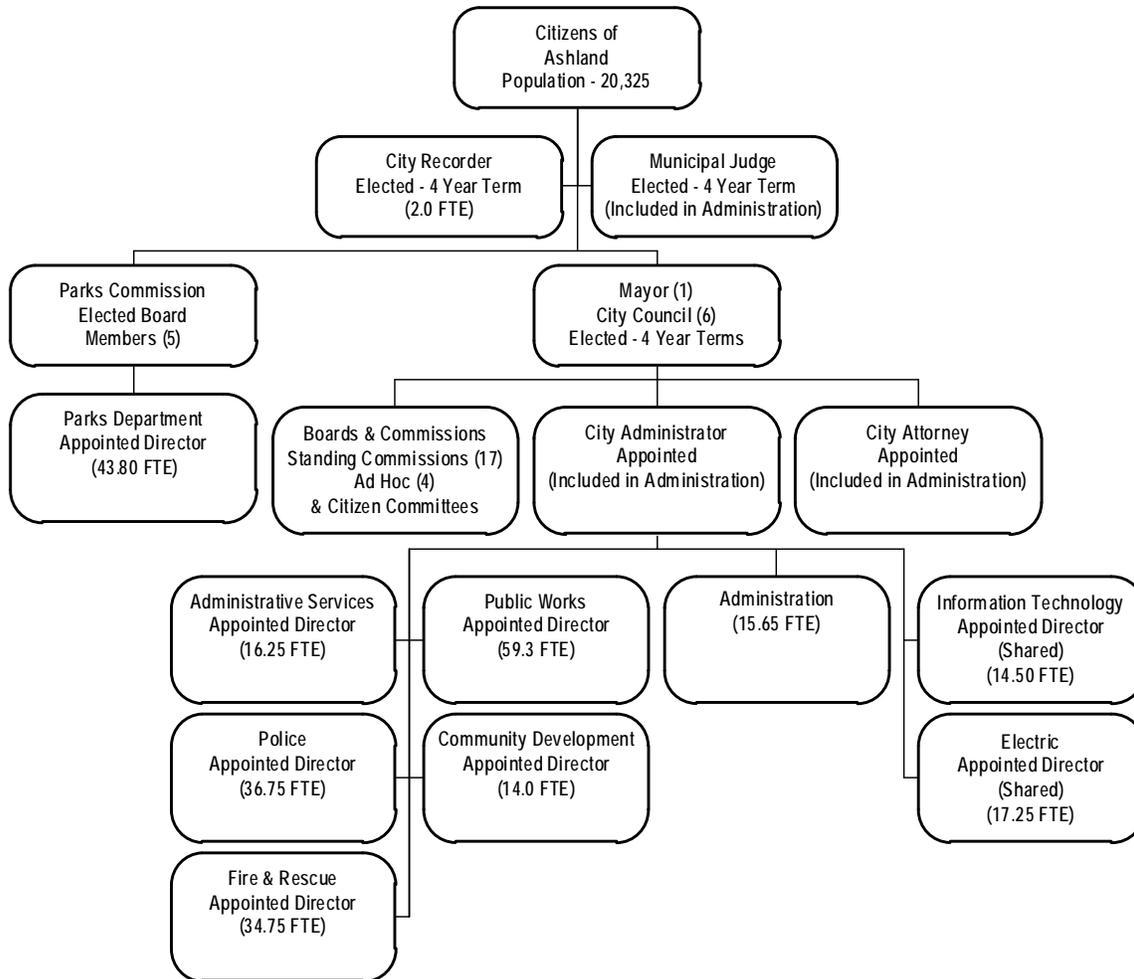


City of Ashland

254.25 FTE

Adopted

July 1, 2013



The City of Ashland is a municipal corporation first organized in 1874. The Ashland City Council is elected to serve as the governing body for Ashland's 20,325 citizens. The Mayor, who presides at the City Council meetings, is elected at-large for a four-year term. Six council members are elected at-large for four-year staggered terms. Other elected officials are the City Recorder, Municipal Judge, and the five-member Parks and Recreation Commission.

The Mayor, with confirmation of the City Council, appoints a City Administrator and a City Attorney. The City Administrator has responsibility for all City functions with the exception of the Parks Department.

The City Administrator recommends the appointment or dismissal of the Administrative Services and Finance Director, Community Development Director, Electric/Information Technology Director, Fire Chief, Police Chief, and Public Works Director.

In addition to the help they receive from their appointed staff and employees, 20 advisory boards and commissions assist the City Council. Over 120 Ashland citizens serve on these boards and commissions and make a valuable contribution to the City of Ashland.

CITY OF ASHLAND

July 1, 2013

MEMBERS OF THE BUDGET COMMITTEE AND CITIZENS OF ASHLAND:

We respectfully present the adopted budget for the City of Ashland for the 2013-2015 biennium.

This budget represents the dawn of a new era for the City of Ashland, as represented by the opening sentence above, which refers to the biennium rather than the fiscal year. This is the first biennial budget ever produced by the City, fulfilling a long-standing Council objective to budget biennially rather than annually. By budgeting this way, departments get two years worth of appropriation authority and a budget document does not have to be produced next year, thus allowing the Council and the Budget Committee to address policy-level fiscal issues that are often bypassed in the course of approving and adopting an annual budget.

This is also the first budget in the City's history that does not record the primary revenue source in the Parks Fund as property taxes and instead records that revenue as a payment for services from the General Fund. As such, the entirety of the City's general property tax levy is recorded in the General Fund, which reduces the need for an unappropriated fund balance in the Parks Fund, thus making those otherwise unappropriated dollars available for programs and services throughout the City.

These are significant, some might even say ground-shifting changes in municipal budgeting for Ashland and are sure to be subject to ongoing community discussion. However, they are also emblematic of Ashland's progressivism and willingness to embrace change, qualities that have long attracted residents and businesses to this community.

We are pleased to report to you that Ashland's fiscal condition is very good. This budget has been prepared as a "current service level budget," in which departments were instructed to prepare their budget requests with an eye toward maintaining departmental functions as they are in the current fiscal year. Departments then proposed "add packages;" requests for funding for new initiatives, staff positions or capital needs that were not included in the current budget. Through a combination of normal increases in revenues, the change in Parks appropriations and cuts to various departmental line items, a number of these additions are funded in this budget. To the extent practical, preference was given to additions for one-time expenditures or additions that meet Council goals and objectives.

Unfortunately, there remains on the horizon a looming threat to Ashland's financial stability and one that is entirely beyond our control: The skyrocketing cost of Oregon's Public Employee Retirement System (PERS). Although the Legislature has approved and the Governor has signed a short-term fix for rising PERS costs, the savings from that fix could be wiped out (and then some) in the next biennium. There is little in this proposed budget that can be deemed sustainable if the Legislature does not act to rein in PERS costs, which harm not just the City, but virtually every local government and school district in the state.

Our goal in preparing this budget was and is to protect core services in each fund and preserve the quality of these services; services that Ashland citizens want and expect. Staff recognizes that elements of a difficult economic environment remain and that many Ashland residents will continue to struggle financially, yet there is a local need and growing pressure to address issues sooner rather than later. That is, unlike a business that sees demand for its services decline in an economic downturn, demand for municipal services remains stronger than ever. As we do each year, staff sought increased efficiencies when possible and looked at alternative methods and ways of delivering service in several areas. Overall, we believe this budget is both fiscally responsible and consistent with the goals and objectives of the Ashland City Council.

BIENNIUM 2013-2015 BUDGET HIGHLIGHTS

The total adopted biennial budget is \$202,124,365. Because it is the City's first biennial budget, a comparison of this budget to the FY '13 budget is not meaningful. The General Fund budget averages \$22,571,458 for each of the years in the biennium, as opposed to the adopted FY '13 General Fund budget of \$19,058,142. The primary cause for such a significant increase is the adopted change in the relationship between the General Fund and the Parks and Recreation Fund. All property tax proceeds are budgeted as a revenue source in the General Fund and transferred or paid to the Parks and Recreation or the Debt Service Fund (on behalf of Parks). This change has a \$4.7 million impact on year one of the biennium and \$5.9 million

impact on year two. However, it does have the benefit of showing all property tax resources being received and disbursed from the primary operating fund in the budget (i.e., the General Fund).

Another important change is the inclusion of deferred maintenance *and* Parks capital improvements in the Parks CIP fund. This will assist the reader in identifying “Parks” projects in the department’s own funds rather than having them mixed into other funds of the City. The resulting transfers from the Parks Fund and the City CIP (where SDC and Food & Beverage Tax revenue are recorded) to the Parks CIP have the effect of increasing the overall budget.

The operating budget benefits tremendously from a planned conversion to a self-funded health benefits program on July 1. This conversion allows the City to hold its health insurance costs flat next during the biennium, rather than increasing them by an estimated 10% in each year of the biennium. In addition, this budget changes the way health insurance costs are allocated to the departments from an “actual cost of the employee” methodology to a per-FTE methodology. As a result, many departments will see their health benefits charges *decrease* next year. Although personal services costs city-wide are projected to increase by about 4.7% in the first year of the biennium and another 2.6% over that in the second year, those increases would have been much higher if not for the conversion to a self-insurance plan. All other contractual and compliance obligations were budgeted as required.

Where applicable and as practical, staff budgeted fund balances that meet adopted policy. Staff also tried to ensure that expected operational revenues exceed or match proposed operational expenses in each fund. This was not possible in some funds without rate increases and not practical in others where additional funds were carried over from the prior year and are budgeted to be used in biennium ’13-’15. Charts depicting year-to-year comparisons of fund budgets, FTE and utility rates can be found in Attachment A.

REVENUE AND EXPENDITURE ISSUES AND PROJECTIONS

Revenues

Property Taxes - This budget includes no change in the levy of the city’s permanent tax rate. The maximum the city is permitted to levy is roughly \$4.29 per \$1,000 of assessed valuation. This budget charges about \$4.20 per \$1,000, with all of that levy going to the General Fund. The city can assess up to \$.21 per \$1,000 for a voter-approved serial levy that supports Ashland Library operations, however this budget assesses only \$.19 per thousand, as was the case in FY 2013. These operating property taxes, excluding prior year tax collections, are projected to increase by 4% in each year of the biennium, thus generating \$19,677,362.

A detailed description of property taxes and debt limitations can be found in the appendices.

Transient Lodging Taxes – Transient lodging taxes are projected to increase by 4% in each year of the biennium, generating \$4,225,000. This forecast is based on reports and tax payments provided by the local lodging industry. The use of much of this revenue is restricted under state law to tourism promotion and tourism related facilities. Ashland uses a significant portion of its TLT revenues to support a visitor-promotion program through the Chamber of Commerce, to support Oregon Shakespeare Festival promotion efforts and for a grant program aimed at supporting local economic development and tourism promotion projects.

Franchise Fees – Revenue from the electric utility user tax and water/sewer franchise fees, the city’s second- and third-largest General Fund revenue sources, are projected to grow slightly during the biennium, with franchises subject to rate increases and use or consumption patterns of the community.

Licenses and Permits – Permit revenue spiked in FY 2013 due to the SOU student housing project. Permit revenues somewhat above recent averages are budgeted for the biennium due to projects known to be in the pipeline and the emerging recovery of the real estate market.

Enterprise Fund revenues – This budget assumes a 5.3% rate increase for the Electric Utility effective October 1, 2013, and a similar increase in year two, driven primarily by a projected 5.8% increase in BPA supply costs and a 13% increase in transmission costs, as well as deferred maintenance and capital projects necessary to meet the Council objectives of “Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs” and “Maintain and improve infrastructure that enhances the economic vitality of the community.” The estimated impact on the average residential household in Ashland of this proposed 5.3% increase is \$3.65 per month, depending on use. The Electric Utility is currently conducting a comprehensive cost of service study and an additional rate increase may be required in the second year of the biennium, depending on BPA wholesale cost increases and the results of this study.

The Budget Message

This budget is balanced with a 10% increase in both water and wastewater rates. These rate increases have been anticipated to cover the cost of the significant capital improvements called for in the master plans for the enterprises, as well as basic operations and maintenance. The combined impact on a residential customer in 2014-15 is estimated at less than \$6.00 per month depending on water use. This budget also includes cost of service studies in the Water and Street Funds (\$50,000 and \$30,000, respectively) in order to meet the Council objectives to “Evaluate all city infrastructure regarding planning, management, and financial resources” and to “Develop a fee/rate structure that encourages conservation and pays the bills.”

Other Utilities. This budget includes increases of 3% in the Transportation Utility Fee and 3% in the Storm Water Utility Fee for fall 2013. The Storm Water Division needs this adjustment to cover operational costs. The estimated impact on the average residential customer of these combined increases is \$0.36 per month. Both divisions have significant unfunded capital projects in the future that could warrant a larger increase.

Expenditures

General cost increases – To the extent practical, this budget holds the line on general cost increases. However, personnel services costs across all funds are up 4.7% (excluding proposed new positions) and materials & services costs are up 5.5%, although to the degree such costs are flexible or discretionary, they have been cut or contained to the greatest practical extent. Personnel costs are up due to a combination of cost-of-living adjustments the city is contractually required to provide to represented employees, a COLA of 2% for non-represented employees and step increases for about half of all City employees. Mostly, however, personnel costs are up due to notice that was received from the Oregon Public Employees Retirement System last winter of a stunning 31% increase in the employer rates the City must pay into the PERS system to help the system deal with a \$16.2 billion unfunded actuarial liability. In fact, were it not for the projected increase in PERS costs, many departments and divisions would have seen their personnel costs go down in the first year of the biennium due to the new allocation methodology for health benefits costs. Fortunately, the City was able to produce a balanced budget even with this large increase in retirement benefits costs. Then, as the Budget Committee was deliberating the budget, the Legislature approved and the Governor signed into law a package of modifications to the PERS system. These modifications had the result of lowering the City’s PERS rates to roughly what they were in the ’11-’13 biennium. However, rather than adjust the budget to reflect these new rates, personnel costs in this budget reflect the higher rates. Money saved by paying the lower rates will be reserved and available in the ’15-’17 biennium when, according to PERS actuaries, employer rates will rise back to the levels that had been set prior to the enactment of the aforementioned legislation.

General Fund - The General Fund derives its revenues from property taxes, franchise fees, license and permit fees, state shared revenue and charges for service – primarily ambulance service in the Fire Department. The General Fund includes, among others, the Police Department, the Fire Department, the Community Development Department and the Municipal Court, as well as a number of other smaller functions such as city cemeteries and the municipal band. Because this biennial budget records all property tax revenues in the General Fund, rather than a portion in the General Fund and portion in the Parks Fund, and then transfers General Fund dollars to the Parks Fund, General Fund revenues and expenditures are up significantly. However, if these revenues, transfers and contingency are netted out of the General Fund, requirements in the fund is up by only 4.1% over the FY ’13 amended budget in the first year of the biennium and by an additional 3% in the second year.

Electric Fund – The Electric Fund increases by 8.2% over FY ’13 in the first year of the biennium and an additional 3% in the second year, reflecting an increase in wholesale power rates from the BPA. A rate increase is needed in the second year of the biennium and 5% is a place holder in the budget, although more exact information on BPA charges is not available at this time. Should the Council elect to not raise rates, it will be necessary to address expenditures in this fund, most likely by reducing system-wide maintenance and capital projects. It should also be noted that funds (both revenues and expenditures) that have been budgeted in prior years for the purchase of the North Mountain substation have been removed from this budget, as the City and BPA remain far, far apart on price.

Water and Wastewater Funds – As in the Electric Fund, the Water and Wastewater Funds reflect an increase due to capital needs and related operational costs. The proposed Water Fund budget appears to be down significantly, however that is due to the absence of a federal grant for wildfire mitigation in the watershed that is not re-budgeted in the 2013-15 biennium. Net of that federal grant, the Water Fund is up due to capital projects, personnel cost increases driven primarily by PERS and normal inflationary increases for materials and services. Similarly, increases in the Wastewater Fund are driven primarily by expenditures for capital projects as identified in the Wastewater Master Plan, most of them in the second year of the biennium.

Parks & Recreation Department – This budget significantly alters the way Parks and Recreation Department revenue is shown, although it fully funds all Parks operations. In the past, Parks revenue was shown as property tax in the amount of \$2.09 per \$1,000 of assessed valuation. Over the years, this resulted in a very large unappropriated balance in the Parks fund; nearly \$2 million in the current fiscal year. Rather than continuing to budget Parks Fund revenue as property tax, the unappropriated fund balance is budgeted as beginning working capital, the ending fund balance is reduced to 12.5% of operating expenditures (down from 25%) and money is transferred from the General Fund to balance the Parks Fund. If Parks revenue were to continue to be budgeted as a property tax in the amount of \$2.09 per \$1,000, it would generate approximately \$9.4 million over the course of the biennium. Instead, the General Fund will transfer \$8.8 million to the Parks Fund, which translates into a tax rate of between \$1.97 and \$2.02 per \$1,000, depending on how much revenue is generated by a penny of property tax rate. This budget funds all Parks programs at current service levels and includes \$587,000 for maintenance projects (deferred and otherwise) with an emphasis on safety-related projects, replacement of demolished structures at the Daniel Meyer Pool and projects intended to extend the life cycle of existing structures elsewhere in the Parks system.

Reserve Fund – No additional transfer to the City’s Reserve Fund is budgeted, although two large transfers out of the Fund are budgeted. A transfer of \$90,000 to the Information Technology Department (Central Services Fund) will pay for needed upgrades to the City’s operating system and desktop system. A transfer of \$100,000 to the Administrative Services Department (General Fund) will cover the cost of a “Help Center” for the homeless and those in danger of becoming homeless. Per the resolution that created the Reserve Fund, these transfers were approved by the Budget Committee. This budget also includes an interfund loan from the Reserve Fund to the newly created Health Benefits Fund in order that the Health Benefits Fund can have a claims reserve on day one.

Central Service Fund – After holding Central Service Fund charges flat for five years, this budget increases those charges by 2% in each year of the biennium and to draw down the Fund’s unappropriated fund balance to a more normal level for an internal service fund. This increase in Central Service Fund charges was projected in the current year’s budget and an additional increase will likely be necessary in the 2015-2017 biennium.

Capital Projects -- Capital improvement spending is \$17,601,950 in the biennium budget, compared to \$14,273,810 in the FY 2013 adopted budget and \$10,773,000 in the prior year. The City is anticipating certain grant funds for street and airport improvements and low cost loans from the state for Wastewater system upgrades. Some projects in the CIP are funded by bonds issued late in FY 2013. Additional borrowing will be needed late in the biennium for Water, Street and Parks improvements. Proposed rate increases address the increased debt service relating to capital project financing.

CITY COUNCIL GOALS AND BUDGET ADDITIONS

On February 2, 2013, the City Council held a day-long goal-setting session during which the Council created a set of four goals and 30 objectives built around the core functions of City government. The Parks Commission subsequently adopted a goal and nine objectives and these were added to the Council goals to create a single set of City of Ashland Goals and Objectives (shown in the appendices following this budget message). The City’s department heads then put together action plans (not shown in the attached document) to provide the roadmap for meeting these objectives over the course of the biennium. If certain actions required additional resources, departments submitted “add packages;” requests for additional funding along with a justification as to why the funding is needed.

Before considering any add package requests, budget staff carefully examined each and every requested expenditure and identified cuts that could be used to offset the requested addition package. About \$136,000 in cuts were identified in the General Fund alone. Other additions may be offset by increased revenues, however those increased revenues are not included in this proposed budget. In determining which additions to include in the budget, priority was given to those that helped achieve Council objectives, could be funded by modifying proposed budgets, and those that were one-time rather than ongoing expenditures. With that in mind, the following additions have been included in this budget:

The Budget Message

Department	Addition	Fund	One Time or Ongoing	Fiscal Impact	City Goals Objective?
Administration	Open City Hall, an online citizen involvement tool	Central Service	Ongoing	Year 1-\$4,500 Year 2-\$4,500	Yes
Police	Reclassify Admin. Sgt. to Deputy Police Chief	General	Ongoing	Year 1-\$8,262 Year 2-\$18,786	No
Police	Police Patrol Vehicle Service Rotations	General	Ongoing	Year 1-\$20,988 Year 2-\$20,988	Yes
Police/Parks	Increase Park Patrol	General	Ongoing	Year 1 - \$10,000 Year 2 - \$10,000	Yes
Fire	Trails Master Plan	General	Ongoing	Year 1-\$5,000 Year 2-\$5,000	Yes
Fire	Emergency Management	General	One Time	Year 1-\$22,000 Year 2-\$12,000	Yes
Fire	Replace used fire truck with new (transfer to equipment fund)	General	Ongoing	Year 1-\$53,000 Year 2-\$53,000	Yes
Fire	Fire pump test pit (transfer to equipment fund)	General	One Time	Year 1-\$6,700 Year 2-\$6,700	Yes
Public Works	Virtual Server, Database Software (GIS)	Central Service	One Time & Ongoing	Year 1-\$10,000.00 Year 2-\$21,500.00	Yes
Public Works	Wastewater Inspection CCTV System Replacement	Wastewater	One Time & Ongoing	Year 1-\$0 Year 2-\$165,000.00	Yes
Public Works	B Street Maintenance Yard Building Enclosure	CIP	One Time	Year 1-\$0 Year 2-\$43,800	No
Public Works	Cost of Service Water Rate Study	Water	One Time	Year 1-\$50,000.00 Year 2-\$0	Yes
Public Works	Cost of Service Street Rate Study	Street	One Time	Year 1-\$30,000.00 Year 2-\$0	Yes
Public Works and CDD	Downtown Study	General (dedicated parking funds)	One Time	Year 1-\$55,000.00 Year 2-\$10,000.00	Yes
Public Works	T-Hangar Enclosure Project	Airport	One Time	Year 1-\$45,000.00 Year 2-\$0	No
Public Works	FBO Maintenance Hangar Door Replacement	Airport	One Time	Year 1-\$20,000.00 Year 2-\$0	No
CDD	Code Compliance Officer	General	Ongoing	Year 1-\$56,415 Year 2-\$59,236	No

Three add packages are proposed for the second year of the biennium, but only if funding is available and likely sustainable, based on fiscal performance in the first year of the biennium. Those add packages are as follows:

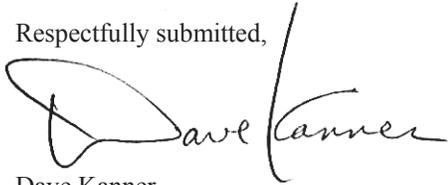
Police	Add one FTE to sworn personnel	General	Ongoing	Year 1-\$0 Year 2-\$96,338	No
IT	E-mail system replacement	Central Services	Ongoing	Year 1 - \$0 Year 2 - \$10,000	Yes
Fire	Add one FTE to sworn personnel	General	Ongoing	Year 1-\$0 Year 2-\$107,453	No

CONCLUSION

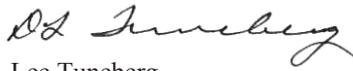
As discussed in the introduction, this budget represents a continuation of current services at the minimum level needed to meet public safety and quality of life needs or Federal and State mandates. While we continue to face uncertain times, we remain focused on providing to the citizens of Ashland as much as we can for as long as we can with the resources available to us. While we were able to balance the budget without recommending an increase in taxes, we are not able to balance the City's major utility funds without rate increases. These rate increases are painful but necessary if we are to expect system reliability and modernity in our utilities, not just for us but for the future generations to whom we will bequeath this marvelous city.

Budget preparation for an organization as large and complex as the City of Ashland is an arduous endeavor that begins some six months before the budget document is actually published and presented to the Budget Committee and which, along the way, becomes an all-consuming task for many, many members of the City staff. We would like to acknowledge the time and effort of all staff members who give this task a high priority in addition to their normal work responsibilities. We would like to particularly acknowledge Accounting Manager Cindy Hanks, Financial Analyst Jeff Rehbein and Administrative Assistant Tami DeMille-Campos. And on behalf of the citizens of the City of Ashland, we extend our thanks to the Budget Committee for the time and talent they applied in their review and approval of this budget.

Respectfully submitted,



Dave Kanner
City Administrator/Budget Officer



Lee Tuneberg
Administrative Services Director/Finance Director

The Budget Message

Attachment A

Proposed BN 2013-2015 Budget Comparison					
Fund	2011-2012 Amended	2012-2013 Amended	2013-2015 Proposed	Dollar Difference	Percent Difference
General	\$17,338,176	\$18,290,087	\$46,776,526	\$11,148,263	31.3%
CDBG	266,145	205,935	467,835	(\$4,245)	-0.9%
Reserve	869,172	1,018,502	1,544,910	(\$342,764)	-18.2%
Street	8,998,091	9,046,024	10,309,507	(\$7,734,608)	-42.9%
Airport	157,873	226,762	378,850	(\$5,785)	-1.5%
Capital Improvements	8,384,612	7,863,003	8,892,668	(\$7,354,947)	-45.3%
Debt	3,269,120	3,804,867	5,524,677	(\$1,549,310)	-21.9%
Water	8,600,403	11,959,058	20,830,293	\$270,832	1.3%
Wastewater	8,951,854	10,445,666	18,922,328	(\$475,192)	-2.4%
Electric	16,263,914	17,184,441	32,260,310	(\$1,188,045)	-3.6%
Telecommunications	2,516,683	2,279,860	4,444,811	(\$351,732)	-7.3%
Central Services	6,145,679	6,688,999	14,113,465	\$1,278,787	10.0%
Insurance Services	1,552,382	1,387,198	2,353,867	(\$585,713)	-19.9%
Health Benefits	-	-	8,513,710	\$8,513,710	100.0%
Equipment	2,960,114	4,747,594	6,454,241	(\$1,253,467)	-16.3%
Cemetery Trust	872,797	912,603	948,344	(\$837,056)	-46.9%
Total by Fund	87,147,015	96,060,599	182,736,342	(471,272)	-0.3%
Parks & Recreation	7,422,514	8,209,316	17,871,527	\$2,239,697	14.3%
Total Parks	7,422,514	8,209,316	17,871,527	2,239,697	14.3%
Total Requirements	\$94,569,529	\$104,269,915	\$200,607,869	\$1,768,425	0.9%

The City of Ashland budget in transitioning from single year budgets to biennial budgets.

The dollar and percentage difference is a comparison of the 2013-15 biennium to the sum of the prior two years amended budgets.

Rate Adjustments in FY	2010	2011	2012	FY 2012-2013		BI 2013-2015	
	Actual	Actual	Actual	Budgeted	Actual	Proposed	
Transportation Utility Fee	3.0%	0.0%	0.0%	5.0%	0.0%	3.0%	3.0%
Storm Drain Utility Fee	3.0%	0.0%	0.0%	5.0%	0.0%	3.0%	3.0%
Water Fees	8.0%	10.0%	10.0%	10.0%	0.0%	10.0%	10.0%
Wastewater Fees	9.0%	6.0%	10.0%	10.0%	0.0%	10.0%	10.0%
Electric Rate Increase	4.0%	0.0%	4.0%	5.0%	5.3%	5.3%	5.0%
				*	Not requested at this time.		

OPERATIONAL EXPENSES

Comparing total budget between years is inevitable but not always telling. A better view of cost components and trending comes from looking at the elements comprising the operational budget total. The annual budget assumptions normally use 3% as the default inflation factor but other rates better represent industry specific costs changes, staffing and debt service. In most cases items like purchased electricity, health care, retirement and others vary greatly and may even be negative. A comparison of operational budgets including personal services, materials & services (excluding capital expenditures) and debt service is as follows:

Proposed Operational Budget Comparison					
Category	2011-2012 Amended	2012-2013 Amended	2013-2015 Proposed	Dollar Difference	Percent Difference
Personal Services	\$24,437,430	\$26,158,408	\$55,473,254	\$4,877,416	9.6%
Materials & Services	31,304,307	34,357,897	81,730,173	16,067,969	24.5%
Debt Service	4,695,628	5,158,979	9,892,574	37,967	0.4%
Total	\$60,437,365	\$65,675,284	\$147,096,001	\$20,983,352	16.6%

The City of Ashland budget in transitioning from single year budgets to biennial budgets.

The dollar and percentage difference is a comparison of the 2013-15 biennium to the sum of the prior two years amended budgets.

Department	2012-2013		Biennium 2013-2015		
	(FTE)	Change	Year 1 (FTE)	Change	Year 2 (FTE)
Administration	13.15	2.50	15.65		15.65
Info Technology	14.50		14.50		14.50
Admin Services	16.25		16.25		16.25
City Recorder	2.00		2.00		2.00
Police	36.30	0.45	36.75		36.75
Fire	34.75		34.75	-0.95	33.80
Public Works	60.05	-0.75	59.30		59.30
Community Dev	13.00	1.00	14.00		14.00
Electric	20.75	-3.50	17.25		17.25
City Subtotal	210.75	-0.30	210.45	-0.95	209.50
Parks	43.80		43.80		43.80
Total FTE	254.55	-0.30	254.25	-0.95	253.30

The above table presents a city-wide net .95 FTE decrease over the biennium. The table identifies the changes between departments that resulted in the net difference.

- Administration increased two FTE when the Assistant City administrator and Assistant City Attorney positions were eliminated, a new management analyst position was added and three conservation technicians were transferred to this department with the water and electric conservation programs. The Municipal Judge position increased by .50 FTE.
- Police had several changes resulting in the .45 FTE increase including elimination of the part-time Volunteer Coordinator position offset by .25 FTE more in Parks Patrol and .50 FTE more for Cadets to do Central Area Patrol.
- Fire's increase recognizes a decrease of .05 for the Temp position in year one, a decrease of .20 for the Firewise Coordinator for year one and another decrease of .20 in year two plus an increase of .50 for the AFR Program Clerk in year one and a decrease of .75 in year two.
- Public works eliminated temporary employees resulting in the .75 FTE reduction.
- Community Development added back the Code Compliance Officer (eliminated in 2008) that will also do the weed abatement program.
- Electric transferred the 3.0 FTE in conservation programs to Administration and funding for an unfilled .5 FTE in the water program was reclassified as an expense from materials & services, potentially accomplished through a vendor or temp agency.

The Budget Message

Budgeted Capital Improvements	2010	2011	2012	2013	2014	2015
Transportation Projects	\$2,270,100	\$2,816,000	\$ 1,911,000	\$ 2,765,000	\$ 1,562,950	\$ 1,086,000
Local Improvement Districts	230,000	642,000	397,000	-	-	-
Storm Drain Projects	187,000	35,000	135,000	375,000	150,000	52,000
Airport Projects	150,000	1,800,000	175,000	573,750	225,000	255,000
Water Projects	575,000	865,000	242,000	617,000	2,506,000	2,959,000
Wastewater Projects	850,000	1,210,000	325,000	1,940,060	928,000	2,578,000
Electric Projects	505,000	630,000	1,535,000	2,135,000	825,000	620,000
Telecommunications Projects	325,000	196,000	135,000	115,000	193,000	115,000
Information Technology	95,000	95,000	465,000	160,000	42,000	28,000
Facilities	200,000	475,000	3,413,000	3,575,000	-	-
Parks Projects	200,000	2,095,000	2,040,000	2,018,000	2,031,000	1,446,000
Total	\$5,587,100	\$10,859,000	\$ 10,773,000	\$ 14,273,810	\$ 8,462,950	\$ 9,139,000

The following budget assumptions were presented at the February 21, 2013 Budget kick off meeting:

1. Staff will recommend a balanced budget - property tax rate(s) proposed are what is/are recommended to balance.
2. Staff will include utility rate increases to balance enterprises, consistent with applicable master plans. (See page 1-8).
3. Any major proposed fee increases used to balance the budget will be identified.
4. Any deviations from this will be identified in the budget message.
5. Base budgets prepared by Departments for expenditures will be built with basic assumptions:
 - a. Consistent service levels.
 - b. Existing staffing (with PERS, health care and salary costs allowed consistent with contracts)
 - c. Materials & Services within control of the Department will remain flat, in some cases could be lower, however increases limited to 2% where possible. Department Heads will address significant changes in their presentations
 - d. Internal charges remain flat or increase slightly consistent with the 2% M&S allowance except when approved service level changes or equipment replacements warrant an increase
 - e. Technology debt allocation/payment will remain the same.
6. Capital improvement projects and other capital spending will be addressed as part of the departmental presentations.
7. Budget transfers, debt service and contingencies will be included as needed or required.
8. As needed, the Budget Officer/City Administrator will make reductions to balance each fund. Major reductions would be discussed with the Budget Committee.
9. Property tax proceeds will be budgeted in the General Fund and transferred as needed or required to Debt Service and Parks & Recreation Fund.
10. City Council goals and objectives will be considered when recommending add packages. (See pages 1-6 and 1-7).
11. Potential changes known at this time:
 - a. Base budget will be adjusted up for new grants and down for ending grants.
 - b. Cost Of Living Adjustments (COLA) will be as negotiated in union contracts.
 - c. Self-insuring health care is expected to help offset a potential 6.5% increase in current rates.
 - d. Staff will recommend COLA's/adjustments for (management/professional/confidential) that recognize the impact from union contracts and affordability. A 2% increase is budgeted for each year of the biennium.
12. Current Trends:
 - a. January 2013 Consumer Price Index (CPI)-U was 1.6; CPI-W was 1.5%
 - b. Property tax revenue was 4% up compared to prior year, but is dropping; project 3.5% growth
 - c. Transient Occupancy Tax revenue is up 4%
 - d. Food & Beverage revenue is up 7%
 - e. Enterprise revenue above Prior Year.
 - f. Fuel costs rising but departments are attempting to budget the same level of expense

Memo

DATE: June 4, 2013
TO: Mayor and Council
FROM: Dave Kanner, Budget Officer
RE: FY 2013-2015 Budget Process – Summary of Changes

Below is a summary of proposed adjustments for this stage of the process:

1. Preliminary revisions to the Proposed Budget from staff:
 - a. The long-term portion of the budget anticipates the potential for renewal of some portion of the inter-fund loan for self-insuring health care costs in the Health Benefits Fund. The initial loan of \$500,000 is budgeted for repayment within the biennium and renewal of the loan is reflected in the next biennium. It is more appropriate to budget the second, smaller loan, if needed, at the end of the 2013-2015 biennium. The estimate, after repayment of the initial amount is \$400,000 and has been reflected in both the Reserve Fund and the Health Benefits Fund.
 - b. Repayment of a \$150,000 inter-fund loan by the Water Fund to the Equipment Fund was not input into the detail of the budget. The omission is corrected by decreasing the Water Fund ending balance and appropriating the repayment. The Equipment Fund is revised to show the added resource and a larger ending balance.
2. Committee accepted changes from staff and approved the following revisions to the budget:
 - a. Appropriate \$100,000 as a transfer from the Reserve Fund to the General Fund to pay for the Help Center. An appropriation of \$100,000 is reflected in the General Fund, Administration Services – Miscellaneous division to reflect the potential expenditure.
 - b. Appropriate \$90,000 as a transfer from the Reserve Fund to the Central Service Fund to pay for the computer operating system upgrade. An appropriation of \$90,000 is reflected in Central Services Fund, Information Technology Department to reflect the potential expenditure.
 - c. Reduce appropriations for consultant work on the Downtown Plan by \$35,000 in the General Fund, Community Development – Planning Division.



1. Based upon discussion with the Committee, staff recommends the following adjustments in the adoption of the budget by Council:
 - a. Reduce General Fund Transfers by \$956,176 to reflect the direct deposit into the Debt Service Fund of property taxes for voter-approved debt service relating to the 2005 and 2011 general obligation bonds. Doing so removes the need to transfer the like amount. A similar change is reflected in the revenue reconciliation.
 - b. Appropriate \$350,000 in the Water Fund, Fire Department – Forest Lands Management Division for the Ashland Forest Resiliency program. Since no revenue stream has been identified adding this appropriation decreases the Water Fund Ending Fund Balance by a like amount.

2. Staff recommends further adjustments to the Approved Budget based upon a request from the Public Works Department recognizing capital project costs that will not be incurred in FY 2012-2013 as estimated when preparing the proposed budget. The recommended changes will increase the carry forward from 2012-2013 by \$1,732,678 and increase appropriations in the Street, Water and Wastewater funds in BN 2013-2015 by the same amount, not affecting the ending fund balances projected for June 30, 2015.

Incorporating all the changes listed above results in an Adopted Budget that totals \$202,124,365.

Budget Message Addendum

City of Ashland Biennium 2013-2015 Summary of Changes

	2013 -2015 Proposed	Staff Revisions	2013 -2015 Revised	Committee Revisions	2013 -2015 Approved	Council Revisions	2013 -2015 Adopted
GENERAL FUND							
Administration Department	553,465		553,465		553,465		553,465
Administration Department - Library	812,000		812,000		812,000		812,000
Administration Department- Municipal Court	994,970		994,970		994,970		994,970
Administrative Services - Social Services Grants	257,688		257,688		257,688		257,688
Administrative Services - Economic & Cultural Grants	1,433,226		1,433,226		1,433,226		1,433,226
Administrative Services - Miscellaneous	222,483	287,725	510,208	100,000	610,208		610,208
Administrative Services - Band	120,390		120,390		120,390		120,390
Administrative Services - Parks Services	8,856,000		8,856,000		8,856,000		8,856,000
Police Department	12,391,656		12,391,656		12,391,656		12,391,656
Fire and Rescue Department	13,053,484		13,053,484		13,053,484		13,053,484
Public Works - Cemetery Division	704,551		704,551		704,551		704,551
Community Development - Planning Division	2,765,822		2,765,822	(35,000)	2,730,822		2,730,822
Community Development - Building Division	1,390,632		1,390,632		1,390,632		1,390,632
Transfers	1,149,000		1,149,000		1,149,000	(956,176)	192,824
Contingency	1,041,000		1,041,000		1,041,000		1,041,000
Ending Fund Balance	1,030,159	(287,725)	742,434	35,000	777,434		777,434
TOTAL GENERAL FUND	46,776,526	-	46,776,526	100,000	46,876,526	(956,176)	45,920,350
COMMUNITY DEVELOPMENT BLOCK GRANT FUND							
Personal Services	61,100		61,100		61,100		61,100
Materials and Services	406,735		406,735		406,735		406,735
Ending Fund Balance	-		-		-		-
TOTAL CDBG FUND	467,835	-	467,835	-	467,835	-	467,835
RESERVE FUND							
Interfund Loan	500,000	400,000	900,000		900,000		900,000
Transfers	-		-	190,000	190,000		190,000
Ending Fund Balance	1,044,910	(400,000)	644,910	(190,000)	454,910		454,910
TOTAL RESERVE FUND	1,544,910	-	1,544,910	-	1,544,910	-	1,544,910
STREET FUND							
Public Works - Street Operations	6,985,460		6,985,460		6,985,460	643,250	7,628,710
Public Works - Street Operations Debt	341,750		341,750		341,750		341,750
Public Works - Storm Water Operations	1,247,230		1,247,230		1,247,230		1,247,230
Public Works - Storm Water Operations Debt	26,317		26,317		26,317		26,317
Public Works - Transportation SDC's	373,290		373,290		373,290	73,323	446,613
Public Works - Storm Water SDC's	60,600		60,600		60,600	20,000	80,600
Contingency	215,000		215,000		215,000		215,000
Ending Fund Balance	1,059,860		1,059,860		1,059,860		1,059,860
TOTAL STREET FUND	10,309,507	-	10,309,507	-	10,309,507	736,573	11,046,080
AIRPORT FUND							
Materials and Services	143,310		143,310		143,310		143,310
Capital Outlay	65,000		65,000		65,000		65,000
Debt Service	77,072		77,072		77,072		77,072
Interfund Loan	19,000		19,000		19,000		19,000
Contingency	10,000		10,000		10,000		10,000
Ending Fund Balance	64,468		64,468		64,468		64,468
TOTAL AIRPORT FUND	378,850	-	378,850	-	378,850	-	378,850
CAPITAL IMPROVEMENTS FUND							
Public Works - Facilities	2,406,460		2,406,460		2,406,460		2,406,460
Administrative Services - Parks Open Space	3,929,000		3,929,000		3,929,000		3,929,000
Transfers	466,900		466,900		466,900		466,900
Contingency	200,000		200,000		200,000		200,000
Ending Fund Balance	1,890,308		1,890,308		1,890,308		1,890,308
TOTAL CAPITAL IMPROVEMENTS	8,892,668	-	8,892,668	-	8,892,668	-	8,892,668
DEBT SERVICE FUND							
Debt Service	4,548,084		4,548,084		4,548,084		4,548,084
Interfund Loan	370,000		370,000		370,000		370,000
Ending Fund Balance	606,593		606,593		606,593		606,593
TOTAL DEBT SERVICE FUND	5,524,677	-	5,524,677	-	5,524,677	-	5,524,677

2013-15 biennial budget

WATER FUND							
Administration - Conservation Division	449,010	449,010	449,010		449,010		
Fire - Forest Lands Management Division	537,265	537,265	537,265	175,000	712,265		
Public Works - Water Supply	2,884,570	2,884,570	2,884,570	67,250	2,951,820		
Public Works - Water Supply Debt	44,985	44,985	44,985		44,985		
Public Works - Water Treatment	2,494,200	2,494,200	2,494,200	76,500	2,570,700		
Public Works - Water Treatment Debt	467,427	467,427	467,427		467,427		
Public Works - Water Distribution	8,385,680	8,385,680	8,385,680	360,000	8,745,680		
Public Works - Water Distribution Debt	662,995	662,995	662,995		662,995		
Public Works - Reimbursement SDC's	-	-	-		-		
Public Works - Improvement SDC's	200,000	200,000	200,000	82,750	282,750		
Public Works - Debt SDC's	241,845	241,845	241,845		241,845		
Debt Services	-	-	-		-		
Interfund loan	-	150,000	150,000		150,000		
Contingency	403,000	403,000	403,000		403,000		
Ending Fund Balance	4,059,316	(150,000)	3,909,316	3,909,316	(350,000)	3,559,316	
TOTAL WATER FUND	20,830,293	-	20,830,293	-	20,830,293	411,500	21,241,793
WASTEWATER FUND							
Public Works - Wastewater Collection	5,062,377	5,062,377	5,062,377	236,244	5,298,621		
Public Works - Wastewater Collection Debt	151,075	151,075	151,075		151,075		
Public Works - Wastewater Treatment	6,201,385	6,201,385	6,201,385	326,000	6,527,385		
Public Works - Wastewater Treatment Debt	3,253,250	3,253,250	3,253,250		3,253,250		
Public Works - Reimbursement SDC's	117,500	117,500	117,500		117,500		
Public Works - Improvement SDC's	1,361,130	1,361,130	1,361,130	22,361	1,383,491		
Debt Services	30,000	30,000	30,000		30,000		
Contingency	440,000	440,000	440,000		440,000		
Ending Fund Balance	2,305,611	2,305,611	2,305,611		2,305,611		
TOTAL WASTEWATER FUND	18,922,328	-	18,922,328	-	18,922,328	584,605	19,506,933
ELECTRIC FUND							
Administration - Conservation Division	1,494,890	1,494,890	1,494,890		1,494,890		
Electric - Supply	13,628,373	13,628,373	13,628,373		13,628,373		
Electric - Distribution	13,398,521	13,398,521	13,398,521		13,398,521		
Electric - Transmission	2,177,635	2,177,635	2,177,635		2,177,635		
Debt Services	47,774	47,774	47,774		47,774		
Contingency	923,000	923,000	923,000		923,000		
Ending Fund Balance	590,117	590,117	590,117		590,117		
TOTAL ELECTRIC FUND	32,260,310	-	32,260,310	-	32,260,310	-	32,260,310
TELECOMMUNICATIONS FUND							
Personal Services	1,288,560	1,288,560	1,288,560		1,288,560		
Materials and Services	2,667,283	2,667,283	2,667,283		2,667,283		
Capital Outlay	308,000	308,000	308,000		308,000		
Contingency	150,000	150,000	150,000		150,000		
Ending Fund Balance	30,968	30,968	30,968		30,968		
TOTAL TELECOMMUNICATIONS FUND	4,444,811	-	4,444,811	-	4,444,811	-	4,444,811
CENTRAL SERVICES FUND							
Administration Department	3,015,362	3,015,362	3,015,362		3,015,362		
IT - Computer Services Division	2,447,128	2,447,128	90,000	2,537,128	2,537,128		
Administrative Services Department	4,084,194	4,084,194	4,084,194		4,084,194		
City Recorder Division	708,330	708,330	708,330		708,330		
Public Works - Administration and Engineering	3,362,420	3,362,420	3,362,420		3,362,420		
Interfund Loan							
Contingency	104,000	104,000	104,000		104,000		
Ending Fund Balance	392,031	392,031	392,031		392,031		
TOTAL CENTRAL SERVICES FUND	14,113,465	-	14,113,465	90,000	14,203,465	-	14,203,465
INSURANCE SERVICES FUND							
Personal Services	178,080	178,080	178,080		178,080		
Materials and Services	1,446,500	1,446,500	1,446,500		1,446,500		
Contingency	300,000	300,000	300,000		300,000		
Ending Fund Balance	429,287	429,287	429,287		429,287		
TOTAL INSURANCE SERVICES FUND	2,353,867	-	2,353,867	-	2,353,867	-	2,353,867

Budget Message Addendum

HEALTH BENEFITS FUND							
Personal Services							
Materials and Services	7,816,992		7,816,992		7,816,992		7,816,992
Interfund Loan	510,000		510,000		510,000		510,000
Contingency	500,000		500,000		500,000		500,000
Ending Fund Balance	(313,282)	400,000	86,718		86,718		86,718
TOTAL INSURANCE SERVICES FUND	8,513,710	400,000	8,913,710	-	8,913,710	-	8,913,710
EQUIPMENT FUND							
Public Works - Maintenance	2,054,460		2,054,460		2,054,460		2,054,460
Public Works - Purchasing and Acquisition	3,131,000	(18,000)	3,113,000		3,113,000		3,113,000
Interfund Loan							
Contingency	156,000		156,000		156,000		156,000
Ending Fund Balance	1,112,781	168,000	1,280,781		1,280,781		1,280,781
TOTAL EQUIPMENT FUND	6,454,241	150,000	6,604,241	-	6,604,241	-	6,604,241
CEMETERY TRUST FUND							
Transfers	10,600		10,600		10,600		10,600
Ending Fund Balance	937,744		937,744		937,744		937,744
TOTAL CEMETERY TRUST FUND	948,344	-	948,344	-	948,344	-	948,344
PARKS AND RECREATION FUND							
Parks Division	7,469,390		7,469,390		7,469,390		7,469,390
Recreation Division	2,547,830		2,547,830		2,547,830		2,547,830
Golf Division	1,012,880		1,012,880		1,012,880		1,012,880
Transfer	922,000		922,000		922,000		922,000
Contingency	100,000		100,000		100,000		100,000
Ending Fund Balance	666,289		666,289		666,289		666,289
TOTAL PARKS AND RECREATION FUND	12,718,389	-	12,718,389	-	12,718,389	-	12,718,389
YOUTH ACTIVITIES LEVY FUND							
Materials and Services							
Ending Fund Balance	-		-		-		-
TOTAL YOUTH ACTIVITIES LEVY FUND	-	-	-	-	-	-	-
PARKS CAPITAL IMPROVEMENTS FUND							
Capital Outlay	4,851,000		4,851,000		4,851,000		4,851,000
Ending Fund Balance	302,132		302,132		302,132		302,132
TOTAL PARKS CAPITAL IMP. FUND	5,153,132	-	5,153,132	-	5,153,132	-	5,153,132
TOTAL BUDGET	200,607,863	550,000	201,157,863	190,000	201,347,863	776,502	202,124,365
Less Ending Fund Balance	16,209,292	(269,725)	15,939,567	(155,000)	15,784,567	(350,000)	15,434,567
Total Appropriations	184,398,571	819,725	185,218,296	345,000	185,563,296	1,126,502	186,689,798
Appropriate funds committed to parking improvements.	\$287,725						
Remove appropriations for the Conservation Vehicle.	(\$18,000)						
Recognize Self - Insurance Interfund Loan renewal if needed.	\$400,000						
(Only amount needed will be borrowed effective 6/30/2015)							
Recognize Interfund Loan repayment from Water to Equipment Fund.	\$150,000						
	<u>\$ 819,725</u>						
Appropriate Transfer from Reserve Fund to General and Central Service funds.				\$190,000			
Appropriate expenditure in General Fund for Help Center.				\$100,000			
Appropriate expenditure in Central Services Fund, Information Technology for Operating system.				\$90,000			
Remove Downtown Plan Study				(\$35,000)			
				<u>\$ 345,000</u>			
Appropriate Ashland Forest Resiliency project in Water Fund, reducing Ending Fund Balance.						\$350,000	
To reflect reduced Property Tax revenue, offset by reduction of Transfers Out, in the General Fund caused by the direct deposit of tax proceeds in the Debt Service Fund. Transfer no longer needed.						(\$956,176)	
Delayed Public Works projects creating larger than projected carry over and requiring re-budgeting in the biennium.						\$1,732,678	
						<u>\$ 1,126,502</u>	

City Council Goals
2013

PUBLIC SAFETY GOAL

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability.

Objectives:

- Increase safety and security downtown
- Review the Emergency Preparedness Plan to include food security and other shortages of necessities
- Mitigate fire hazards in the urban interface
- Reduce risks of fire in the city via weed abatement and Firewise landscaping and building practices
- Improve public communication and community partnerships re: public safety policies and best practices
- Provide modern, fully equipped facilities and equipment for city public safety functions

MUNICIPAL INFRASTRUCTURE GOAL

Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.

Objectives:

- Examine the anticipated impacts of climate change on city infrastructure
- Evaluate all city infrastructure regarding planning, management, and financial resources
- Implement the conservation plan for water and complete the 10-year plan for electric
- Promote conservation as a long-term strategy to protect the environment and public utility needs and implement a conservation program to reduce water and electricity usage by 5 to 10% over the next three years.
- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life-cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Develop a fee/rate structure that encourages conservation and pays the bills

COMMUNITY QUALITY OF LIFE GOAL

Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.

Objectives:

- Minimize the incidence and impacts of homelessness
- Provide opportunities for those who are struggling to thrive and not just survive in Ashland
- Increase the number of internet-based businesses by 50% in two years
- Investigate land-use and funding strategies that provide affordable and workforce housing units
- Support and assist foundational relationships with community partners
- Establish a permanent jobs commission
- Implement Level I implementation strategies of the Economic Development Plan as approved by Council
- Review the Downtown Plan including zoning of areas around downtown and create a roadmap for the future planning of downtown
- Encourage private development of affordable housing options
- Analyze the impacts of increased preservation of historic buildings in Ashland

Budget Message Addendum

ORGANIZATION AND GOVERNANCE GOAL

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objectives:

- Examine and improve communication tools used to communicate with the public
- Improve budget and financial reports to be clear, realistic, and effective
- Review and evaluate current commissions for their mission and feasibility
- Improve communication between commissions and Council
- Ensure the efficient and effective use of technology to enhance customer satisfaction
- Ensure the availability of front-line personnel for customer contact during business hours

PARKS AND RECREATION GOAL

Maintain and expand park, recreational, and educational opportunities; provide high quality, efficient and safe services with positive experiences for guests and other participants while maintaining community participation in the decision-making processes and protecting the environment.

Objectives:

- Evaluate current conditions of facilities and identify deficiencies that need correction.
- Provide neighborhood park facilities within ¼-mile of every home.
- Provide opportunities for community members to interact and improve health and social well-being for our community.
- Contribute to the economic viability of our community.
- Preserve natural areas, protect and enhance our environment.
- Incorporate community input into planning processes for parks and recreation programs, activities and facilities.
- Ensure continued safety within the parks and recreation system.
- Support education related to environmental issues.
- Provide ongoing evaluation of recreation programs to ensure current and future relevance.

The Budget Process

According to Oregon Law (ORS 294), the City of Ashland must prepare and adopt a balanced budget annually. In December, meetings are held with department heads, the Mayor, and City Council to set goals and priorities for the upcoming year. In April, a preliminary budget is prepared and presented to the Budget Committee, which, by law, comprises the Mayor, City Councilors, and seven citizen members.

A summary of the recommended budget is published in the local newspaper. The City Council holds a public hearing prior to July 1, which may result in further changes. If a change will increase property taxes or increase expenditures within a fund by more than ten percent or \$5,000, whichever is greater, the budget must be referred back to the Budget Committee. The City Council adopts the budget and levies taxes prior to June 30 each year. The adopted budget is filed with the county clerk and State of Oregon, and the Property Tax Levy is certified to the County Assessor by July 15 each year.

The Budget Amendment Process

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or less to any fund require a supplemental budget. Changes over ten percent to any fund require a supplemental budget process similar to the annual budget requiring a public hearing. Further detail may be found in (ORS 294).

The Budget Committee

The Budget Committee is composed of the Mayor, City Councilors, and seven citizen members appointed by the governing board.

- Must live in the City of Ashland,
- Cannot be officers, agents, or employees of the local government,
- Serve four-year terms that are staggered so that approximately one-fourth of the terms end each yr.,
- Can be spouses of officers, agents, or employees of the Municipality.

The Budget Basis

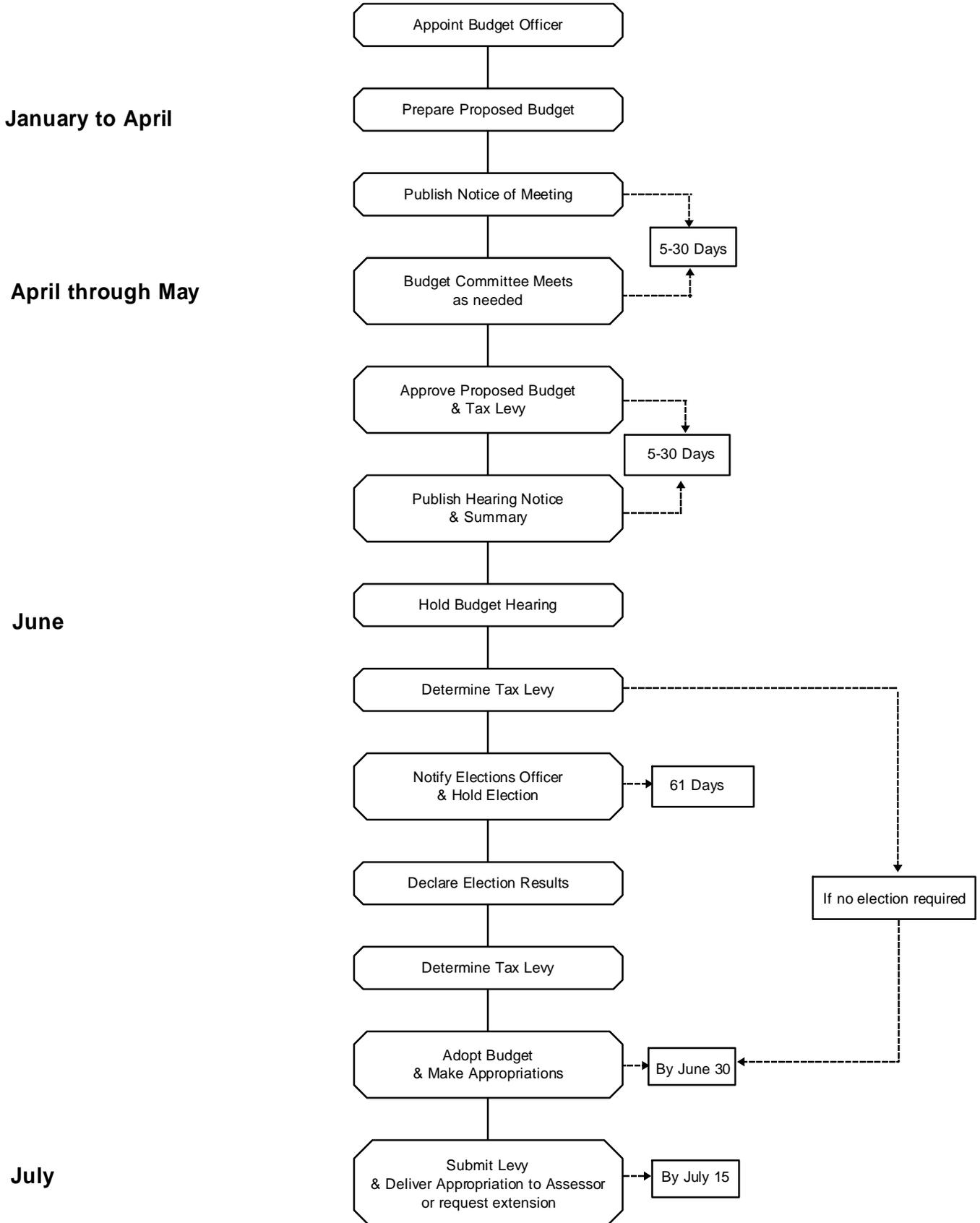
Governmental fund financial statements and enterprise funds are reported (budgetarily) using the current financial resources measurement focus and the modified accrual basis of accounting. The budgetary basis of accounting is the same as Generally Accepted Accounting Principles for governmental funds. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due. For financial reporting purposes the enterprise funds are converted from the modified accrual basis to the accrual basis of accounting, but the budgetary enterprise statements are reported with the modified accrual basis of accounting.

The City of Ashland manages its finances according to generally accepted accounting principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and state law. Monthly budget comparisons are distributed to management. Quarterly financial reports, prepared on the budgetary basis of accounting, are distributed to the Budget Committee, the Audit Committee, and the general public. Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. The City of Ashland publishes an annual financial report that documents the City's budgetary performance and the financial health of the City. This report compares budgeted to actual revenues and expenditures, thus documenting the City's budgetary compliance.

The Biennial Process

All provisions remain the same for both fiscal year (12-month) and biennial (24-month) budgets except the length of the budget period & committee terms.

The Budget Process



Internal Process

To prepare the proposed budget, staff:

- Evaluated current year revenues and expenses to better project end-of-year fund balances;
- Estimated revenue and expense growth for the proposed year in light of the preliminary assumptions and the cap on charges for service to the public proposed by staff and accepted by Council;
- Prioritized programs and staff;
- Identified short falls or gaps between revenues and expenses;
- Identified potential related additional revenues;
- Reduced lesser priority expenses where possible to better align to targets;
- Modeled long-term budgetary impacts.

Budget Format and Document

During the transition from fiscal year to biennial budgets, the published budget summaries will show a mixture of single-year budget data and two-year budget data. Any discrepancies between fiscal year and biennial figures will be explained in a footnote and in the budget message. The expenditure portion of the document is organized by departments, not by fund. Both a capital improvement plan section and a long-term budget section are included.

The document is structured with three perspectives – by operations and capital on a city-wide basis, by department and by fund. Summary, overview and major category information is found in the budget message. The departmental budget section contains a comprehensive outline of the activities and operations of each department and division. Staff has attempted to better associate departmental appropriations with major program or category of expense in the long-term plan for an extended perspective by fund. The long-term projections help identify future issues.

As this document and its major components are used, the city will refine the information and how it is presented to benefit the reader and staff. **The budget document is meant to be a financial plan, a communication device, a management tool and an operational guide.** Developing performance goals and measures will change as the needs warrant and their presentation in the budget will grow and change accordingly.

Summary information by fund, department, division and revenue source follows this message.

Policies & Methods

The policies and practices employed by the city in developing our budget and compliance can be found in the appendix on page A-8 Financial Management Policies and A-14 Accounting Methods. Expenditure groupings are listed on page A-22. Chart of Accounts Descriptions help the reader in understanding what kinds of things are normally expended from each line item.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds and fiduciary fund financial statements. Revenues are recorded when earned and expenses are reported when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. The budgetary basis of accounting is the same as Generally Accepted Accounting Principles. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due.

Summary by Fund

The 2013-15 biennium budget summary by fund is below. The City portion for the first year of the 2013-15 biennium increased five percent or \$5,096,513 from the 2012-13 Amended Budget, while the Parks portion for the first year of the 2013-15 biennium increased 18 percent or \$1,507,922 from the 2012-13 Amended Budget.

The City portion for the Second year of the 2013-15 biennium increased four percent or \$4,243,050 from the 2012-13 Amended Budget, while the Parks portion for the second year of the 2013-15 biennium increased ten percent or \$798,395 from the 2012-13 Amended Budget.

REQUIREMENTS BY FUND	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
City Component						
General Fund	\$17,589,233	\$18,587,069	\$18,290,087	\$46,776,526	\$46,876,526	\$45,920,350
Community Development Block Grant Fund	276,218	238,369	205,935	467,835	467,835	467,835
Reserve Fund	509,502	1,013,910	1,018,502	1,544,910	1,544,910	1,544,910
Street Fund	6,221,994	6,629,914	9,046,024	10,309,507	10,309,507	11,046,080
Airport Fund	158,214	172,981	226,762	378,850	378,850	378,850
Capital Improvements Fund	5,247,086	6,762,234	7,863,003	8,892,668	8,892,668	8,892,668
Debt Service Fund	3,333,599	3,116,960	3,804,867	5,524,677	5,524,677	5,524,677
Water Fund	7,208,488	7,958,022	11,959,058	20,830,293	20,830,293	21,241,793
Wastewater Fund	8,890,486	8,668,516	10,445,666	18,922,328	18,922,328	19,506,933
Electric Fund	14,646,474	15,675,855	17,184,441	32,260,310	32,260,310	32,260,310
Telecommunications Fund	2,912,902	2,452,347	2,279,860	4,444,811	4,444,811	4,444,811
Central Services Fund	6,009,152	6,694,773	6,688,999	14,113,465	14,203,465	14,203,465
Insurance Fund	1,303,619	1,536,779	1,387,198	2,353,867	2,353,867	2,353,867
Health Insurance Fund	-	-	-	8,513,710	8,913,710	8,913,710
Equipment Fund	3,932,625	4,252,182	4,747,594	6,454,241	6,604,241	6,604,241
Cemetery Trust Fund	836,901	866,049	912,603	948,344	948,344	948,344
Total City Component	\$79,076,493	\$84,625,960	\$96,060,599	\$182,736,342	\$183,476,342	\$184,252,844
Parks Component						
Parks & Recreation	\$6,942,452	\$7,526,679	\$7,372,249	\$12,718,389	\$12,718,389	\$12,718,389
Parks YAL	40,675	20,326	-	-	-	-
Parks CIP Fund	476,854	517,428	837,067	5,153,132	5,153,132	5,153,132
Total Parks Component	\$7,459,981	\$8,064,433	\$8,209,316	\$17,871,521	\$17,871,521	\$17,871,521
Total Budget	\$86,536,474	\$92,690,393	\$104,269,915	\$200,607,863	\$201,347,863	\$202,124,365

Overview

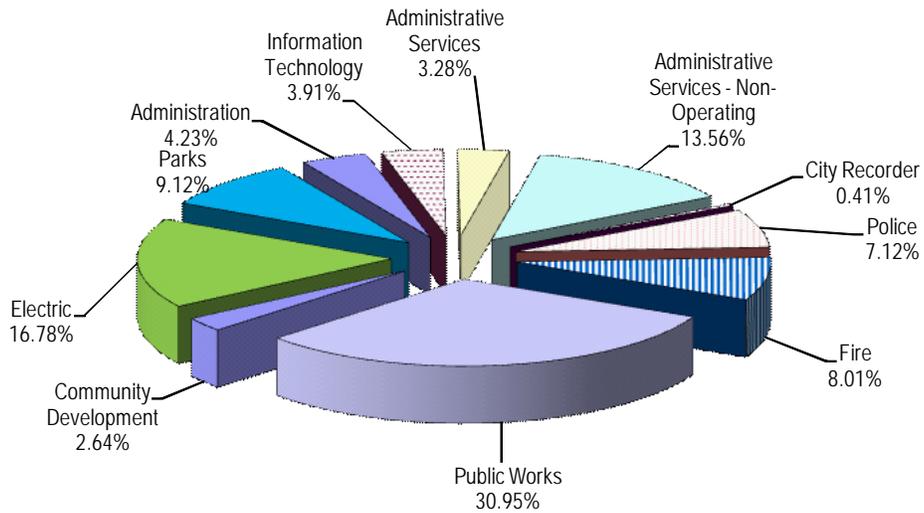
The requirements summary by department totals \$200.5 million for the biennium. Contributing to the increase from the previous year (besides converting from a single to a two-year budget) are capital improvements, labor contracts and retirement benefits. Debt service per year is consistent but operating transfers are significantly higher reflecting all property taxes proceeds budgeted in the General Fund and transferred to other funds as needed or required.

Non-departmental requirements per year are consistent with prior years with the exception that a unappropriated ending fund balance occurs only once, at the end of the biennium so a reconciliation is provided at the end of year one.

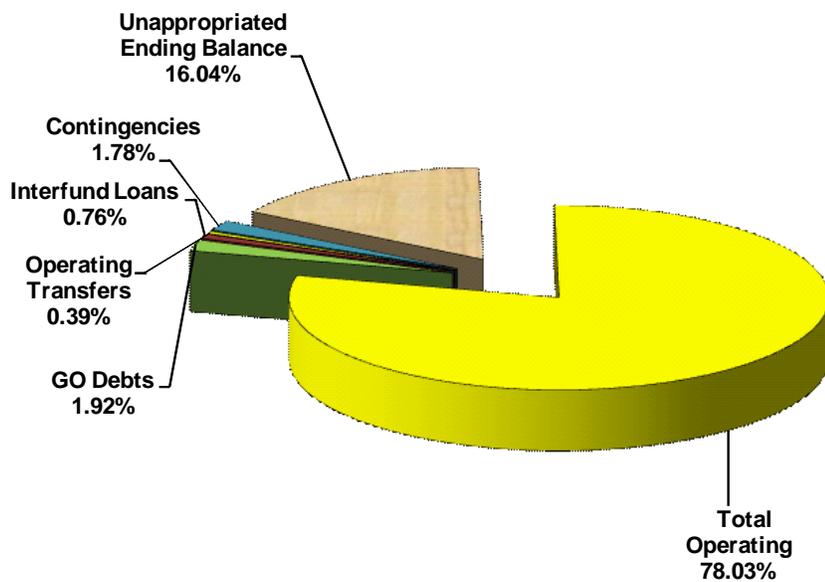
REQUIREMENTS BY DEPARTMENT	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Administration	\$ 2,164,560	\$ 2,102,339	\$ 2,680,148	\$ 7,367,471	\$ 7,367,471	\$ 7,367,471
Information Technology	3,505,751	2,952,668	3,184,835	6,710,971	6,800,971	6,800,971
Administrative Services	2,313,866	2,477,960	2,662,409	5,708,774	5,708,774	5,708,774
Administrative Services - Non-Operating	1,574,632	1,289,682	3,749,932	23,215,620	23,603,345	23,603,345
City Recorder	300,356	319,864	324,681	708,330	708,330	708,330
Police	5,232,383	5,645,100	6,068,066	12,391,656	12,391,656	12,391,656
Fire	5,620,851	5,929,825	9,680,564	13,590,749	13,590,749	13,940,749
Public Works	19,420,471	19,092,547	29,856,359	52,153,777	52,135,777	53,868,455
Community Development	1,972,330	1,985,922	2,128,214	4,624,289	4,589,289	4,589,289
Electric	12,345,674	13,403,471	15,877,397	29,204,529	29,204,529	29,204,529
Subtotal	54,450,874	55,199,378	76,212,605	155,676,166	156,100,891	158,183,569
Parks	4,803,184	5,352,747	6,276,810	15,881,100	15,881,100	15,881,100
Total Operating	59,254,058	60,552,125	82,489,415	171,557,266	171,981,991	174,064,669
GO Debts	1,904,713	2,117,146	2,001,533	4,351,805	4,351,805	4,351,805
Interfund Loans	758,000	408,000	791,795	1,399,000	1,949,000	1,949,000
Operating Transfers	997,349	203,105	406,635	2,548,500	2,738,500	1,782,324
Contingencies	-	-	1,860,214	4,542,000	4,542,000	4,542,000
Unappropriated Ending Balance	23,622,354	29,410,017	16,720,323	16,209,292	15,784,567	15,434,567
Total Non-departmental	27,282,416	32,138,268	21,780,500	29,050,597	29,365,872	28,059,696
Total Requirements by Department	\$ 86,536,474	\$ 92,690,393	\$ 104,269,915	\$ 200,607,863	\$ 201,347,863	\$ 202,124,365

Requirements Summary by Department

Total 2013-15 Biennial Operating Budget



Total 2013-15 Biennial Budget

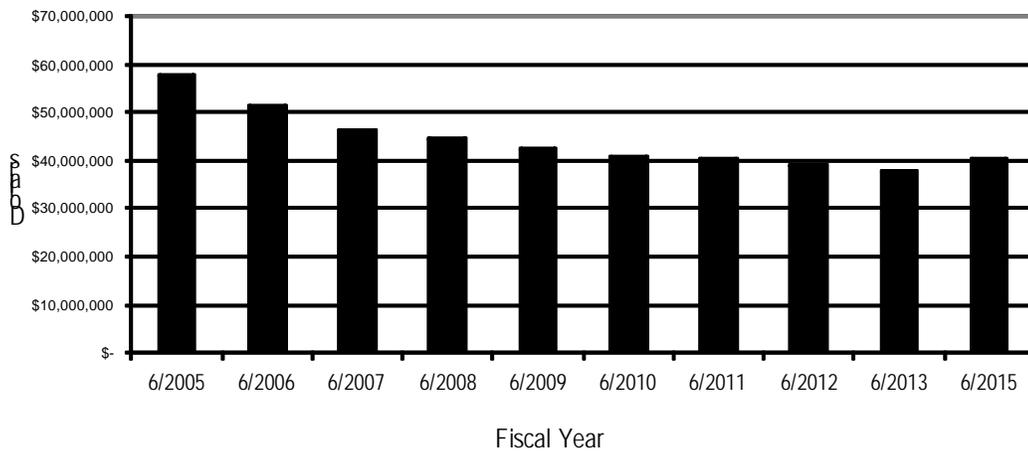


Overview

The adopted budget includes the payment of all current debt obligations of the City.

The total debt limitation is mandated by the State of Oregon revised statute (ORS 287.004) is 3 percent of the true cash value of all taxable property. The limitation excludes issues for most utilities as well as Special Assessment Debt. With true cash value estimated at \$3,145,655,451 on June 30, 2012, this computes to a limit of \$94,369,664. The City has \$63,155,650 of available Legal Debt Margin.

Budgeted Indebtedness



Debt Summary

DEBT SUMMARY

Fund	Debt Instrument	June 30, 2013	Retirements	New Debt	June 30, 2015
City Component					
Airport Fund	Hangar Construction Capital Loan	\$ 193,233	\$ 57,261		\$ 135,972
Street Fund	2013 New Construction - Street Division	1,020,000	120,000		900,000
Street Fund	2013 New Construction - Storm Drain Division	155,000	20,000		135,000
CIP Fund	To be determined			3,429,000	3,429,000
Debt Service Fund	Hospital Land Notes	40,384	40,384		-
Debt Service Fund	2005 Refunding Series	1,595,000	405,000		1,190,000
Debt Service Fund	2004 Revenue Bonds*	1,505,000	1,505,000		-
Debt Service Fund	2011 Fire Station 2	2,690,000	235,000		2,455,000
Debt Service Fund	2013 Refinancing of AFN Debt	11,675,000	470,000		11,205,000
Debt Service Fund	2013 New Construction - Parks	500,000	60,000		440,000
Water Fund	To be determined, Revenue Bonds			2,787,000	2,787,000
Water Fund	2003 Water Revenue Bonds	635,000	635,000		-
Water Fund	2009 Water Full Faith and Credit Bond	560,276	80,803		479,473
Water Fund	2013 New Construction	2,505,000	285,000		2,220,000
Water Fund	2013 Refinancing of 2003 Revenue Bonds	1,580,000	180,000		1,400,000
Wastewater Fund	To be determined, Revenue Bonds			3,272,000	3,272,000
Wastewater Fund	2010 Wastewater Full Faith and Credit Bond	12,020,000	2,400,000		9,620,000
Wastewater Fund	2009 Wastewater Full Faith and Credit Bond	240,119	34,630		205,489
Wastewater Fund	2013 New Construction	585,000	70,000		515,000
Electric Fund	Clean Renewable Energy Bond	195,429	43,429		152,000
Total Budget		\$ 37,694,441	\$ 6,641,507	\$ 9,488,000	\$ 40,540,934

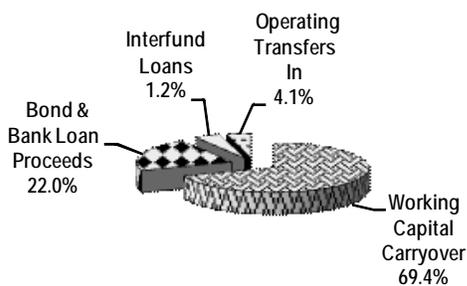
* The Revenue Bonds are also backed by the Full Faith and Credit of the City of Ashland.

Summary by Type	June 30, 2013	Retirements	New Debt	June 30, 2015
External Obligations:				
General Obligation Bonds	\$ 34,250,000	\$ 5,570,000	\$ -	\$ 28,680,000
Revenue Bonds, Loans and Notes	3,210,824	973,862	9,488,000	11,724,962
Notes Payable	233,617	97,645		135,972
	37,694,441	6,641,507	9,488,000	40,540,934
Total Obligations	\$ 37,694,441	\$ 6,641,507	\$ 9,488,000	\$ 40,540,934

Resources Summary by Classification

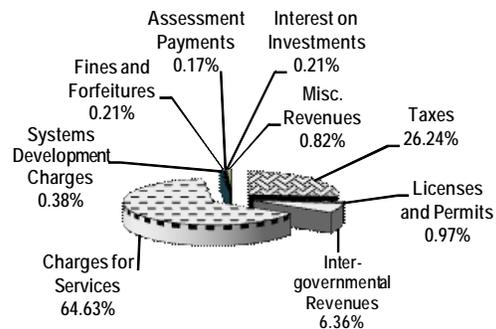
RESOURCE SUMMARY	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Revenues:						
Taxes	\$ 18,837,938	\$ 19,388,666	\$ 19,824,473	\$ 41,694,083	\$ 41,694,083	\$41,694,083
Licenses and Permits	482,275	1,340,102	508,000	1,545,692	1,545,692	1,545,692
Intergovernmental Revenues	4,224,162	3,450,632	8,593,594	10,108,357	10,108,357	10,108,357
Charges for Services	37,267,024	38,604,924	39,620,254	102,694,761	102,694,761	102,694,761
Systems Development Charges	352,322	1,001,838	303,000	610,000	610,000	610,000
Fines and Forfeitures	183,239	168,305	155,000	339,000	339,000	339,000
Assessment Payments	17,867	43,542	10,000	272,000	272,000	272,000
Interest on Investments	157,315	211,370	167,800	339,700	339,700	339,700
Miscellaneous Revenues	627,313	1,187,121	1,086,962	1,295,494	1,295,494	1,295,494
Total Revenues	62,149,455	65,396,500	70,269,083	158,899,087	158,899,087	158,899,087
Budgetary Resources:						
Working Capital Carryover	22,307,270	23,622,354	24,873,472	28,265,776	28,265,776	29,998,454
Bond & Bank Loan Proceeds	324,400	3,060,434	7,928,930	9,495,500	9,495,500	9,495,500
Interfund Loan	758,000	408,000	791,795	1,399,000	1,949,000	1,949,000
Operating Transfers In	997,349	203,105	406,635	2,548,500	2,738,500	1,782,324
Total Budgetary Resources	24,387,019	27,293,893	34,000,832	41,708,776	42,448,776	43,225,278
Total Resources	\$ 86,536,474	\$ 92,690,393	\$ 104,269,915	\$ 200,607,863	\$ 201,347,863	\$ 202,124,365

Resources



Charges for services at 69.4% of revenues is the largest category of revenues. They primarily consist of electric, water, wastewater, telecommunications and other charges for services provided. The second largest category is taxes at 26.2% of total revenues.

Revenues

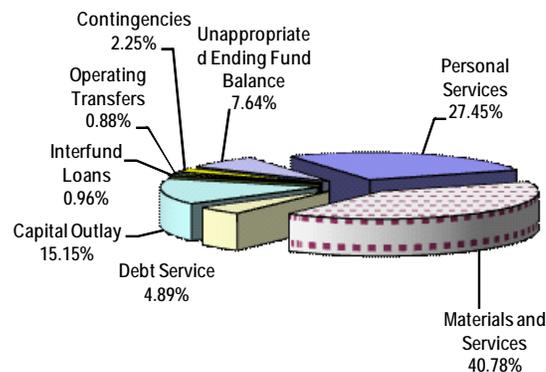


Budgetary Resources consist of Working Capital Carryover, Interfund Loans, Operating Transfers between funds, and Loan Proceeds from outside sources. These categories account for \$43.2 million of the \$202.1 million biennial budget. Working Capital Carryover (the beginning equity of the City) accounts for 69.4% of Budgetary Resources, while borrowings for capital improvements accounts for most of the remainder.

Summary by Fund

REQUIREMENTS BY CLASSIFICATION	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Operating Expenditures						
Personal Services	\$ 22,277,183	\$ 23,697,543	\$ 26,158,408	\$ 55,473,254	\$ 55,473,254	\$ 55,473,254
Materials and Services	28,618,917	29,036,630	34,357,897	81,730,173	82,082,898	82,432,898
Debt Service	5,248,325	4,576,034	5,158,979	9,892,574	9,892,574	9,892,574
Total Operating Expenditures	56,144,425	57,310,207	65,675,284	147,096,001	147,448,726	147,798,726
Capital Construction						
Capital Outlay	5,014,346	5,359,064	18,815,664	28,813,070	28,885,070	30,617,748
Budgetary Requirements						
Interfund Loans	758,000	408,000	791,795	1,399,000	1,949,000	1,949,000
Operating Transfers	997,349	203,105	406,635	2,548,500	2,738,500	1,782,324
Contingencies	-	-	1,860,214	4,542,000	4,542,000	4,542,000
Unappropriated Ending Fund Balance	23,622,354	29,410,017	16,720,323	16,209,292	15,784,567	15,434,567
Total Budgetary Requirements	25,377,703	30,021,122	19,778,967	24,698,792	25,014,067	23,707,891
Total Requirements by Classification	\$ 86,536,474	\$ 92,690,393	\$ 104,269,915	\$ 200,607,863	\$ 201,347,863	\$ 202,124,365

2013 - 15 Adopted Biennial Budget



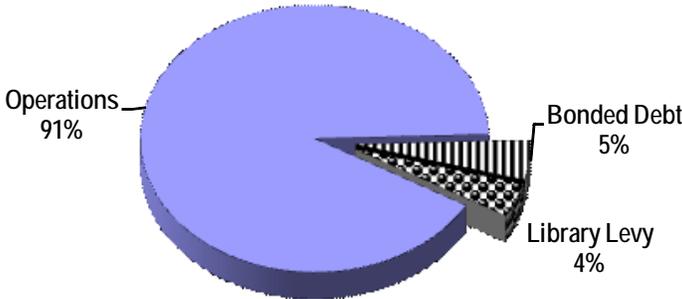
In the first year of the biennium, Personal Services increased by 5%, Material and Services increased by 18%, Debt Service decreased by 7%, Capital Outlay decreased by 13% from the FY 2012-13 Amended Budget.

In the second year of the biennium, Personal Services increased by 7%, Material and Services increased by 21%, Debt Service decreased by 2%, Capital Outlay decreased by 24% from the FY 2012-13 Amended Budget.

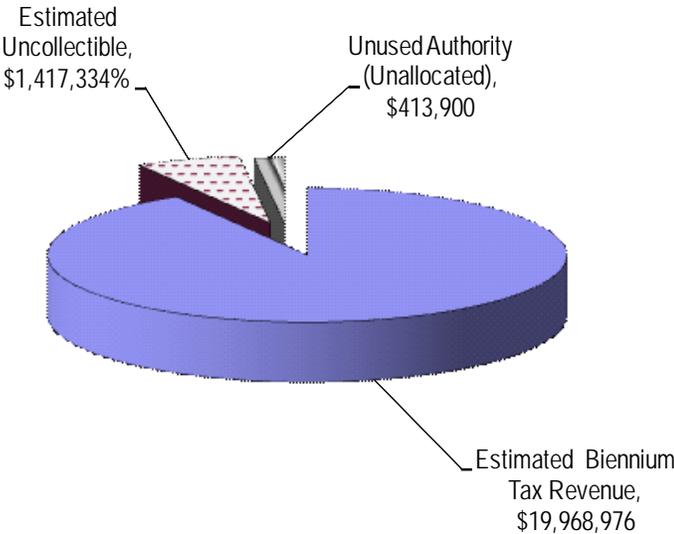
Overview

Property Taxes are budgeted in the General Fund and distributed to the other funds as needed or required for operations or payment of debt. The estimated tax rate for 2013-2014 is \$4.6.125 and \$4.6080 in 2014-2015. It was \$4.6258 in 2012-2013. The decrease is primarily from reduced debt service as compared to total assessed value of property on which the debt service is allocated.

**Distribution of 2013-2015
Estimated Property Tax Revenue to be Received**



**Distribution of 2013-2015
Property Tax Authorized**



The City of Ashland levies property taxes for the funds and activities in the amounts shown in the tables on the next page. The City has assumed an uncollectible rate of 6.6% for budgetary purposes. The chart above shows the distribution of property taxes as a percentage of total taxes received.

Summary by Fund

PROPERTY TAX SUMMARY 2013-2014

	Amount Authorized 2013-14	Unused Authority (unallocated)*	Adopted Levy 2013-14	Estimated Uncollectible	Estimated Current Year Taxes	Estimated Tax Rate 2013-14
Permanent:						
Operations	9,774,000	203,400	9,570,850	626,850	8,944,000	4.1972
Local Option Levies:						
Ashland Library	432,000	-	432,000	32,000	400,000	0.1921
Bonded Debt:						
2005 GO Bonds	299,970	-	299,970	22,220	277,750	0.1315
2011 Fire Station GO Bonds	216,527	-	216,527	16,039	200,488	0.0917
	516,497	-	516,497	38,259	478,238	0.2232
Total	\$ 10,722,497	\$ 203,400	\$ 10,519,347	\$ 697,109	\$ 9,822,238	4.6125

*Unused authority before estimated uncollectible and discounts

	Amount Authorized 2014-15	Unused Authority (unallocated)*	Adopted Levy 2014-15	Estimated Uncollectible	Estimated Current Year Taxes	Estimated Tax Rate 2014-15
Permanent:						
Operations	10,117,000	210,500	9,905,830	649,030	9,256,800	4.1972
Local Option Levies:						
Ashland Library	444,960	-	444,960	32,960	412,000	0.1921
Bonded Debt:						
2005 GO Bonds	296,730	-	296,730	21,980	274,750	0.1257
2011 Fire Station GO Bonds	219,443	-	219,443	16,255	203,188	0.0930
	516,173	-	516,173	38,235	477,938	0.2187
Total	\$ 11,078,133	\$ 210,500	\$ 10,866,963	\$ 720,225	\$ 10,146,738	4.6080

*Unused authority before estimated uncollectible and discounts



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Capital improvements plan

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Overview

Departments are responsible for their own Capital Improvement Program, capital equipment and the underlying studies that support the need within the respective system such as streets, storm drains, water, wastewater, electric, telecommunications, municipal facilities, airport and parks. Each department, program or enterprise manager develops their specific portion of the CIP with a rolling 6-year funding outlook based on the need due to current and future capacity requirement, the conditions of existing systems versus the expected life of the system and future growth anticipations.

2013-2015 Biennium Highlights

As is expected, the majority of the CIP in project numbers and costs are found within the Public Works Department and related funds. A great emphasis has been taken to budget for projects likely to be done and manage the accordingly for a higher completion ratio. In FY 2013 Public Works' projects totaled \$7.5 million or about 48.4% of the entire CIP program. For the biennium Public Works has budgeted \$12.3 million with \$5.4 million (63.5% of the total CIP) in the first

year and \$6.9 million (75.8% of the total CIP) in the second. The majority of these project costs are paid for via borrowing with user rates and fees paying related debt service.

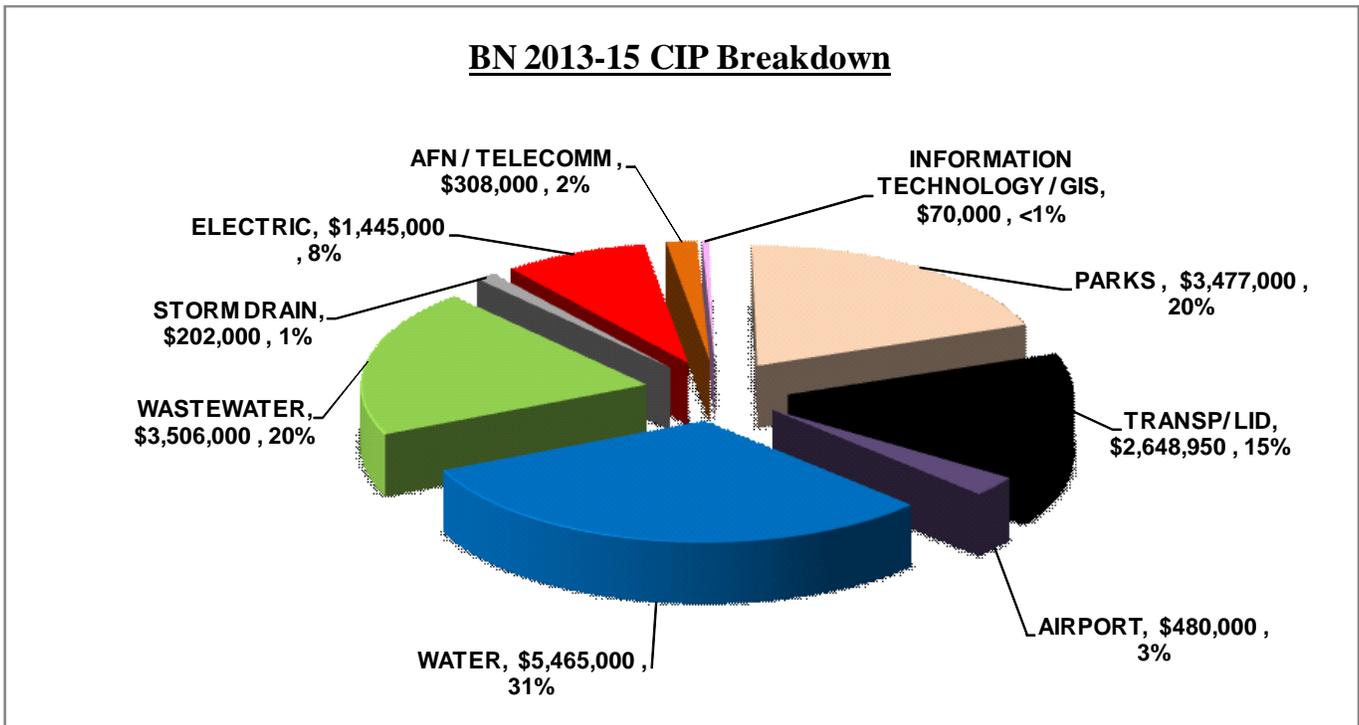
Parks and Recreation is second in total CIP budgeted for the biennium with \$2.0 million in the first year and nearly \$1.5 million in the second year. The majority of these project costs will also need to be financed with Food & Beverage tax proceeds paying related debt service to the extent available.

Many of the other projects in the overall CIP are reliant upon intergovernmental revenues such as grants or accumulation of systems development fees to either cash fund qualifying "growth" projects or to debt service on eligible projects that are financed.

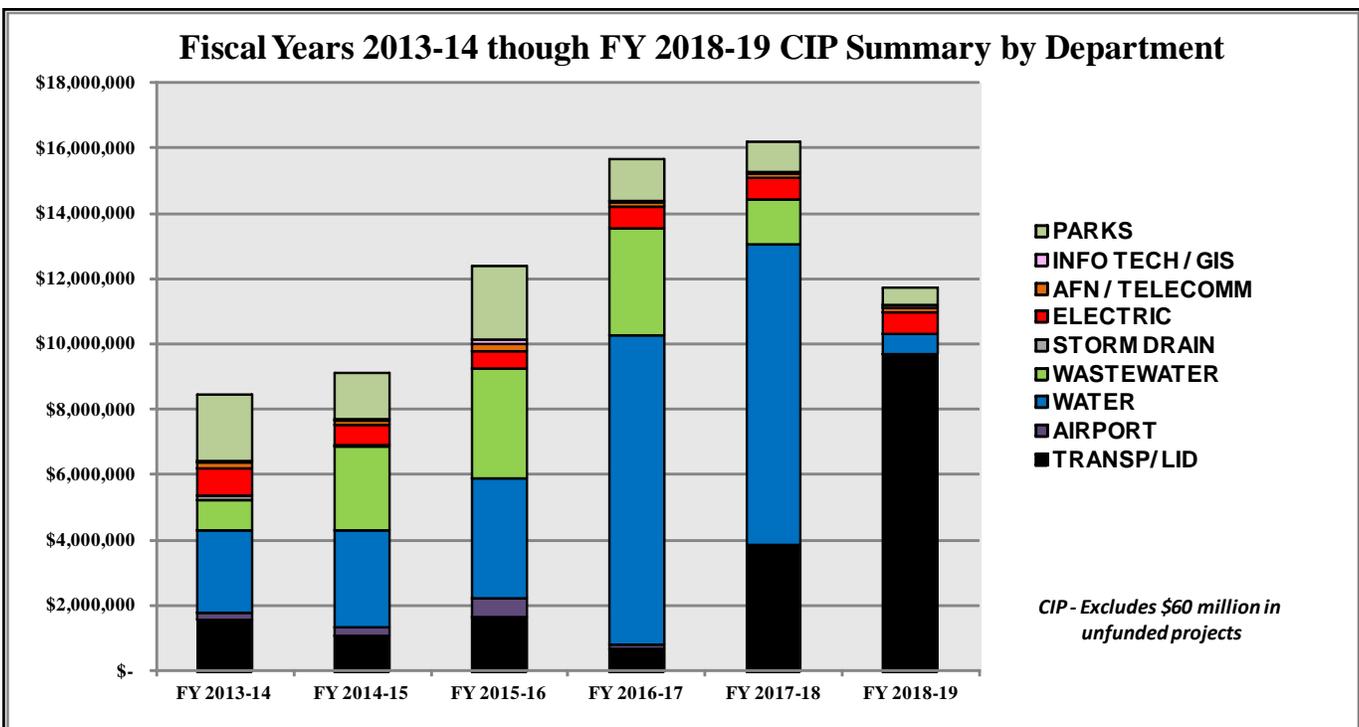
The following pages provide summary spreadsheets by system, detailed information on projects to be worked on within the biennium and a summary listing of recognized projects by system that a funding source has not been identified or whose funding cannot be readily implemented in the six-year window presented in this report. If funding for a project is subsequently identified, steps would be taken to incorporate that project within the budget as soon as is possible.

Budgeted Capital Improvements	2013	2014	2015
Transportation Projects	\$ 2,765,000	\$ 1,562,950	\$ 1,086,000
Local Improvement Districts	-	-	-
Storm Drain Projects	375,000	150,000	52,000
Airport Projects	573,750	225,000	255,000
Water Projects	617,000	2,506,000	2,959,000
Wastewater Projects	1,940,060	928,000	2,578,000
Electric Projects	2,135,000	825,000	620,000
Telecommunications Projects	115,000	193,000	115,000
Information Technology	160,000	42,000	28,000
Facilities	3,575,000	-	-
Parks Projects	2,018,000	2,031,000	1,446,000
Total	\$ 14,273,810	\$ 8,462,950	\$ 9,139,000

BN 2013-2015 Breakdown



FY13-FY19 CIP Summary by Department





Capital improvements plan

Capital Improvements Plan 2013-2019 Construction Years

Project Description	2013-14	2014-15
Roadway	FY14	FY15
Railroad Crossing Improvements; Oak	\$ 35,000	
Slurry Seal Streets Per PMS	\$ 100,000	\$ 100,000
Washington Street Extension to Tolman Creek Road		
East Nevada Street Extension		
<i>Unfunded projects</i>		
Subtotal Roadway	\$ 135,000	\$ 100,000
Street Improvements/Overlays per Pavement Management System (Goal of \$350,000/vr)	FY14	FY15
Overlay - N Mountain Avenue - Hersey to I-5	\$ 350,000	
Overlay - N Mountain Avenue - E.Main to R/R Tracks	\$ 175,000	
Overlay - Wightman Street - Quincy to Siskiyou		\$ 250,000
Overlay - Park Street - Siskiyou to End		
Overlay - Oak Street - R/R Tracks to Oaklawn		
Overlay/Partial Rebuild - N Mountain Avenue - R/R Tracks to Hersey		
<i>Unfunded projects</i>		
Subtotal Street Improvements/Overlays	\$ 525,000	\$ 250,000
Local Improvement Districts <i>Note: Costs shown are total project costs. City portion varies</i>	FY14	FY15
<i>Unfunded projects</i>		
Subtotal Local Improvement Districts	\$ -	\$ -
Sidewalk/Pedestrian	FY14	FY15
Walker Avenue - 950' north of Iowa Street to Ashland Street (CMAQ)	\$ 747,950	
Miscellaneous Concrete Safety Repairs	\$ 5,000	\$ 5,000
N Main Street/Highway 99 - N Main Street to Schofield Street	\$ 50,000	
Maple Street - Chestnut Street to 150' east of Rock Street	\$ 100,000	
Glenn Street/Orange Avenue - N Main Street to 175' east of Willow Street		\$ 200,000
Hersey Street - N Main Street to Oak Street (CMAQ)		\$ 531,000
Walker Avenue - Oregon Street to Woodland Drive		
Diane Street - Clay Street to Tolman Creek Road		
Carol Street - Patterson Street to Hersey Street		
Orange Avenue - 175' west of Drager Street to Helman Street		
<i>Unfunded projects</i>		
Subtotal Sidewalk/Pedestrian	\$ 902,950	\$ 736,000
Bicycle	FY14	FY15
<i>Unfunded projects</i>		
Subtotal Bicycle	\$ -	\$ -
TRANSPORTATION / LID	\$ 1,562,950	\$ 1,086,000

2015-16	2016-17	2017-18	2018-19	FY14-19 TOTAL COST
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FY16	FY17	FY18	FY19	Project Totals
				\$ 35,000
\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
\$ 1,055,000				\$ 1,055,000
		\$ 3,050,000		\$ 3,050,000
				\$ 6,602,000
\$ 1,155,000	\$ 100,000	\$ 3,150,000	\$ 100,000	\$ 11,342,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 350,000
				\$ 175,000
				\$ 250,000
\$ 275,000				\$ 275,000
	\$ 385,000			\$ 385,000
		\$ 420,000	\$ 350,000	\$ 770,000
				\$ 9,180,000
\$ 275,000	\$ 385,000	\$ 420,000	\$ 350,000	\$ 11,385,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 1,730,000
\$ -	\$ -	\$ -	\$ -	\$ 1,730,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 747,950
\$ 5,000	\$ 5,000	\$ 55,000	\$ 55,000	\$ 130,000
				\$ 50,000
				\$ 100,000
				\$ 200,000
				\$ 531,000
\$ 200,000				\$ 200,000
	\$ 20,000			\$ 20,000
	\$ 150,000			\$ 150,000
		\$ 250,000		\$ 250,000
				\$ 9,975,000
\$ 205,000	\$ 175,000	\$ 305,000	\$ 55,000	\$ 12,353,950

FY16	FY17	FY18	FY19	Project Totals
				\$ 4,330,000
\$ -	\$ -	\$ -	\$ -	\$ 4,330,000
\$ 1,635,000	\$ 660,000	\$ 3,875,000	\$ 505,000	\$ 41,140,950

Capital improvements plan

Project Description	2013-14	2014-15
Water Supply	FY14	FY15
FERC Part 12 Dam Safety Inspection (50% Electric, 50% Water)		
Ashland Creek West Fork Bridge Construction		
Sediment TMDL in Reeder Resv.		\$ 60,000
Reeder Resv Access Road TMDL Compliance		\$ 100,000
TID Terrace St Pump Station Improvements		\$ 20,000
TID Canal Piping: Starlite to Terrace Street		\$ 120,000
Emergency TAP Pipeline & Pump		\$ 2,000,000
	<i>Unfunded projects</i>	
Subtotal Water Supply	\$ -	\$ 2,300,000
Water Treatment & Storage	FY14	FY15
WTP Security Upgrades	\$ 85,000	
Permanganate Feed Facility Study & Implementation		\$ 25,000
2.6-MG Reservoir & Clearwell ("Crowson II")		
2.5 MGD Water Treatment Plant		
	<i>Unfunded projects</i>	
Subtotal Treatment & Storage	\$ 85,000	\$ 25,000
Water Distribution	FY14	FY15
Telemetry Station at Water Warehouse	\$ 50,000	
Water Master Plan Updates		
Park Estates Pump Station/Loop Road Reservoir Alternatives	\$ 1,860,000	
Granite Reservoir Valving		
	<i>Unfunded projects</i>	
Subtotal Water Distribution	\$ 1,910,000	\$ -
Water Mainline Projects	FY14	FY15
Calle Guanajuato - N. Main to Winburn	\$ 200,000	
Oak Street - Nevada to Bear Creek Bridge		\$ 250,000
Siskiyou Boulevard - Crowson Road south towards I-5 Exit 11		\$ 150,000
Ivy Lane - Morton Street to west end of Ivy Lane	\$ 311,000	
Ivy Lane - South Mountain to FH-16AD-038		\$ 84,000
Normal Ave - Siskiyou Blvd to Homes Ave		\$ 150,000
Walker Ave - Siskiyou Blvd to Ashland Middle School		
Parker Street - Walker Ave to Lit Way		
Harmony Lane - Siskiyou Blvd to Lit Way		
Lit Way - Joy Avenue to Ray Lane		
Ray Lane - Lit Way to Joy Ave		
Beach Street - Larkin Lane to Iowa Street		
AHS Property - Fire hydrant in school property		
Vista Street - Fork St to Hillcrest St		
Vista Street - Intersection of Vista, Hillcrest, Glenview Dr		
Meade Street - Vista St/Hillcrest to Iowa Street		
Ditch Road - Strawberry PS to Grandview Dr		
Lithia Water Line		
	<i>Unfunded projects</i>	
Subtotal Mainline Projects	\$ 511,000	\$ 634,000
WATER	\$ 2,506,000	\$ 2,959,000

2015-16	2016-17	2017-18	2018-19	FY14-19 TOTAL COST
FY16	FY17	FY18	FY19	Project Totals
	\$ 40,000			\$ 40,000
\$ 108,000				\$ 108,000
	\$ 60,000			\$ 120,000
				\$ 100,000
\$ 200,000				\$ 220,000
\$ 540,000	\$ 540,000			\$ 1,200,000
				\$ 2,000,000
				\$ 600,000
\$ 848,000	\$ 640,000	\$ -	\$ -	\$ 4,388,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 85,000
\$ 240,000				\$ 265,000
\$ 746,000	\$ 3,000,000	\$ 3,000,000		\$ 6,746,000
\$ 1,000,000	\$ 5,500,000	\$ 5,500,000		\$ 12,000,000
				\$ 3,250,000
\$ 1,986,000	\$ 8,500,000	\$ 8,500,000	\$ -	\$ 22,346,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 50,000
\$ 100,000				\$ 100,000
				\$ 1,860,000
		\$ 100,000		\$ 100,000
				\$ 6,949,000
\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 9,059,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 200,000
				\$ 250,000
				\$ 150,000
				\$ 311,000
				\$ 84,000
\$ 367,000				\$ 517,000
\$ 384,000	\$ 309,000			\$ 693,000
	\$ 20,000	\$ 142,000		\$ 162,000
	\$ 10,000	\$ 55,000		\$ 65,000
	\$ 5,000	\$ 30,000		\$ 35,000
	\$ 5,000	\$ 49,000		\$ 54,000
		\$ 10,000	\$ 81,000	\$ 91,000
		\$ 9,000	\$ 81,000	\$ 90,000
		\$ 149,000	\$ 149,000	\$ 298,000
		\$ 5,000	\$ 5,000	\$ 10,000
			\$ 235,000	\$ 235,000
		\$ 75,000	\$ 75,000	\$ 150,000
		\$ 70,000		\$ 70,000
				\$ 4,784,000
\$ 751,000	\$ 349,000	\$ 594,000	\$ 626,000	\$ 8,249,000
\$ 3,685,000	\$ 9,489,000	\$ 9,194,000	\$ 626,000	\$ 44,042,000

Capital improvements plan

Project Description	2013-14	2014-15
WASTEWATER		
Wastewater Treatment Plant	FY14	FY15
Outfall Relocation / Fish Screen	\$ 22,000	\$ 23,000
Shading (Capital Cost + first 6 years of O&M)	\$ 351,000	\$ 528,000
Membrane Replacement (two trains)		
Oxidation Ditch Shell	\$ 246,000	\$ 511,000
RAS Pump Replacement		
Wastewater Master Plan Update		
Subtotal Treatment Plant	\$ 619,000	\$ 1,062,000

Wastewater Collection System	FY14	FY15
Grandview Pump Station Replacement		\$ 350,000
Wastewater Line Upsizing - 18" & 24" Parallel Trunkline along Bear Creek	\$ 110,000	\$ 638,000
Wastewater Line Replacement; 15" Main - Mountain Avenue	\$ 10,000	\$ 121,000
Wastewater Line Replacement; 24" Trunkline - Oak Street	\$ 4,000	\$ 41,000
Wastewater Line Replacement; 15" Main - A Street	\$ 46,000	\$ 107,000
Wastewater Line Replacement; 12" Main - Railroad	\$ 24,000	\$ 140,000
Wastewater Line Replacement; 12" Main - Siskiyou Boulevard		
Miscellaneous Upgrades	\$ 115,000	\$ 119,000
<i>Unfunded projects</i>		
Subtotal Collection System	\$ 309,000	\$ 1,516,000
WASTEWATER	\$ 928,000	\$ 2,578,000

Storm Drain	FY14	FY15
2nd Street Storm Drain E. Main to Lithia Way	\$ 150,000	
Beach / Mountain Creek; Idaho from Iowa to Holly		\$ 52,000
<i>Unfunded projects</i>		
STORM DRAIN	\$ 150,000	\$ 52,000

Airport	FY14	FY15
Discretionary Grant - Airport Improvements - Construct Taxiway, Security Fencing	\$ 225,000	\$ 255,000
Entitlement Grant - Airport Improvement - Master Plan Update	.	
AIRPORT	\$ 225,000	\$ 255,000

Fire	FY14	FY15
<i>Unfunded projects</i>		
Fire	\$ -	\$ -

PARKS & RECREATION	FY14	FY15
Oak Knoll Irrigation Replacement / Improvements	\$ 80,000	\$ 80,000
Open Space Acquisition / Park Development	\$ 400,000	\$ 400,000
Lower Clay Street Purchase	\$ 206,000	\$ 206,000
Lithia Park Master Plan	\$ 20,000	\$ 50,000
Lithia Park Rehabilitation	\$ 20,000	\$ 150,000
Perozzi Fountain	\$ 500,000	
Ashland Creek Park Development - Grant Contingent		\$ 750,000
Calle Guanajuato Improvements	\$ 300,000	
Ice Rink Cover Replacements and Improvements	\$ 10,000	
Sign Replacement Plan	\$ 45,000	
Garfield Park Water Play	\$ 450,000	
Lower Clay Street Development		
Upper Clay Street Development - Chitwood Property		
Daniel Meyer Pool Bathhouse		\$ 60,000
Railroad Park Playground Equipment Replacement		
Lithia Park Admin Office Upgrades		
Second Dog Park Construction		\$ 90,000
<i>Unfunded projects</i>		
PARKS & RECREATION	\$ 2,031,000	\$ 1,786,000

2013-15 biennial budget

2015-16	2016-17	2017-18	2018-19	FY14-19 TOTAL COST
FY16	FY17	FY18	FY19	Project Totals
\$ 94,000	\$ 436,000	\$ 451,000		\$ 1,026,000
\$ 489,000	\$ 134,000	\$ 112,000		\$ 1,614,000
		\$ 624,000		\$ 624,000
\$ 1,955,000	\$ 2,023,000			\$ 4,735,000
	\$ 109,000			\$ 109,000
	\$ 76,000	\$ 79,000		\$ 155,000
\$ 2,538,000	\$ 2,778,000	\$ 1,266,000	\$ -	\$ 8,263,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 350,000
\$ 660,000				\$ 1,408,000
				\$ 131,000
				\$ 45,000
	\$ 457,000			\$ 610,000
\$ 146,000				\$ 310,000
\$ 2,000	\$ 7,000	\$ 83,000		\$ 92,000
				\$ 234,000
				\$ 1,025,000
\$ 808,000	\$ 464,000	\$ 83,000	\$ -	\$ 4,205,000
\$ 3,346,000	\$ 3,242,000	\$ 1,349,000	\$ -	\$ 12,468,000

FY16	FY17	FY18	FY19	Project Totals
				\$ 150,000
				\$ 52,000
				\$ 3,296,000
\$ -	\$ -	\$ -	\$ -	\$ 3,498,000

FY16	FY17	FY18	FY19	Project Totals
\$ 577,500				\$ 1,057,500
	\$ 150,000			\$ 150,000
\$ 577,500	\$ 150,000	\$ -	\$ -	\$ 1,207,500

FY16	FY17	FY18	FY19	Project Totals
				\$ 1,080,000
\$ -	\$ -	\$ -	\$ -	\$ 1,080,000

FY16	FY17	FY18	FY19	Project Totals
\$ 80,000		\$ 80,000		\$ 320,000
\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,400,000
\$ 206,000	\$ 206,000	\$ 155,500	\$ 155,500	\$ 1,135,000
\$ 1,000,000				\$ 1,070,000
\$ 500,000				\$ 670,000
				\$ 500,000
				\$ 750,000
				\$ 300,000
				\$ 10,000
\$ 20,000				\$ 65,000
				\$ 450,000
	\$ 675,075	\$ 75,000		\$ 750,075
		\$ 220,000		\$ 220,000
				\$ 60,000
\$ 20,000				\$ 20,000
\$ 12,000				\$ 12,000
				\$ 90,000
				\$ 7,165,000
\$ 2,238,000	\$ 1,281,075	\$ 930,500	\$ 555,500	\$ 15,987,075

Capital improvements plan

Project Description	2013-14	2014-15
ELECTRIC	FY 14	FY15
Install New Services & New Infrastructure	\$ 300,000	\$ 300,000
Electric Utility Line Installation; In-house Various Locations	\$ 100,000	\$ 100,000
Ashland Substation Upgrade	\$ 50,000	
Upgrade Feeder Line - Morton Street		
Oak Knoll Substation Upgrade	\$ 50,000	
FERC Part 12 Hosler Dam Safety Analysis		
SCADA System		\$ 20,000
E. Main Street/I-5 Freeway Crossing Upgrade		\$ 100,000
Reconductor feeder tie from Ashland sub to Hersey	\$ 75,000	
Underground cable replacement and vault - downtown	\$ 100,000	
Relocation of pole yard	\$ 50,000	
Calle Guanajuato	\$ 100,000	
Feeder improvements as identified in 10 year plan		\$ 100,000
Replace Street Lights - N. Main Street		
Upgrade Business District Feeder Line - Underground Distribution		
ELECTRIC	\$ 825,000	\$ 620,000
AFN / TELECOMMUNICATIONS	FY14	FY15
Optical Time Domain Reflectometer (OTDR)		
Telecommunications Services and Fiber Expansion	\$ 30,000	\$ 70,000
Telecommunications Installations, Extensions, and Undergrounding	\$ 27,000	\$ 45,000
Replace Node Power Supply Batteries		
Headend Upgrading	\$ 88,000	
Calle Rennovations	\$ 30,000	
Microstation to GIS	\$ 18,000	
AFN / TELECOMM	\$ 193,000	\$ 115,000
INFORMATION TECHNOLOGY	FY14	FY15
Disk Storage for File Server	\$ 15,000	
Intranet	\$ 15,000	
Network Monitoring - Network Security and Alerting	\$ 12,000	\$ 5,500
Server Virtualization Growth: Hardware, Processors		\$ 22,500
Virtual Desktop & Thin Client Infrastructure		
Office Renovation & Furniture		
Special Purpose Systems Life-Cycle Replacements		
	<i>Unfunded projects</i>	
INFORMATION TECHNOLOGY	\$ 42,000	\$ 28,000
TOTAL CIP OVER TIME	\$ 8,462,950	\$ 9,479,000

2013-15 biennial budget

2015-16	2016-17	2017-18	2018-19	FY14-19 TOTAL COST
FY16	FY17	FY18	FY19	Project Totals
\$ 300,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,875,000
\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 700,000
\$ 25,000				\$ 75,000
	\$ 50,000			\$ 50,000
				\$ 50,000
	\$ 60,000			\$ 60,000
		\$ 25,000	\$ 25,000	\$ 70,000
				\$ 100,000
				\$ 75,000
				\$ 100,000
				\$ 50,000
				\$ 100,000
\$ 100,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 600,000
\$ 20,000	\$ 20,000	\$ 20,000		\$ 60,000
		\$ 100,000		\$ 100,000
\$ 570,000	\$ 680,000	\$ 695,000	\$ 675,000	\$ 4,065,000
FY16	FY17	FY18	FY19	Project Totals
\$ 15,000				\$ 15,000
\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 340,000
\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 252,000
	\$ 21,000			\$ 21,000
\$ 50,000			\$ 50,000	\$ 188,000
				\$ 30,000
\$ 20,000				\$ 38,000
\$ 190,000	\$ 126,000	\$ 105,000	\$ 155,000	\$ 884,000
FY16	FY17	FY18	FY19	Project Totals
\$ 15,000		\$ 15,000		\$ 45,000
\$ 8,000				\$ 23,000
	\$ 5,000		\$ 5,000	\$ 27,500
		\$ 22,500		\$ 45,000
\$ 60,000	\$ 20,000		\$ 12,000	\$ 92,000
\$ 40,000				\$ 40,000
\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
				\$ 234,500
\$ 153,000	\$ 55,000	\$ 67,500	\$ 47,000	\$ 627,000
\$ 12,394,500	\$ 15,683,075	\$ 16,216,000	\$ 11,743,500	\$ 124,999,525

Capital improvements plan

PROJECT TITLE: Railroad Crossing Improvements Oak St.
 PROJECT TYPE: Transportation
 DEPARTMENT: Public Works Department/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$35,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$35,000

Project cost by Biennium:

2013-2015	\$35,000
2015-2017	\$0
2017-2019	\$0
Total	\$35,000



Project Description: This will replace the crossing surface and widen the crossing for bike and pedestrian traffic. This is a functional safety improvement for all modes of transportation as recommended in the 1998 Transportation System Plan. Pedestrian improvements include sidewalk transitions over the tracks that tie into existing sidewalk on both sides of the crossing. Vehicle improvements include new pavement transition over the crossing and widening to accommodate bicycle traffic. Automatic Crossing gates will be installed as part of this project by ODOT Rail. The majority of work for this project is funded through ODOT Rail with the City expected to complete only the sidewalk transition improvements.

PROJECT TITLE: Slurry Seal Streets per PMS
 PROJECT TYPE: Transportation
 DEPARTMENT: Public Works Department/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$100,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$100,000

Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$0
2017-2019	\$0
Total	\$100,000



Project Description: Slurry Seal City streets to extend their useful life. A slurry seal is a treatment applied to the surface of existing asphalt streets to fill cracks and seal areas of old pavements, to restore a uniform surface texture and to seal the surface to prevent moisture and air intrusion into the pavement. It is used by the City to prolong the life of existing paved street surfaces and is less costly than an asphalt overlay or full rebuild would be. Streets to be slurry sealed are selected through the City's pavement management program. These streets show signs of surface distress, but have not progressed to the point of structural or base failure. By identifying the streets in need and acting quickly to seal them adds years of life to the pavement surface. Each year several streets are treated under the slurry seal program.

PROJECT TITLE: North Mountain Overlay-Hersey St. to I-5
PROJECT TYPE: Transportation
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$350,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$350,000

Project cost by Biennium:

2013-2015	\$350,000
2015-2017	\$0
2017-2019	\$0
Total	\$350,000



Project Description: N. Mountain St. will be overlaid from Hersey St. to the I-5 overpass. This section of roadway has been indentified within the City's pavement management program to be overlaid to increase the useful life of the pavement. The project will include some minor areas of full depth reconstruction, surface grinding and overlaying the entire street surface with a 2-in thick layer of asphalt. A road overlay program is a cost effective way to extend the useful life of City streets.

PROJECT TITLE: N. Mountain Overlay-E. Main St. to the R/R Crossing
PROJECT TYPE: Transportation
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$175,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$175,000

Project cost by Biennium:

2013-2015	\$175,000
2015-2017	\$0
2017-2019	\$0
Total	\$175,000



Project Description: N. Mountain St. will be overlaid from E. Main St. to the Railroad Crossing. This section of roadway has been indentified within the City's pavement management program to be overlaid to increase the useful life of the pavement. The project will include some minor areas of full depth reconstruction, surface grinding and overlaying the entire street surface with a 2-in thick layer of asphalt. A road overlay program is a cost effective way to extend the useful life of City streets.

Capital improvements plan

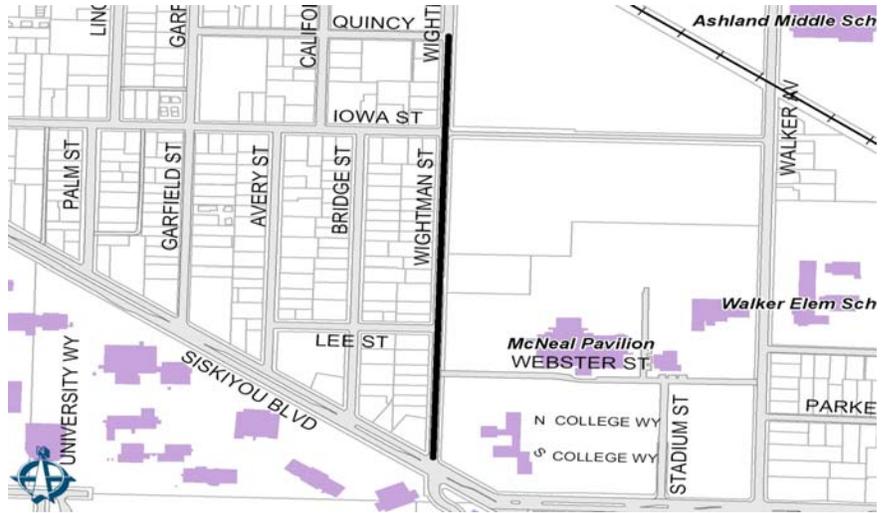
PROJECT TITLE: Wightman St. Overlay-Quincy St. to Siskiyou Blvd.
PROJECT TYPE: Transportation
DEPARTMENT: Public Works Department/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$250,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$250,000

Project cost by Biennium:

2013-2015	\$250,000
2015-2017	\$0
2017-2019	\$0
Total	\$250,000



Project Description: Wightman St. will be overlaid from Quincy St. to Siskiyou Blvd. The City's Pavement Management System has indicated that Wightman Street, between Quincy Street and Siskiyou Boulevard is in need of an asphalt overlay. All utilities in the area have already been upgraded and the overlay can proceed without a need for preliminary utility work. The project will include some minor areas of full depth reconstruction, surface grinding and overlaying the entire street surface with a 2-in thick layer of asphalt.

PROJECT TITLE: Walker Ave Improvements-Ashland St. to E. Main (CMAQ)
PROJECT TYPE: Transportation
DEPARTMENT: Public Works Department/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$81,256
Grants	\$666,694
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$747,950

Project cost by Biennium:

2013-2015	\$747,950
2015-2017	\$0
2017-2019	\$0
Total	\$747,950

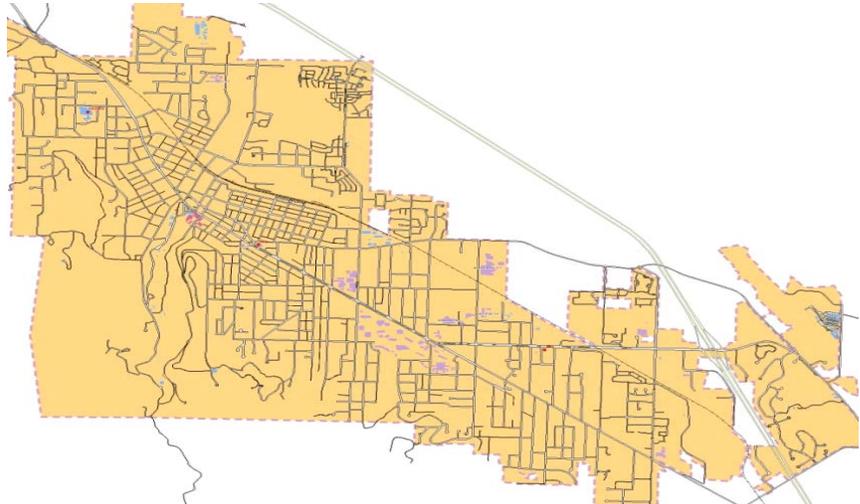


Project Description: Engineering and construction of new sidewalk on Walker Ave. This is a Safe Routes to School Project and is funded through the CMAQ Grant program. Improvement elements include construction of a six-foot wide sidewalk on the west side of Walker Street and improvement to the rail crossing including sidewalks and bike lanes, as well as a smoother crossing surface. The project limits are from Ashland Street to East Main Street.

PROJECT TITLE: Sidewalk Improvements (TSP)
PROJECT TYPE: Transportation
DEPARTMENT: Public Works Department/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$830,000
Grants	\$0
LID's	\$0
SDC's	\$270,000
Other	\$0
Total	\$1,100,000



Project cost by Biennium:

2013-2015	\$360,000
2015-2017	\$380,000
2017-2019	\$360,000
Total	\$1,100,000

Project Description: Engineering and Construction of new sidewalks based on TSP recommendations. The City's 2013 Transportation System Plan includes new sidewalk improvements for missing sidewalk connections in built-out neighborhoods, or in other highly utilized transportation corridors within the City. As part of insuring these important connections are completed, \$180,000 is budgeted yearly. New sidewalk projects benefit the community as they provide important connectivity improvements that allow pedestrians to travel our community safely. Projects for FY 14-15 will include: N Main Street/Highway 99 - N Main to Schofield, Maple Street - Chestnut St to 150' east of Rock St, Glenn Street/Orange Avenue - N Main St to 175' east of Willow St. Also includes Miscellaneous Concrete Safety Repairs as identified in the TSP.

PROJECT TITLE: Hersey St Sidewalk - N. Main to Oak St (CMAQ)
PROJECT TYPE: Transportation
DEPARTMENT: Public Works Department/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$40,900
Grants	\$476,466
LID's	\$0
SDC's	\$13,634
Other	\$0
Total	\$531,000



Project cost by Biennium:

2013-2015	\$531,000
2015-2017	\$0
2017-2019	\$0
Total	\$531,000

Project Description: Engineering and construction of new sidewalk on Hersey Street. This is a Safe Routes to School Project and is funded through the CMAQ Grant program. Improvement elements include construction of a six-foot wide sidewalk on the north and south side of Hersey Street to fill in existing areas with out sidewalk currently. The project limits are from N. Main Street to Oak Street.

Capital improvements plan

PROJECT TITLE: Sediment TMDL in Reeder Reservoir
PROJECT TYPE: Water Supply
DEPARTMENT: Public Works/Supply

Funding Sources:

Rates/Fees/Borrowing	\$30,000
Grants	\$0
LID's	\$0
SDC's	\$90,000
Other	\$0
Total	\$120,000



Project cost by Biennium:

2013-2015	\$60,000
2015-2017	\$60,000
2017-2019	\$0
Total	\$120,000

Project Description: Oregon DEQ has established a sedimentation total maximum daily load (TMDL) for Reeder Reservoir requiring that no more than 3.62 cubic yards per day shall be added to the Reservoir. The City is required to monitor the sediment and prevent excess accumulation. To do this and also preserve the water storage capacity of the reservoir, the City will be removing accumulated sediment every other year from the upper small dam impoundments in order to prevent it from entering Reeder Reservoir itself. An additional \$420,000 needed for this project is unfunded.

PROJECT TITLE: Reeder Access Road Improvements
PROJECT TYPE: Water Supply
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$25,000
Grants	\$0
LID's	\$0
SDC's	\$75,000
Other	\$0
Total	\$100,000



Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$0
2017-2019	\$0
Total	\$100,000

Project Description: The road to the the Water Treatment Plant must be accessible to large trucks, including tankers for deliveries and heavy equipment for road maintenance. Currently, access is impossible for some of these vehicles to maneuver the narrow road serving the Plant and the Dam. Some deliveries must be transferred into smaller trucks or trailers and some have to be delivered in smaller containers, resulting in substantially increased costs for those chemicals. The roadway is not well constructed in the locations where it must cross the creek, which causes a need to re-build those portions to protect the creek from erosion at crossings, as well as make them safer and more passable with large vehicles. This project will address environmental concerns regulated through the TMDL by better protecting Ashland Creek. It was originally programmed for 2017-2018, but the City was notified that certain deliveries will be discontinued in the near future unless the road is improved.

PROJECT TITLE: Terrace St. Pump Station Improvements
PROJECT TYPE: Water Supply
DEPARTMENT: Public Works/Supply

Funding Sources:

Rates/Fees/Borrowing	\$220,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$220,000



Project cost by Biennium:

2013-2015	\$20,000
2015-2017	\$200,000
2017-2019	\$0
Total	\$220,000

Project Description: The 2009 water curtailment revealed a need to upgrade the existing TID pump station used to pump water from the TID canal to the Water Treatment Plant during dry years. The pumps and switchgear are in poor condition and concerns have been raised about crew safety in the underground vault where the old equipment is located. This project aims to replace the electrical power supply and pumps with safer and more energy efficient equipment.

PROJECT TITLE: TID Canal Piping
PROJECT TYPE: Water Supply
DEPARTMENT: Public Works/Supply

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LID's	\$0
SDC's	\$1,200,000
Other	\$0
Total	\$1,200,000



Project cost by Biennium:

2013-2015	\$120,000
2015-2017	\$1,080,000
2017-2019	\$0
Total	\$1,200,000

Project Description: The 2009 TID water quality study revealed a need to address bacteria concentrations in the TID irrigation canal between Terrace Street and Starlite. As a result, the Ashland Water Advisory Committee (AWAC) recommended that piping of the canal be undertaken because it would also result in decreased water losses from seepage and evaporation. This project was initially programmed to occur in 2018, but due to availability of low interest loans from DEQ, this project is being fast tracked.

Capital improvements plan

PROJECT TITLE: Emergency TAP Pipeline and Pump
PROJECT TYPE: Water Supply
DEPARTMENT: Public Works/Supply

Funding Sources:

Rates/Fees/Borrowing	\$2,000,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$2,000,000

Project cost by Biennium:

2013-2015	\$2,000,000
2015-2017	\$0
2017-2019	\$0
Total	\$2,000,000



Project Description: This project would provide emergency water supply to the City in the event of an interruption of service from the existing water treatment plant. The project includes constructing a connection to the 16-inch diameter TAP pipeline for emergency supplies. The supply would provide an additional 1.5-mgd of emergency water supply, with peaking capacity of 3.0-mgd. The City recently signed an intertie agreement with the City of Talent. The intertie pipeline would follow the route of the proposed TAP pipeline extension, extending approximately two-thirds (14,000 feet) of its total length. It is recommended that the City work with the City of Talent to confirm the capacity and additional infrastructure requirements of the intertie. The TAP connection will be used for emergency situations only, and a portable pump station will be rented when needed. Revised cost estimates performed by the City indicate that the TAP pipeline project would cost approximately \$2,000,000. City staff developed this cost estimate through conversations with manufacturers.

PROJECT TITLE: Water Treatment Plant Security Upgrades
PROJECT TYPE: Water Treatment and Storage
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$85,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$85,000

Project cost by Biennium:

2013-2015	\$85,000
2015-2017	\$0
2017-2019	\$0
Total	\$85,000



Project Description: This project will improve security at the City's Water Treatment Plant. It includes the installation of video cameras within the Water Treatment Plant and will have an internet interface allowing Water Treatment Plant operators and emergency response personnel to view in real time. The cameras will integrate with the existing SCADA system, and be activated by motion sensors. In order to protect the open air treatment basins, fencing will be installed along the western edge of the plant fully enclose the plant site, including access gates at the north and south end of the plant.

PROJECT TITLE: Permanganate Feed Facility Study and Implementation
PROJECT TYPE: Water Treatment and Storage
DEPARTMENT: Public Works/Treatment

Funding Sources:

Rates/Fees/Borrowing	\$265,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$265,000



Project cost by Biennium:

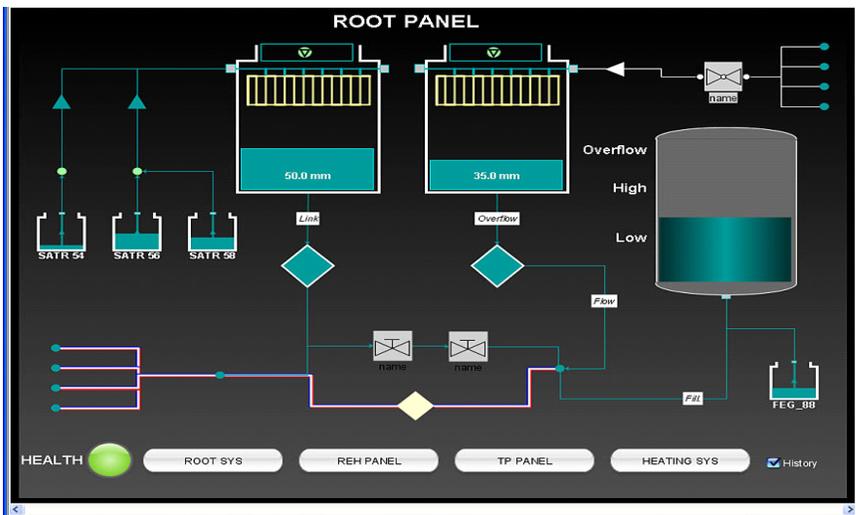
2013-2015	\$25,000
2015-2017	\$240,000
2017-2019	\$0
Total	\$265,000

Project Description: This project aims to reduce taste & odor challenges when using TID for the drinking water supply. Implementation would consist of installing a permanganate feed facility at the Terrace Street Pump Station in order to provide sufficient contact time for the permanganate to oxidize organics in the raw water and greatly reduce taste and odor issues. Costs for this project include an evaluation (\$25,000) and construction (\$240,000), for a total estimated project cost of \$265,000. The evaluation would take place during FY2014-2015, with construction planned for FY2015-2016.

PROJECT TITLE: Telemetry Station
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Water Distribution

Funding Sources:

Rates/Fees/Borrowing	\$50,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$50,000



Project cost by Biennium:

2013-2015	\$50,000
2015-2017	\$0
2017-2019	\$0
Total	\$50,000

Project Description: The SCADA telemetry system provides automatic and manual monitoring and control of the all water facilities. However, system adjustments are frequently made at the Water Warehouse, where operations staff do not have access to system information such as reservoir levels. Additional telemetry will be installed to provide visual verification of real time system data at the Water Warehouse.

Capital improvements plan

PROJECT TITLE: Park Estates Pump Station
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$1,860,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$1,860,000



Project cost by Biennium:

2013-2015	\$1,860,000
2015-2017	\$0
2017-2019	\$0
Total	\$1,860,000

Project Description: This project increases the estimated fire flow in the Park Estates and South Mountain service areas by consolidating the two zones into one, retiring the N Mountain Pump Station, and increasing the pumping capacity at Park Estates Pump Station. The project includes evaluation of alternatives to provide fire storage including construction of the selected alternative. Alternatives include modifying or replacing the existing Park Estates Pump Station, and/or constructing a Loop Road Reservoir. A basis of design report will confirm pumping requirements, evaluate the site, perform a geotechnical evaluation, and evaluate the piping connecting to the Crowson Reservoir. This project includes the design, construction, and commissioning of the improvements.

PROJECT TITLE: Water Line Replacement-Calle Guanajuato
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$200,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$200,000



Project cost by Biennium:

2013-2015	\$200,000
2015-2017	\$0
2017-2019	\$0
Total	\$200,000

Project Description: Ashland Parks plans to resurface the Calle Guanajuato in 2013 to provide a clean, safe surface and remove trip hazards. Before that can be done, the primary water main feeding the buildings along the Calle must be replaced. This project proposes to replace 545 feet of 4" line with 8" flood protected water line. Services will be replaced as needed.

PROJECT TITLE: Waterline Replacement-Oak St. (Nevada to Bear Creek)
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$250,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$250,000



Project cost by Biennium:

2013-2015	\$250,000
2015-2017	\$0
2017-2019	\$0
Total	\$250,000

Project Description: Over the past several years, this existing line in Oak Street has experienced an increasing number of leaks that required repair and has shown clear signs of eminent failure. Public Works proposes to replace 1520 feet of line with 8" ductile iron pipe to reduce life cycle costs of the line. This project is proposed to be completed by City Staff in order to minimize project costs and maximize crew productivity.

PROJECT TITLE: Waterline Replacement-Siskiyou Blvd at Crowson Road
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$150,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$150,000



Project cost by Biennium:

2013-2015	\$150,000
2015-2017	\$0
2017-2019	\$0
Total	\$150,000

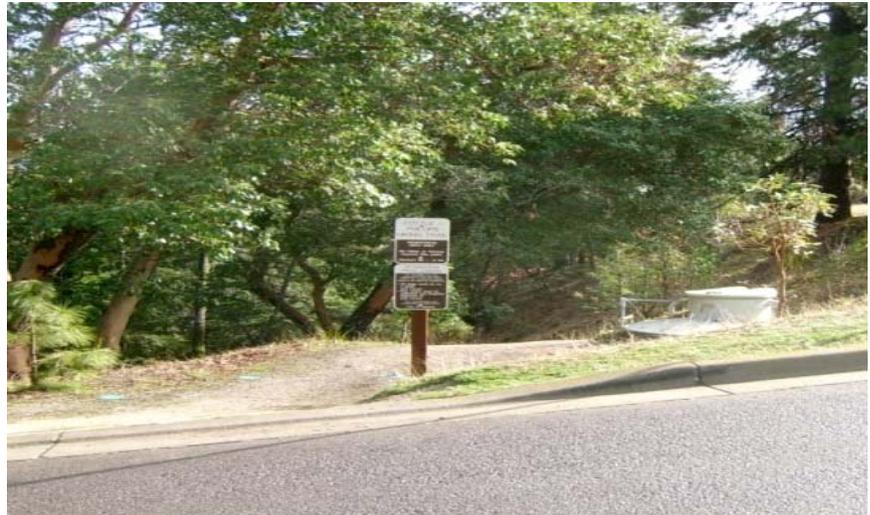
Project Description: Over the past several years, this existing line at the south end of Siskiyou Boulevard has experienced an increasing number of leaks requiring repair and has shown signs of failure. Public Works proposes to replace 845 feet of existing line with 8" ductile iron pipe to reduce life cycle costs of the line. This project is proposed to be completed by City Staff in order to minimize project costs and maximize crew productivity.

Capital improvements plan

PROJECT TITLE: Waterline Replacement-Ivy Lane to Morton St.
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$311,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$311,000



Project cost by Biennium:

2013-2015	\$311,000
2015-2017	\$0
2017-2019	\$0
Total	\$311,000

Project Description: Construct 1320 LF of 8" diameter ductile iron pipe from Morton Street to Ivy Lane.

PROJECT TITLE: Waterline Replacement-Ivy Lane to S. Mountain
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$84,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$84,000



Project cost by Biennium:

2013-2015	\$84,000
2015-2017	\$0
2017-2019	\$0
Total	\$84,000

Project Description: Replace 420 LF of 6" pipe with 8" ductile iron pipe from South Mountain Ave to the end of Ivy Lane.

PROJECT TITLE: Waterline Replacement-Normal Ave
PROJECT TYPE: Water Distribution
DEPARTMENT: Public Works/Distribution

Funding Sources:

Rates/Fees/Borrowing	\$517,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$517,000



Project cost by Biennium:

2013-2015	\$150,000
2015-2017	\$367,000
2017-2019	\$0
Total	\$517,000

Project Description: Replace 2240 feet of 4" line with 8" potable water line to meet fire flow demand; additionally, install a new irrigation main in the same excavation to serve Mountain View Cemetery, Hunter Park, Glenwood Park, and other large users or future developments downhill of the Railroad Tracks, with the goal of offsetting future potable water demand. Scalable pressurization and filtration are proposed to be incorporated into the design of the system to allow upscaling of the pressurized, filtered non-potable irrigation water over time as demand develops.

PROJECT TITLE: Wastewater Outfall Relocation
PROJECT TYPE: Wastewater Treatment Plant
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$872,100
Grants	\$0
LID's	\$0
SDC's	\$153,900
Other	\$0
Total	\$1,026,000



Project cost by Biennium:

2013-2015	\$45,000
2015-2017	\$530,000
2017-2019	\$451,000
Total	\$1,026,000

Project Description: Relocation of the current wastewater effluent outfall from Ashland Creek to Bear Creek. In order to meet NPDES permit requirements, the City of Ashland will need to relocate the current effluent outfall from Ashland Creek to Bear Creek. This will reduce thermal issues associated with fish passage that are currently present in Ashland Creek. The project will consist of an outfall relocation study to determine appropriate locations, along with means and methods for the outfall relocation. Once the study is complete, engineering and construction phases of project will commence. The project will be phased with approval by the Department of Environmental Quality with the new outfall discharge permit.

Capital improvements plan

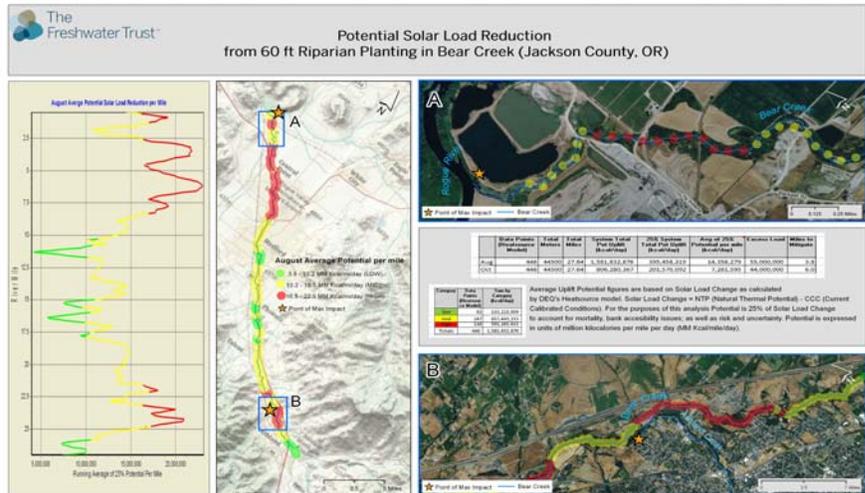
PROJECT TITLE: Wastewater Treatment Plant-Water Quality Trading/Shading
PROJECT TYPE: Wastewater Treatment Plant
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$1,371,900
Grants	\$0
LID's	\$0
SDC's	\$242,100
Other	\$0
Total	\$1,614,000

Project cost by Biennium:

2013-2015	\$879,000
2015-2017	\$623,000
2017-2019	\$112,000
Total	\$1,614,000



Project Description: Restore and plant eight miles of stream frontage. This is a regulatory compliance project that relates to the City of Ashland's wastewater effluent National Pollution Discharge Elimination System Permit (NPDES). To meet the requirements of its NPDES permit, the City will restore 8 stream miles of riparian area within the Bear Creek Watershed to offset the current thermal load the wastewater effluent places in Bear Creek.

PROJECT TITLE: Wastewater Treatment Plant-Oxidation Ditch
PROJECT TYPE: Wastewater Treatment Plant
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$2,888,350
Grants	\$0
LID's	\$0
SDC's	\$1,846,650
Other	\$0
Total	\$4,735,000

Project cost by Biennium:

2013-2015	\$757,000
2015-2017	\$3,978,000
2017-2019	\$0
Total	\$4,735,000



Project Description: Engineering and Construction of a new Oxidation Ditch. This project for the wastewater treatment plant is an improvement to handle current and future treatment capacity issues. The project was identified in the master plan as a multiyear engineering and construction project. Phase one will include engineering and construction of the oxidation ditch shell to be used as flow equalization during peak flow events. Phase two will consist of finishing the ditch and bringing it online for increased biological treatment capacity after 2020.

PROJECT TITLE: Wastewater Collections-Grandview Pump Station
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Wastewater Collections

Funding Sources:

Rates/Fees/Borrowing	\$350,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$350,000



Project cost by Biennium:

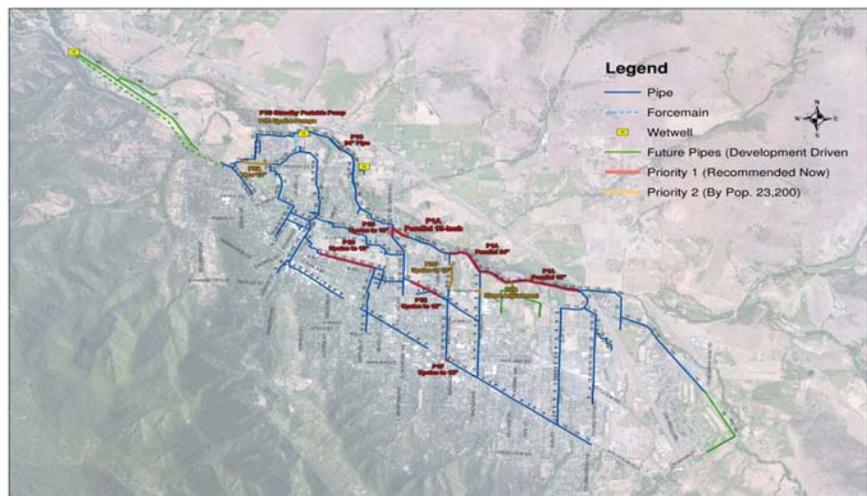
2013-2015	\$350,000
2015-2017	\$0
2017-2019	\$0
Total	\$350,000

Project Description: Pump Station Replacement. A new engineered pump station will replace an oversized, outdated pumpstation on Grandview Dr. Removal of the old pump station and installation of the new one will occur in 2015.

PROJECT TITLE: Wastewater Collections-Parallel Bear Creek Trunkline
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Wastewater Collections

Funding Sources:

Rates/Fees/Borrowing	\$422,400
Grants	\$0
LID's	\$0
SDC's	\$985,600
Other	\$0
Total	\$1,408,000



Project cost by Biennium:

2013-2015	\$748,000
2015-2017	\$660,000
2017-2019	\$0
Total	\$1,408,000

Project Description: Sewer Mainline Capacity Increase. The recently adopted wastewater master plan recommends that the City install 18-inch and 24-inch trunklines to parallel the existing 12-inch and 15-inch pipeline sections along Bear Creek. Completion of this line is a high priority, as the current 12-inch and 15-inch pipeline is surcharged along the majority of the length during peak hour conditions. The improvements will be capable of carrying the entire upstream projected build out. The project will begin with preliminary engineering in 2013 and finish construction in 2016.

Capital improvements plan

PROJECT TITLE: Wastewater Collections-Mountain Ave. 15" Mainline
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Collections

Funding Sources:

Rates/Fees/Borrowing	\$98,250
Grants	\$0
LID's	\$0
SDC's	\$32,750
Other	\$0
Total	\$131,000



Project cost by Biennium:

2013-2015	\$131,000
2015-2017	\$0
2017-2019	\$0
Total	\$131,000

Project Description: Sewer Mainline Capacity Increase The current 10-inch sewer pipeline is surcharging and should be replaced by a 15-inch pipeline with a steeper slope. The 15-inch pipe at the adjusted slope will be able to convey projected build-out flows. The project will begin with engineering in 2013 and finish construction in 2015.

PROJECT TITLE: Wastewater Collections-Oak St. 24" Trunkline
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Wastewater Collections

Funding Sources:

Rates/Fees/Borrowing	\$38,250
Grants	\$0
LID's	\$0
SDC's	\$6,750
Other	\$0
Total	\$45,000



Project cost by Biennium:

2013-2015	\$45,000
2015-2017	\$0
2017-2019	\$0
Total	\$45,000

Project Description: Sewer Mainline Capacity Increase. This improvement involves the installation of a 24-inch pipe along Oak Street. Currently a 15-inch diameter section pipe is installed between two 24-inch diameter pipes which is creating a bottleneck in flow. The new pipe will be able to convey all future build-out flows. The project will begin with engineering in 2013 and finish construction in 2015.

PROJECT TITLE: Wastewater Collections-A St. 15' Mainline
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Wastewater Collections

Funding Sources:

Rates/Fees/Borrowing	\$549,000
Grants	\$0
LID's	\$0
SDC's	\$61,000
Other	\$0
Total	\$610,000



Project cost by Biennium:

2013-2015	\$153,000
2015-2017	\$457,000
2017-2019	\$0
Total	\$610,000

Project Description: Sewer Mainline Capacity Increase. This improvement consists of replacing the existing 12-inch pipeline with a 15-inch pipeline along A Street. Future flow can be diverted through this line to relieve surcharging in other downstream lines to the north on Mountain Avenue. Engineering to begin in 2013 with construction to occur in 2015.

PROJECT TITLE: Wastewater Collections-Railroad 12" Mainline
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Wastewater Collections

Funding Sources:

Rates/Fees/Borrowing	\$133,300
Grants	\$0
LID's	\$0
SDC's	\$176,700
Other	\$0
Total	\$310,000



Project cost by Biennium:

2013-2015	\$164,000
2015-2017	\$146,000
2017-2019	\$0
Total	\$310,000

Project Description: Sewer Mainline Capacity Increase. The existing 8-inch line is not large enough to convey current peak flows. To accommodate current and future flows, the pipeline needs to be upsized to a 12-inch pipeline. The existing line is at an adequate slope; thus, pipe bursting should be considered as an alternative to open trench installation. Engineering to begin in 2013 with construction to occur in 2015-2016.

Capital improvements plan

PROJECT TITLE: Wastewater Collections-Miscellaneous Upgrades
PROJECT TYPE: Wastewater Collections
DEPARTMENT: Public Works/Wastewater Collections

Funding Sources:

Rates/Fees/Borrowing	\$210,600
Grants	\$0
LID's	\$0
SDC's	\$23,400
Other	\$0
Total	\$234,000



Project cost by Biennium:

2013-2015	\$234,000
2015-2017	\$0
2017-2019	\$0
Total	\$234,000

Project Description: Miscellaneous Pump Station Upgrades. Based on the Master Plan update recommendations, priority 1 miscellaneous upgrades include: Creek Drive lift station upgrades, drain improvements at Winburn Way lift station, maintenance management software and programming upgrades, and setting up SCADA control at all lift stations. These improvements are ongoing for all lift stations in the wastewater collection system.

PROJECT TITLE: Storm Drain Improvements-Second St. from E. Main to Lithia Way
PROJECT TYPE: Storm Drain
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$105,000
Grants	\$
LID's	\$
SDC's	\$45,000
Other	\$
Total	\$150,000



Project cost by Biennium:

2013-2015	\$150,000
2015-2017	\$0
2017-2019	\$0
Total	\$150,000

Project Description: Storm Drain Infrastructure Improvements. Project includes installing a 12" PVC storm drain and catch basins from the south side of the Second and East Main Street intersection to the storm drain main located in the middle of Lithia Way at Second Street.

PROJECT TITLE: Storm Drain Improvements-Idaho St. from Iowa St. to Holly St.
PROJECT TYPE: Storm Drain
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$36,400
Grants	\$15,600
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$52,000



Project cost by Biennium:

2013-2015	\$52,000
2015-2017	\$0
2017-2019	\$0
Total	\$52,000

Project Description: Storm Drain Infrastructure Improvements. Project includes installation of a storm drain line from the south side of Holly Street at Idaho Street, down Idaho and connecting to the main storm drain line on Iowa Street. Installation will include 630' of 24" pipe, 60' of 12" pipe and seven new storm drain basins.

PROJECT TITLE: Airport-Entitlement Grant Taxilane Extension
PROJECT TYPE: Airport Infrastructure
DEPARTMENT: Public Works/Engineering

Funding Sources:

Rates/Fees/Borrowing	\$105,750
Grants	\$951,750
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$1,057,500



Project cost by Biennium:

2013-2015	\$480,000
2015-2017	\$577,500
2017-2019	\$0
Total	\$1,057,500

Project Description: Engineering and construction of a new taxilane and security fencing. This project is for the engineering and construction of airport perimeter security fencing and a new taxilane extension. The taxilane extension is a safety improvement and will allow for the future buildout of the Ashland Municipal Airport. The project is funded by 90% grant monies and 10% in house matching monies. The City will search for additional grant money to cover the required 10% match. There is a list of individuals waiting for hangar space to open up at the airport. By constructing this new taxilane it will allow for private developers to build banks to T-hangars that could be rented out to people waiting for space. This build out will increase revenue into the airport fund.

Capital improvements plan

PROJECT TITLE: OAK KNOLL IRRIGATION AND GREENS IMPROVEMENT
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LID's	\$0
SDC's	\$0
Other: Food & Beverage	\$320,000
Total	\$320,000



Project cost by Biennium:

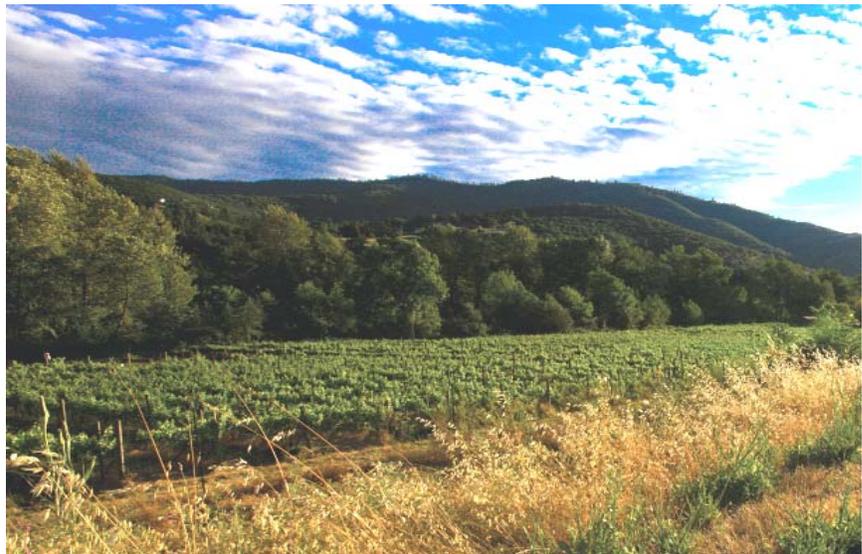
2013-2015	\$160,000
2015-2017	\$80,000
2017-2019	\$80,000
Total	\$320,000

Project Description: Oak Knoll Golf Course is in need of irrigation and drainage repairs. Proposed improvements and updates to the current system and greens will enhance the quality and playability at the course.

PROJECT TITLE: OPEN SPACE AQUISITION / PARK DEVELOPMENT
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$2,400,000
Total	\$2,400,000



Project cost by Biennium:

2013-2015	\$800,000
2015-2017	\$800,000
2017-2019	\$800,000
Total	\$2,400,000

Project Description: The Parks Commission has an ongoing commitment to providing open space within a quarter-mile of every Ashland resident. That goal is funded within this line item. Specific property acquisitions are dependent on market factors.

PROJECT TITLE: LOWER CLAY STREET PURCHASE
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$1,135,000
Total	\$1,135,000



Project cost by Biennium:

2013-2015	\$412,000
2015-2017	\$412,000
2017-2019	\$311,000
Total	\$1,135,000

Project Description: The commission purchased a three-acre parcel on lower Clay Street adjacent to the YMCA Park soccer fields. This additional land will allow the park to be reoriented toward the current and future neighborhood development. Future additions will include playground space and other neighborhood park amenities.

PROJECT TITLE: LITHIA PARK MASTER PLAN
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$1,070,000
Total	\$1,070,000



Project cost by Biennium:

2013-2015	\$70,000
2015-2017	\$1,000,000
2017-2019	\$0
Total	\$1,070,000

Project Description: An updated plan is proposed that would take into account current history, the environment, ecology, and practices of the park. Mapping of flood restoration, riparian areas, and invasive plants will be outlined. The plan will require surveys of Ashland Creek by USFS and documents from BCWC, USFW, DEQ, and other agencies.

Capital improvements plan

PROJECT TITLE: LITHIA PARK REHABILITATION
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$670,000
Total	\$670,000



Project cost by Biennium:

2013-2015	\$170,000
2015-2017	\$500,000
2017-2019	\$0
Total	\$670,000

Project Description: Lithia Park is listed in the National Historic Registry. Many of the facilities and features are aging and in need of repair. Several projects have been identified for restoration. In fiscal year 2014, the first project will be replacing the upper restroom, used by both the public and the City of Ashland Water Department for telemetry. Out years will include work on the main bridge and path, sidewalk reconstruction or relocations, and other infrastructure repairs.

PROJECT TITLE: BUTLER-PEROZZI FOUNTAIN
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Revenue Bond	\$500,000
Total	\$500,000



Project cost by Biennium:

2013-2015	\$500,000
2015-2017	\$0
2017-2019	\$0
Total	\$500,000

Project Description: The Butler-Perozzi Fountain is located in the lower portion of Lithia Park across from the Butler Bandshell. Its current state of disrepair is due to issues associated with the plumbing and cracks in the concrete. The Parks Commission will determine whether to restore the current structure or replace it with a similar fountain.

PROJECT TITLE: ASHLAND CREEK PARK DEVELOPMENT
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$750,000
Total	\$750,000



Project cost by Biennium:

2013-2015	\$750,000
2015-2017	\$0
2017-2019	\$0
Total	\$750,000

Project Description: Ashland Creek Park development, located along Hersey Street between Oak and Helman streets, is a grant contingent project. The park will feature a large community garden, outdoor learning space, pathways, a basketball pad, and riparian restoration. It will also serve as a trailhead for a future path system along Ashland Creek, connecting Lithia Park to the Dog Park.

PROJECT TITLE: CALLE GUANAJUATO IMPROVEMENTS
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$300,000
Total	\$300,000



Project cost by Biennium:

2013-2015	\$300,000
2015-2017	\$0
2017-2019	\$0
Total	\$300,000

Project Description: The commission will resurface the Calle Guanajuato and provide a safe, clean surface that eliminates current trip hazards. Construction will include utility chases to limit future utility cuts in finished surfaces.

Capital improvements plan

PROJECT TITLE: ICE RINK COVER REPLACEMENT
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$10,000
Total	\$10,000



Project cost by Biennium:

2013-2015	\$10,000
2015-2017	\$0
2017-2019	\$0
Total	\$10,000

Project Description: The commission has considered constructing a temporary cover over the ice rink to increase its usability during inclement or sunny weather.

PROJECT TITLE: SIGN REPLACEMENT PLAN
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$65,000
Total	\$65,000



Project cost by Biennium:

2013-2015	\$45,000
2015-2017	\$20,000
2017-2019	\$0
Total	\$65,000

Project Description: Sign upgrades are needed throughout the parks system. This project would include designing and replacing park signs throughout the system for consistency and accuracy.

PROJECT TITLE: GARFIELD PARK WATER PLAY
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$450,000
Total	\$450,000



Project cost by Biennium:

2013-2015	\$450,000
2015-2017	\$0
2017-2019	\$0
Total	\$450,000

Project Description: The water play system at Garfield Parks is reaching the end of its lifespan. One of the first “splash pads” in the state, this popular amenity will need to be replaced by a larger, more economic system.

PROJECT TITLE: DANIEL MEYER POOL BATHHOUSE
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$60,000
Total	\$60,000



Project cost by Biennium:

2013-2015	\$60,000
2015-2017	\$0
2017-2019	\$0
Total	\$60,000

Project Description: The current pool bathhouse is outdated and in need of repairs and replacements. This project would include replacing outdated and decrepit doors, windows, roofing, and interior features.

Capital improvements plan

PROJECT TITLE: SECOND DOG PARK CONSTRUCTION
PROJECT TYPE: PARKS AND RECREATION
DEPARTMENT: Parks and Recreation Department

Funding Sources:

Rates/Fees/Borrowing	\$0
Grants	\$0
LIDs	\$0
SDCs	\$0
Other: Food & Beverage	\$90,000
Total	\$90,000

Project cost by Biennium:

2013-2015	\$90,000
2015-2017	\$0
2017-2019	\$0
Total	\$90,000



Project Description: The Parks Commission has discussed constructing a second Dog Park at another location to serve the growing dog population in Ashland.

PROJECT TITLE: Install New Services & Infrastructure
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$1,875,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$1,875,000



Project cost by Biennium:

2013-2015	\$600,000
2015-2017	\$625,000
2017-2019	\$650,000
Total	\$1,875,000

Project Description: This represents the annual expenditures to build infrastructure to serve new commercial and residential developments. These include transformers, switch cabinets, cable and related equipment as necessary to serve new electrical load. Approximately two-thirds of the costs are returned to the City as direct revenues or fees. These additional customers increase electric revenue for the City. The City has an obligation to provide electrical service to customers that live within the service territory served by the City. Refusing to provide electrical service to these customers could place the City in legal or regulatory compliance issues.

PROJECT TITLE: Electric Utility Upgrades
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$700,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$700,000



Project cost by Biennium:

2013-2015	\$200,000
2015-2017	\$250,000
2017-2019	\$250,000
Total	\$700,000

Project Description: This represents the annual capital expenditures to repair, replace modify and maintain the system infrastructure. System conditions are identified through regulatory compliance, infrastructure inspections, and routine system patrols. Included are overhead and underground line replacements, service upgrades, relocation of equipment and other modifications to the system as identified throughout the year. Conditions that are not corrected in a timely manner will increase system failures and result in outages and a decrease in reliability.

Capital improvements plan

PROJECT TITLE: Upgrade Ashland Substation
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$75,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$75,000



Project cost by Biennium:

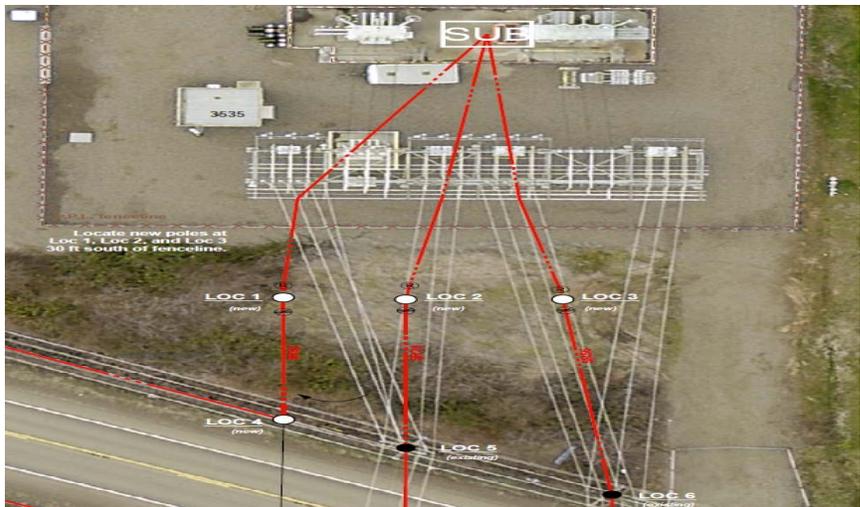
2013-2015	\$50,000
2015-2017	\$25,000
2017-2019	\$0
Total	\$75,000

Project Description: FY 14 is year two of a three improvement project at Ashland substation. The project will be completed in FY16. The project will continue the installation of the Form 6 Cooper controls for the existing vacuum breakers and begin the design process for a new recloser buss. This will allow the substation to have SCADA monitoring and remote operation of the breakers. The project will increase system reliability for switching , troubleshooting and outage restoration, the improvements will create a safer work environment for the line crews. The department would not have indication of preventable events on the circuits and thus outage quantities and response times could increase.

PROJECT TITLE: Upgrade Oak Knoll Substation Feeders
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$50,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$50,000



Project cost by Biennium:

2013-2015	\$50,000
2015-2017	\$0
2017-2019	\$0
Total	\$50,000

Project Description: FY 14 completes the second half of this two year project at Oak Knoll substation. The project will install three line reclosers outside of the Pacific Power substation to provide SCADA monitoring and remote operation of the three distribution feeders. The reclosers will provide flexibility in operating and switching the feeder circuits since they are currently managed by Pacific Power through their Portland dispatch center. The reclosers will give the department indication of circuit outages and quicker response to outages. The department would not have indication of preventable events on the circuits and thus outage quantities and response times could increase.

PROJECT TITLE: SCADA Improvements
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$70,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$70,000

Project cost by Biennium:

2013-2015	\$20,000
2015-2017	\$0
2017-2019	\$50,000
Total	\$70,000



Project Description: In FY15 the Electric Department will complete the migration to a fully operational substation SCADA system. The system will also provide support for an outage management system. The updated system will provide the department the ability to effectively and efficiently monitor and control the system and reduce the incidences and durations of outages. The department would not have indication of preventable events on the ten distribution circuits and thus outage quantities and response times could increase.

PROJECT TITLE: Replace Interstate 5 Feeder Crossing
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$100,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$100,000

Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$0
2017-2019	\$0
Total	\$100,000



Project Description: In FY15 the Oak Knoll substation feeder 5R93 crossing interstate 5 at East Main Street is scheduled for replacement. The two wood poles supporting the crossing are degraded and require replacement. The crossing will be changed to steel poles to ensure the safety and longevity of this critical highway crossing. The wood poles are continuing to degrade and will eventually fail. A failure of one of these poles would cause a catastrophic incident along interstate 5.

Capital improvements plan

PROJECT TITLE: Reconductor Substation Feeder Tie
 PROJECT TYPE: Electric Utility Upgrade
 DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$75,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$75,000

Project cost by Biennium:

2013-2015	\$75,000
2015-2017	\$0
2017-2019	\$0
Total	\$75,000



Project Description: FY14 allocates funds for the reconductor of circuit A2002. The A2002 circuit from Ashland substation to Hersey street is constructed of 2/0 aluminum and #2 solid copper which has annealed and is failing. This project will replace the current conductor with 556 aluminum and replace several of the poles. Circuit A2002 from Ashland substation is a direct alternate source for the Mountain Ave feeder M3009 and can also be used for load balancing the remaining Mountain Ave circuits. This can be a critical source when outages occur such as the underground failure of M3009 in August 2012 effecting the downtown business area. This project does not change the daily operational abilities of the electrical distribution system, however it can be a key component for restoration after a feeder outage, thus decreasing outage restoration times.

PROJECT TITLE: Underground Cable Replacement
 PROJECT TYPE: Electric Utility Upgrade
 DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$100,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$100,000

Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$0
2017-2019	\$0
Total	\$100,000



Project Description: FY14 allocates funds for underground cable replacement of a section of business feeder A2000. Ashland substation feeder A2000, business feeder, has a section of underground cable along Oak Street to the Bowman theater and then to N. Main Street that is approaching end of life. In addition, the underground vault located near the Bowman theater is a subsurface vault that does not allow us to switch the circuits to an alternate source or work inside of the vault. This is a scheduled replacement project to avert an imminent outage to the downtown and OSF due to a failed primary underground cable. The cancellation of the project may not effect the near term operation of the system since a exact date of when the cable will fail cannot be determined. However, the cable failure will cause a significant outage to downtown and OSF which could exceed 8 hours.

PROJECT TITLE: Relocation of Pole Storage Yard
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$50,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$50,000

Project cost by Biennium:

2013-2015	\$50,000
2015-2017	\$0
2017-2019	\$0
Total	\$50,000



Project Description: The Electric Department has allocated funds for moving the pole storage yard in FY14. The Electric Department is requesting funds to relocate their pole storage yard from Nevada Street to a parcel at the airport. The project has received approval from the Airport Commission and the Planning Department. The project will correct zoning irregularities associated with the current storage yard and mitigate homeowner concerns. The pole yard can remain in its current location on Nevada Street. However, we will continue to receive customer complaints regarding the yard. The property has a conditional use permit for residential activities only and would need to correct the zoning to allow for its current activity.

PROJECT TITLE: Calle Guanajuato Electric Utility Upgrades
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$100,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$100,000

Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$0
2017-2019	\$0
Total	\$100,000



Project Description: The Parks Department is proposing a remodel of Calle Guanajuato for FY14. Parks have requested that the Electric Department budget for the relocation of electric facilities within the area and any required upgrades to complete the project. The project will improve the electrical infrastructure as the department installs new conduit and cable for the primary feeder in the park and for all of the existing businesses. In addition, to the relocation of several transformers, the project will also require the purchase of new transformers, vaults and a switch cabinet. The project could be cancelled due to lack of funds to relocate the electrical infrastructure.

Capital improvements plan

PROJECT TITLE: System Upgrades - Ten Year System Study
PROJECT TYPE: Electric Utility Upgrade
DEPARTMENT: City of Ashland Electric Utility

Funding Sources:

Rates/Fees/Borrowing	\$600,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$600,000

Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$200,000
2017-2019	\$300,000
Total	\$600,000



Project Description: During FY14 the Electric Department will finalize a Ten Year System Study of the electric distribution system. These are funds allotted for projects that will be identified in FY15 of the study. The study identifies a prioritized list of projects that will maintain the reliability of the system, while allowing for system growth and improvements. The department will not have the funding to support a long term plan for system improvements and growth. The stability and integrity of the system may be jeopardized if the future needs are not prioritized and addressed.

PROJECT TITLE: Telecommunications Services & Fiber Expansion
PROJECT TYPE: Technology
DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$340,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$340,000



Project cost by Biennium:

2013-2015	\$100,000
2015-2017	\$120,000
2017-2019	\$120,000
Total	\$340,000

Project Description: These projects upgrade the Ashland Fiber Networks plant to provide services and expand products and services available to customers. Service expansion includes providing fiber-to-the-premise (FTTP) services beyond the existing network connect point to attract new businesses and to enhance the competitiveness of existing businesses.

PROJECT TITLE: Installations, Extensions, Undergrounding
PROJECT TYPE: Technology
DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$252,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$252,000



Project cost by Biennium:

2013-2015	\$72,000
2015-2017	\$90,000
2017-2019	\$90,000
Total	\$252,000

Project Description: These projects incorporate the plant extension and undergrounding of the AFN's coaxial and fiber plant, and includes relocating overhead aerial lines to underground utility easements as required. This is an existing and ongoing project which provides for the installation of new facilities, and the maintenance and repair of existing coaxial and fiber telecommunication facilities. The Electric Department has adopted the practice of installing new services and undergrounding existing aerial services as common practice benefitting the community with less unsightly aerial wires spanning between poles. Whenever possible, in the interest of holding down costs, AFN concurrently relocates their facilities underground in concert with the Electric Department.

Capital improvements plan

PROJECT TITLE: Headend Upgrade / Upgrading of Services (1 of 3)
PROJECT TYPE: Technology
DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$153,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$153,000

Project cost by Biennium:

2013-2015	\$53,000
2015-2017	\$50,000
2017-2019	\$50,000
Total	\$153,000



Project Description: Current network bandwidth traffic is at capacity. This project will provide an additional 1,1152 MB of data to the cable modem network with a new (\$45,000) TX 32 card. The Etherflex card (\$8000) will add two gigabith SPF ports to accommodate the increased bandwidth. Allows the implementation of DOCSIS 3.0 offering increased speeds and enable the development of new competitive products and services in response to customers requirements

PROJECT TITLE: Headend Upgrade / Upgrading of Services (2 of 3)
PROJECT TYPE: Technology
DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$22,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$22,000

Project cost by Biennium:

2013-2015	\$22,000
2015-2017	\$0
2017-2019	\$0
Total	\$22,000



Project Description: This project will facilitate channel bonding to enable the increase of upstream node groups to further minimize noise issues in the field. Node groups will expand from 5 to 21 node groups providing best in class service reliability and service speeds.

PROJECT TITLE: Headend Upgrade / Upgrading of Services (3 of 3)
 PROJECT TYPE: Technology
 DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$13,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$13,000

Project cost by Biennium:

2013-2015	\$13,000
2015-2017	\$0
2017-2019	\$0
Total	\$13,000



Project Description: This project will provide a real-time backup core switch for AFN in the event of a failure to the single primary switch passing all network traffic ensuring commercial-grade recovery and best in class service reliability to customers.

Capital improvements plan

PROJECT TITLE: Calle Renovation Project (City portion)
 PROJECT TYPE: Technology
 DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$30,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$30,000

Project cost by Biennium:

2013-2015	\$30,000
2015-2017	\$0
2017-2019	\$0
Total	\$30,000



Project Description: This project is a cooperative effort led by the Ashland Parks and Recreation's Calle Renovation project which requires the relocation of all underground utilities. AFN currently provides services to approximately 40 Plaza businesses and will need to relocate services to these businesses. See page 2-35 for Parks portion.

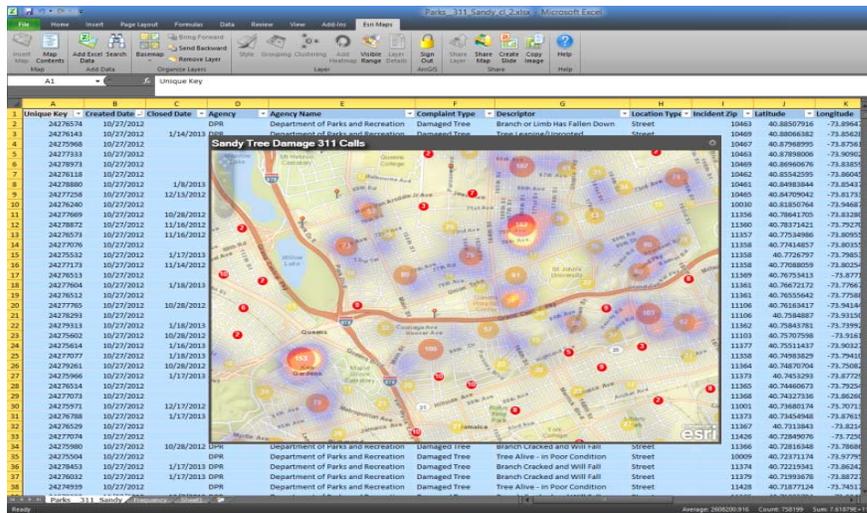
PROJECT TITLE: Microstation System Mapping to Esri GIS
 PROJECT TYPE: Technology
 DEPARTMENT: Telecommunications

Funding Sources:

Rates/Fees/Borrowing	\$38,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$38,000

Project cost by Biennium:

2013-2015	\$18,000
2015-2017	\$20,000
2017-2019	\$0
Total	\$38,000

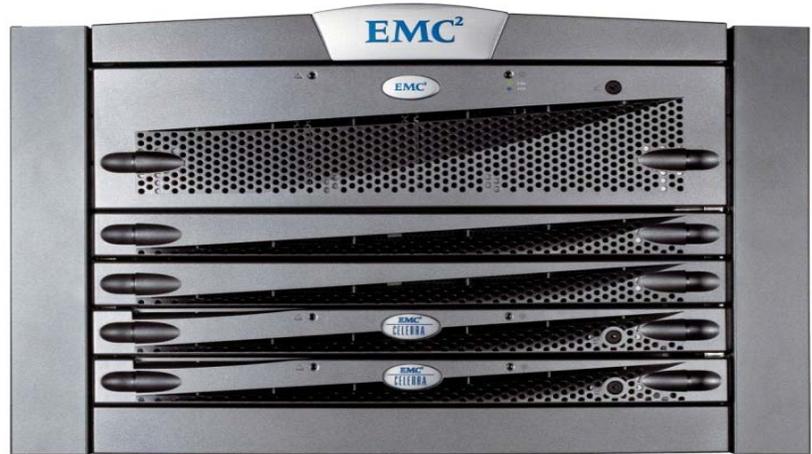


Project Description: This project is the conversion of the Ashland Fiber Network system mapping from unsupported and non-standard Microstation to GIS database which will enable staff to view AFN network mapping in relationship to other city utilities mapping. Provides consistent city asset management of all its utilities. Enables staff to readily identify AFN system information for troubleshooting, outage management, and to efficiently design plant extensions and maintain up-to-date, "as built" system mapping in a format accessible to all city utility staff. Increase collaborative efforts between all city utilities increasing efficiencies.

PROJECT TITLE: Disk Storage for File Server
PROJECT TYPE: Technology
DEPARTMENT: IT Department / Information Systems Division

Funding Sources:

Rates/Fees/Borrowing	\$45,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$45,000



Project cost by Biennium:

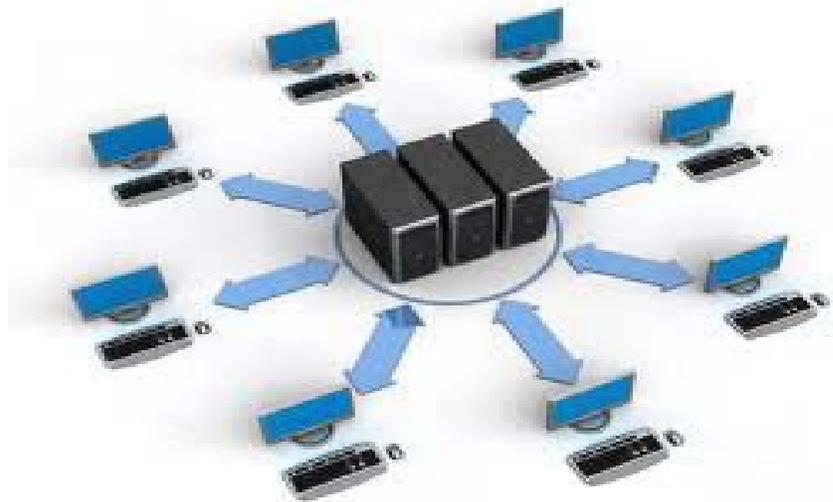
2013-2015	\$15,000
2015-2017	\$15,000
2017-2019	\$15,000
Total	\$45,000

Project Description: This project expands the data storage capacity on the City’s primary file server. The City is projected to run out of storage mid fiscal 2014. The existing disk tray is fully populated; this project adds a second tray of drives to the existing storage pool, doubling current storage capacity. Technology advances and usage have brought rapid growth in the City’s data storage needs. More City functions depend upon electronic records, and new types of data, such as audio and video recording, require more data storage. Projecting data growth forward, the project will secure the City’s data storage requirements for the biennium.

PROJECT TITLE: Intranet
PROJECT TYPE: Technology
DEPARTMENT: IT Department / Information Systems Division

Funding Sources:

Rates/Fees/Borrowing	\$23,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$23,000



Project cost by Biennium:

2013-2015	\$15,000
2015-2017	\$8,000
2017-2019	\$0
Total	\$23,000

Project Description: Currently, the City uses file based systems to communicate within and between departments. The current system is difficult to navigate and cumbersome to use. The intranet will be used to streamline city processes, improve intra/inter departmental communication and enhance the delivery of data and information to where it is needed, when it is needed and to whom it is needed.

Capital improvements plan

PROJECT TITLE: Network Security
PROJECT TYPE: Technology
DEPARTMENT: IT Department / Information Systems Division

Funding Sources:

Rates/Fees/Borrowing	\$27,500
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$27,500



Project cost by Biennium:

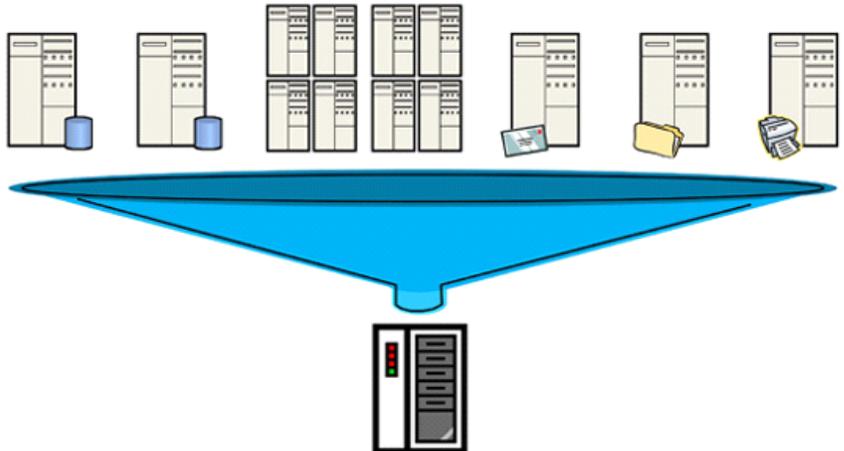
2013-2015	\$17,500
2015-2017	\$5,000
2017-2019	\$5,000
Total	\$27,500

Project Description: As more devices – and more types of equipment – are attached to and dependent upon the City network, technical staff must be able to monitor, control, and detect problems/threats in order to ensure the security, integrity, and continuity of City information systems. FY14 allocation provides network performance, monitoring, and alerting systems. FY15 allocation provides network configuration management tools.

PROJECT TITLE: Virtualization Growth
PROJECT TYPE: Technology
DEPARTMENT: IT / Information Systems

Funding Sources:

Rates/Fees/Borrowing	\$45,000
Grants	\$0
LID's	\$0
SDC's	\$0
Other	\$0
Total	\$45,000



Project cost by Biennium:

2013-2015	\$22,500
2015-2017	\$22,500
2017-2019	\$0
Total	\$45,000

Project Description: In FY2011, the City gained the benefits of server virtualization when IT began migrating production business systems from individual hardware-based servers onto three teamed hosts. Doing so reduced downtime, improved support options, accelerated backup and recovery times, and reduced energy consumption. The management system provides monitoring of system performance metrics. The next performance bottlenecks will be associated with processor speed and memory. This project adds an additional high-performance server into the aggregated system.

Capital Improvements Plan 2013-2019 Construction Years

Project Description	Unfunded
Roadway	Unfunded
Lithia Way (OR 99 NB)/E Main Street Intersection Improvements	\$ 50,000
Siskiyou Boulevard (OR 99)/Tolman Creek Road Intersection Improvements	\$ 61,000
Ashland Street (OR 66)/Oak Knoll Drive-E Main Street Intersection Improvements	\$ 706,000
Walker Avenue Festival Street (Siskiyou Boulevard to Ashland Street)	\$ 780,000
Normal Avenue Extension	\$ 2,705,000
N Main Street Implement Permanent Road Diet	\$ 200,000
Ashland Street Streetscape Enhancements (Siskiyou Boulevard to Walker Avenue)	\$ 1,100,000
Croman Mill Development	\$ 1,000,000
Subtotal Roadway	\$ 6,602,000

Street Improvements/Overlays per Pavement Management System (Goal of \$350,000/yr)	Unfunded
Overlay - Ashland Street - Morton to Taylor	\$ 150,000
Overlay - Nutley Street – Scenic to Winburn	\$ 125,000
Overlay - Winburn Way - Granite to Nutley	\$ 75,000
Overlay - Holly Street - Morton to Idaho	\$ 110,000
Overlay - Morton Street - Iowa to Pennsylvania	\$ 85,000
Overlay - Liberty Street - Siskiyou to Iowa	\$ 25,000
Overlay - S. Mountain Avenue - E. Main to Siskyou	\$ 350,000
Overlay - Helman Street – N. Main to Ohio	\$ 225,000
Overlay - Ashland Street - Siskiyou to R/R Tracks	\$ 500,000
Crown Grind/Overlay - Iowa Street - Liberty to Idaho	\$ 715,000
Overlay/Partial Rebuild - Hersey Street - N. Mountain to Helman	\$ 1,325,000
Overlay/Partial Rebuild - S. Mountain Avenue - Siskiyou to Prospect	\$ 660,000
Overlay/Partial Rebuild - Ashland Street - Siskiyou to R/R Tracks	\$ 930,000
Overlay/Partial Rebuild - Harrison Street- Siskiyou to Euclid	\$ 660,000
Overlay/Partial Rebuild - Hargadine Street - Gresham to 1st	\$ 440,000
Repave/Rebuild - B Street - Oak to 5th	\$ 880,000
Repave/Rebuild - Granite Street - Nutley to Pioneer	\$ 770,000
Repave/Rebuild - E. Main - N Mountain to R/R tracks	\$ 935,000
Repave/Rebuild - Normal Ave - Ashland St to Siskiyou Blvd	\$ 220,000
Subtotal Street Improvements/Overlays	\$ 9,180,000

Local Improvement Districts	Unfunded
Pavement plus; Fielder Street Local Improvement District (Indiana to End)	\$ 130,000
Pavement plus; Waterline Road Local Improvement District	\$ 400,000
Pavement plus; Clay Street Local Improvement District	\$ 1,000,000
Miscellaneous Local Improvement Districts	\$ 200,000
Subtotal Local Improvement Districts	\$ 1,730,000

Capital improvements plan

Project Description	Unfunded
	Unfunded
Scenic Drive - Maple Street to Wimer Street	\$ 250,000
Beaver Slide - Water Street to Lithia Way	\$ 50,000
4	\$ 250,000
N Mountain Avenue - 100' south of Village Green Way to Iowa Street	\$ 450,000
Wightman Street - 200' north of E Main Street to 625' south of E Main Street	\$ 400,000
Ashland Street - S Mountain Avenue to Morton Street	\$ 450,000
Clay Street - Siskiyou Boulevard to Mohawk Street	\$ 300,000
Tolman Creek Road - Siskiyou Boulevard to City Limits (west side)	\$ 425,000
Garfield Street - E Main Street to Siskiyou Boulevard	\$ 750,000
Lincoln Street - E Main Street to Iowa Street	\$ 450,000
California Street - E Main Street to Iowa Street	\$ 500,000
Liberty Street - Siskiyou Boulevard to Ashland Street	\$ 650,000
Faith Avenue - Ashland Street to Siskiyou Boulevard	\$ 350,000
Park Street - Ashland Street to Siskiyou Boulevard	\$ 650,000
Laurel Street - Nevada Street to Orange Avenue	\$ 500,000
Wimer Street - Thornton Way to N Main Street	\$ 800,000
Clay Street - Faith Avenue to Siskiyou Boulevard	\$ 1,000,000
Quincy Street - Garfield Street to Wightman Street	\$ 150,000
Water Street - Van Ness Avenue to B Street	\$ 250,000
C Street - Fourth Street to Fifth Street	\$ 100,000
Barbara Street - Jaquelyn Street to Tolman Creek Road	\$ 100,000
Roca Street - Ashland Street to Prospect Street	\$ 250,000
Blaine Street - Morton Street to Morse Avenue	\$ 100,000
Patterson Street - Crispin Street to Carol Street	\$ 100,000
Harrison Street - Iowa Street to Holly Street	\$ 100,000
Spring Creek Drive - Oak Knoll Drive to road end	\$ 350,000
Bellview Avenue - Greenmeadows Way to Siskiyou Boulevard	\$ 250,000
Subtotal Sidewalk/Pedestrian	\$ 9,975,000

Project Description	Unfunded
Bicycle	Unfunded
Wimer Street Bicycle Boulevard - From Scenic Drive to N Main Street. Coordinate with	\$ 20,000
Maple/Scenic Drive/Nutley Street Bicycle Boulevard - From N Main Street to Winburn	\$ 110,000
Iowa Street Bike Lane - From Terrace Street to road terminus and from S Mountain Ave	\$ 240,000
S Mountain Avenue Bike Lane - From Ashland Street to E Main Street	\$ 120,000
Wightman Street Bicycle Boulevard – E Main Street to Siskiyou Boulevard	\$ 60,000

Unfunded projects

Project Description	Unfunded
Bicycle (Continued)	Unfunded
B Street Bicycle Boulevard - From Oak Street to N Mountain Avenue	\$ 80,000
Lithia Way Bicycle Boulevard – From Oak Street to Helman Street	\$ 110,000
Main Street Bicycle Boulevard - From Helman Street to Siskiyou Boulevard	\$ 50,000
Helman Street Bicycle Boulevard - From Nevada Street to N Main Street	\$ 80,000
Normal Avenue Bike Lane - From E Main Street to Siskiyou Boulevard. Coordinate with	\$ 190,000
Walker Avenue Bicycle Boulevard - From Siskiyou Boulevard to Peachey Road	\$ 40,000
Indiana Street Bicycle Boulevard - Siskiyou Boulevard to Oregon Street	\$ 20,000
8th Street Bicycle Boulevard - A Street to E Main Street	\$ 20,000
Oregon/Clark Street Bicycle Boulevard - Indiana Street to Harmony Lane	\$ 40,000
Northside Trail - Multi-use Path – From Orchid Avenue to Tolman Creek Road	\$ 2,000,000
Nevada Street Bike Lane - From Vansant Street to N Mountain Avenue. Coordinate with	\$ 230,000
Ashland Street Bicycle Boulevard - From Morton Street to University Way	\$ 30,000
N Main Street Bike Lane - From Jackson Road to Helman Street	\$ 260,000
Water Street Bicycle Boulevard - From Hersey Street to N Main Street	\$ 30,000
Tolman Creek Road Bike Lane - From Siskiyou Boulevard to Green Meadows Way	\$ 100,000
Clay Street Bicycle Boulevard - From Siskiyou Boulevard to Mohawk Street	\$ 20,000
Glenn Street/Orange Avenue Bicycle Boulevard - From N Main Street to Proposed Trail	\$ 40,000
Laurel Street Bicycle Boulevard - From Orange Street to Nevada Street	\$ 40,000
Multi-Use Path – From Clay Street to Tolman Creek Road	\$ 400,000
Subtotal Bicycle	\$ 4,330,000
TRANSPORTATION / LID	\$ 31,817,000

Water Supply	Unfunded
FERC Part 12 Dam Safety Inspection (50% Electric, 50% Water)	\$ 80,000
Sediment TMDL in Reeder Resv.	\$ 420,000
Reeder Resv Variable Depth Intake	\$ 100,000
Subtotal Water Supply	\$ 600,000

Water Treatment & Storage	Unfunded
Existing Plant Mech. Elec. & Scada Upgrades	\$ 1,500,000
Ozone /UV Analysis & Disinfection	\$ 1,750,000
Subtotal Treatment & Storage	\$ 3,250,000

Water Distribution	Unfunded
Water Master Plan Updates	\$ 600,000
Lit Way New PRV	\$ 341,000
Tolman Creek Road New PRV	\$ 341,000
Pipe Replacement Program	\$ 3,700,000
Radio Read Meter Program	\$ 1,351,000
Hydrant Replacement Program	\$ 616,000
Subtotal Water Distribution	\$ 6,949,000

Capital improvements plan

Project Description	Unfunded
Water Mainline Projects	
Elkader Street - Ivy Lane to Pinecrest Trail	\$ 72,000
Ivy Lane - South Mountain Ave to Elkader St	\$ 64,000
South Mountain Ave - S. Mountain Ave to Emma St	\$ 6,000
South Mountain Ave - From S. Mountain Ave to FH 16AD-043	\$ 17,000
Pinecrest Terrace - Penny Drive to Woodland Drive	\$ 178,000
Pinecrest Terrace - Walker Ave to Starlight Place	\$ 396,000
Penny Drive - Woodland Dr to Weissenback Way	\$ 83,000
Woodland Drive - Leonard St to Pinecrest Terrace	\$ 52,000
Hiawatha Place - Walker Ave to FH 15CA-020	\$ 58,000
Morton Street - FH 16AC-023 to PRV 12	\$ 130,000
Ashland Mine Road - Cedar Way to Fox Street	\$ 115,000
Fox Street - Ashland Mine Road to N. Main Street	\$ 54,000
Almeda Drive - Almeda Dr to Dog Park Road	\$ 35,000
Skycrest Drive - Orchard St to south end of Skycrest Dr	\$ 162,000
Crispin Street - Oak Street to Patterson Street	\$ 131,000
Oak Lawn Ave - Oak Street to Sylvia Street	\$ 29,000
Sylvia Street - Oak Lawn Ave to FH 04CA-019	\$ 64,000
Black Oak Way - Tolman Creek Road to Bellview Ave.	\$ 85,000
Oak Knoll Dr - Twin Pines Creek Dr to Cypress Point Loop	\$ 287,000
Ashland Street - Tolman Creek Rd to Washington St	\$ 432,000
I-5 Crossing - Washington St to Clover Lane	\$ 794,000
Iowa Street - S. Mountain Ave to Wightman St	\$ 640,000
Granite Street - Strawberry to Pioneer	\$ 300,000
B Street - Oak St to 5th St	\$ 250,000
Terrace Street - Iowa to TID Ditch	\$ 350,000
Subtotal Mailine Projects	\$ 4,784,000
WATER	\$ 15,583,000

WASTEWATER	
Wastewater Collection System	Unfunded
Wastewater Line Replacement; Oak Street - Lithia Way to B Street	\$ 125,000
Wastewater Line Realignment; N. Mountain Ave - Hersey to Bear Creek Trunk	\$ 225,000
Bear Creek Interceptor Trunk Line Upsizing Wightman to Tolman Creek Road	\$ 450,000
Wastewater Line Realignment - Hersey Street; Patterson to Water St	\$ 225,000
Subtotal Collection System	\$ 1,025,000
WASTEWATER	\$ 1,025,000

Unfunded projects

Project Description	Unfunded
Storm Drain	Unfunded
Storm Drain Relocation - Intersection of Woodland & Indiana	\$ 50,000
Hersey Wetlands 18" high flow bypass	\$ 186,000
Open Drainage Improvements; O&M Plan; Cemetery Ck, Clay Ck, RR Park	\$ 945,000
Beach / Mountain Creek; N. Mountain Ave from C to RR Tracks	\$ 215,000
Beach / Mountain Creek; Hersey/Starflower	\$ 50,000
Beach / Mountain Creek; C Street / Alleys	\$ 160,000
Beach / Mountain Creek; Energy / Velocity Dissipator	\$ 150,000
Liberty Street - Iowa to Pracht Street Storm Drain Line Installation	\$ 85,000
Hersey Street Bridge Bottom replacement	\$ 375,000
Storm Drain Line Replacement / Upsize, etc per SWMP	\$ 200,000
Clay Creek Culvert @ E Main (JaCo)	\$ 150,000
Cemetery Creek Culvert @ E Main Street (JaCo)	\$ 150,000
Lithia Way Culvert (ODOT)	\$ 550,000
Mountain Creek Water Quality Improvements - B St Yard outfall	\$ 30,000
STORM DRAIN	\$ 3,296,000

Fire	Unfunded
Fire Administration Offices	\$ 280,000
Public Safety Training Facility	\$ 800,000
Fire	\$ 1,080,000

PARKS & RECREATION	Unfunded
Deferred Infrastructure Improvements / Replacements	\$ 1,925,000
Softball Field Lights at N. Mountain Park	\$ 90,000
Multi-Generational Recreation Center	\$ 1,650,000
Artificial Turf Field	\$ 1,750,000
Lithia Park Shop / Yard Relocation	\$ 1,750,000
PARKS & RECREATION	\$ 7,165,000

INFORMATION TECHNOLOGY	Unfunded
Network Infrastructure Upgrade	\$ 92,000
Telephone System Replacement	\$ 142,500
INFORMATION TECHNOLOGY	\$ 234,500

TOTAL CIP OVER TIME	\$ 60,200,500
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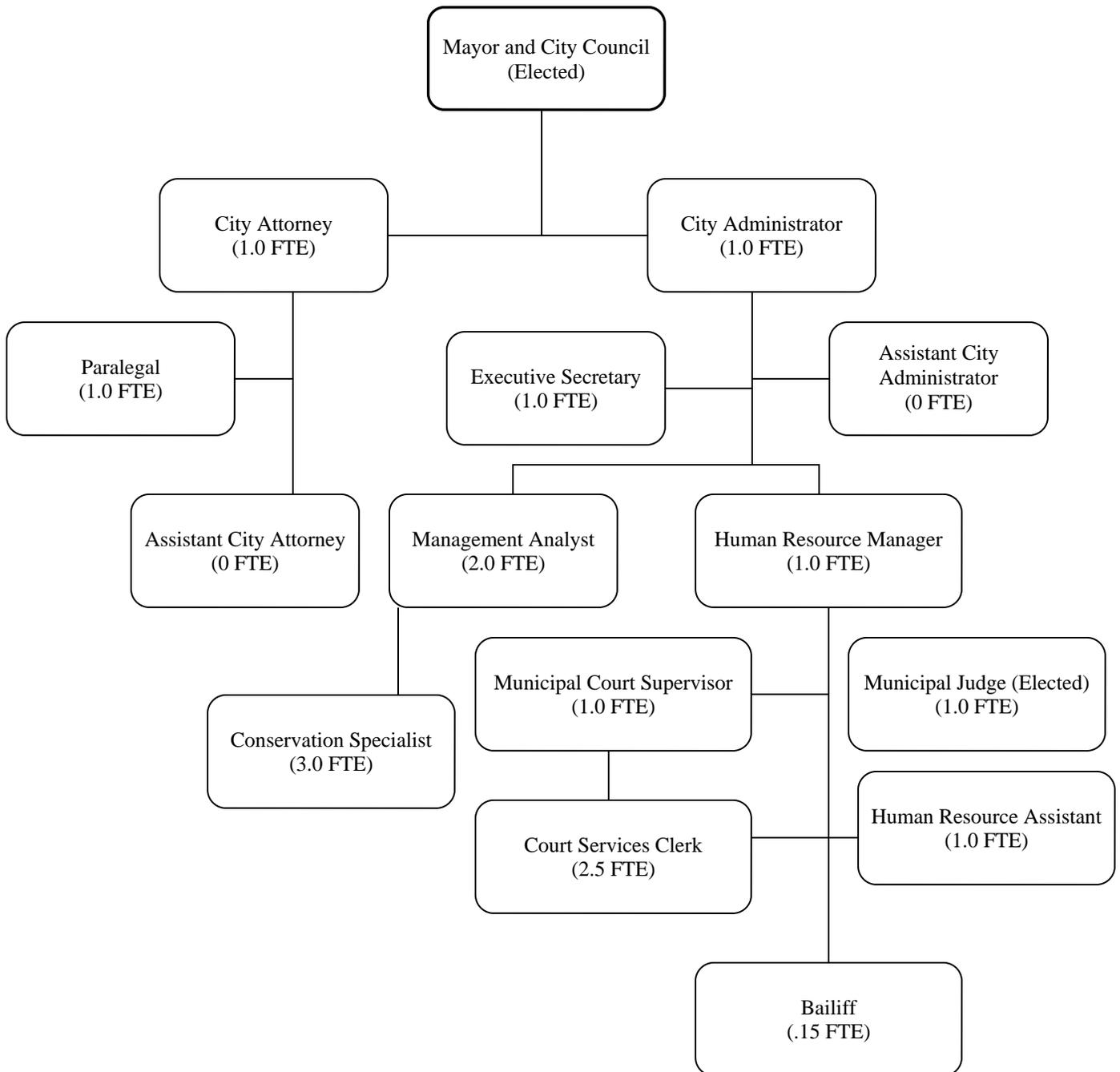
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Administration Department

15.65 FTE



Administration Department

Department Overview

The Administration Department provides the policy and communication link with the citizens of Ashland and the employees of the City who serve those citizens, providing the guiding vision for the City by establishing goals and objectives along with expectations for achieving those objectives. In essence, this department is the rudder that steers the ship of City government. The department consists of six divisions: Mayor and Council, Administration, Human Resources, Legal, Municipal Court and Conservation. The Conservation Division had previously been split between the Electric Department and the Public Works Department. In the current fiscal year, the Division was consolidated and moved to the City Administrator's Office for the purpose of raising its profile in the community and working toward "cross-pollination" of the water and electric conservation programs.

The divisions in this department touch the lives of every citizen in Ashland and every department and division in the City. Among the services provided are:

- Leadership on and development of the City policy;
- Guidance and direction to all departments on work plans, employee development and customer service;
- Economic development;
- Human resources;
- Legal counsel;
- Communications and public outreach;
- Judicial process for local traffic and municipal code violations; and
- Conservation of City water and electric resources.

Successes Over the Past Year

- Actively participated in Ashland Community Hospital affiliation negotiations and worked on development of the approved letter of intent with Asante Health Systems.
- Successfully concluded bargaining with three of the City's five bargaining units.
- Restructured the City's social service and economic development grant application process.
- Combined the IT Director and Electric Director positions into a single position and filled that position, with the new

director starting last September.

- Updated Chapter 3 (Personnel Rules) of the Municipal Code, including a re-write of the City Code of Ethics.
- Successfully integrated two new Councilors into the City Council team.
- Began live internet streaming of City Council study sessions.
- Implemented a streamlined on-line job recruitment and applicant tracking process for all City positions.
- Successfully petitioned for inclusion in the Jackson County Enterprise Zone.
- Adopted revised economic development strategy.
- Completed Recology rate study and began work on a new solid waste franchise agreement.
- Led the transition to a self-funded health benefits plan.
- Completed the 2013 Citizen Survey.
- Implemented new web site design.
- Held community forums for the Plaza re-design.
- Approximately 3 million gallons (400,000 cubic feet) of annual water savings from toilet and appliance rebates and water saving fixture installations.
- Solar installation incentive participation resulting in over 85,000 watts of renewable energy generation.
- Over 650,000 annual kilowatt hour (kwh) savings from residential and commercial weatherization, heating system, appliance and lighting programs.
- Municipal Court, after hiring and training a part-time clerk, cleared a back-log of cases that were not being addressed due to staffing.
- Municipal Court improved efficiency with a scanning technology that is helping to reduce reliance on paper.
- Administration undertook and completed a major security upgrade at the Municipal Court offices.

Significant Issues in the Biennium Ahead

The Department’s most significant issues revolve around fiscal stability and in particular maintaining the fiscal integrity of the City government in the face of intense financial pressures that are beyond the control of the City (i.e., PERS). On top of this, the City will, before the biennium is over, be in contract negotiations with all five of its bargaining units, two of whom are strike-prohibited and therefore entitled to binding arbitration, which also removes from the City a degree of control over its financial future. In addition, as this is being written, a Council-appointed ad hoc committee is working on issues around stable funding for the Parks Department. Other significant issues include but are not limited to:

- Continue to seek community buy-in on homelessness issues and the impacts of transients on the downtown area.
- Complete and successfully implement the transition to a self-funded health benefits plan.
- Continually improve the effectiveness of City economic development efforts in order to ensure the “biggest bang for the buck.”
- Complete and roll out to the entire organization new customer service standards and develop programs to communicate and reinforce those standards to employees.
- Conservation needs to generate an increase in participation of multi-family dwelling units for both energy and water efficiency programs and achieve potable water savings in partnership with large consumption water customers.
- Maintain interest and participation in residential and commercial energy efficiency programs.
- Seek to restore the community service program in Municipal Court (impacted by a recent retirement) so non-Criminal offenders have the opportunity to repay their debt to the community by providing skilled and unskilled labor in lieu of fines.
- Keeping up with the rapidly changing landscape of employment law and healthcare reform is a major challenge given that we have only two HR staff. Additional budget resources have been allocated to ensure we adequately train HR staff and provide training to city employees with the goal of reducing employment liability.

Fiscal Issues and Conditions

The Administration Department is funded primarily through Central Services Fees paid by each department, with the following exceptions: The Conservation Division is funded by transfers from the Water and Electric Funds. The Economic Development function is funded by transient occupancy tax receipts that are budgeted in the General Fund. Rogue Valley Public Television is funded by PEG fees paid by cable television subscribers, which are also budgeted in the General Fund. The Ashland Library is funded by a voter-approved special property tax levy. The Municipal Court is funded in part with revenues collected from fees, fines and assessments, which are also budgeted in the General Fund. An assistant city administrator position and an assistant city attorney position that had been funded in the FY ’12 and FY ’13 budgets remain in this budget, but are funded at only \$1 per year. This provides appropriation authority for the position should the City Administrator or City Attorney and Council identify funding and choose to fill the position during the course of the biennium.

The Conservation Division faces particularly challenging fiscal issues. Energy conservation programs are funded from both the Bonneville Power Administration (BPA), our wholesale energy provider, and from our local Municipal Electric Utility. BPA funding will remain relatively stable, but the previous availability of unlimited reimbursement funding is no longer available. This requires placing tighter controls on program elements to ensure that funding levels are not exceeded.

A large energy efficiency project is currently underway at Southern Oregon University that will result in a one-time expense of Council-approved self funded incentives in the 2014 fiscal year of approximately \$160,000 achieving annual savings of over 600,000 kwh.

Water conservation programs are funded through the Water fund and represent roughly three percent of the operating revenue. The recently adopted Water Master Plan contained an irrigation control system pilot program scheduled for implementation in fiscal year 2015 that will be managed by the Conservation Division with the primary objective of meeting the Council approved 2012 Water Master Plan target of a five percent reduction in overall water use.

The Municipal Court, meanwhile, has been impacted by legislative activities that have reduced the share of fines and fees retained locally by the City, and increased the share that is passed on to the State and County. Court revenue has fluctuated over the past two fiscal years, and additional legislation is anticipated during the two-year budget period. Difficult economic times have lead to an increase in the number of offenders financially unable to pay fines and fees. The Court offers payment plans and continues to try to work with defendants to recover fines and fees owed to the Court.

Administration Department

Description	ADMINISTRATION DEPARTMENT					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 8,300	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	2,820	-	2,820	-	-	-
Charges for Services	1,481,155	1,493,883	1,811,320	3,721,198	3,721,198	3,721,198
Fines	144,550	151,104	118,000	287,000	287,000	287,000
Interest on Pooled Investments	384	244	220	558	558	558
Miscellaneous	15,409	14,375	1,000	2,000	2,000	2,000
Other General Resources	511,942	442,733	746,788	3,356,715	3,356,715	3,356,715
	\$ 2,164,560	\$ 2,102,339	\$ 2,680,148	\$ 7,367,471	\$ 7,367,471	\$ 7,367,471
Department Total By Function						
Personnel Services	\$ 1,311,428	\$ 1,224,392	\$ 1,549,305	\$ 3,642,090	\$ 3,642,090	\$ 3,642,090
Materials and Services	853,132	877,947	1,130,843	3,677,607	3,677,607	3,677,607
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	47,774	47,774	47,774
	\$ 2,164,560	\$ 2,102,339	\$ 2,680,148	\$ 7,367,471	\$ 7,367,471	\$ 7,367,471
Department Total by Fund						
General Fund	\$ 970,501	\$ 886,836	\$ 1,174,805	\$ 2,360,435	\$ 2,360,435	\$ 2,360,435
Water Fund - Conservation	-	-	-	449,010	449,010	449,010
Electric Fund - Conservation	-	-	-	1,542,664	1,542,664	1,542,664
Central Services Fund	1,194,059	1,215,503	1,505,343	3,015,362	3,015,362	3,015,362
	\$ 2,164,560	\$ 2,102,339	\$ 2,680,148	\$ 7,367,471	\$ 7,367,471	\$ 7,367,471
Position Profile				Adopted Biennial Budget		
Administration Division	2011 Actual	2012 Actual	2013 Amended	Year 1	Year 2	
City Administrator	1.00	1.00	1.00	1.00	1.00	
Assistant City Administrator**			1.00			
Management Analyst	1.00	1.00	1.00	1.60	1.60	
Project Manager	1.00					
Executive Secretary	1.00	1.00	1.00	1.00	1.00	
Conservation Division						
Management Analyst				0.40	0.40	
Conservation Specialist*				3.00	3.00	
Human Resource Division						
Human Resource Manager	1.00	1.00	1.00	1.00	1.00	
Human Resource Assistant	1.00	1.00	1.00	1.00	1.00	
Legal Division						
City Attorney	1.00	1.00	1.00	1.00	1.00	
Assistant City Attorney**	1.00	1.00	1.00			
Paralegal	1.00	1.00	1.00	1.00	1.00	
Municipal Court Division						
Municipal Judge	0.50	0.50	0.50	1.00	1.00	
Municipal Court Supervisor	1.00	1.00	1.00	1.00	1.00	
Court Services Clerk			2.50	2.50	2.50	
Account Clerk II	2.00	2.00				
Account Clerk I		0.50				
Bailiff	0.15	0.15	0.15	0.15	0.15	
	12.65	12.15	13.15	15.65	15.65	

* Transferred in from Electric and Water

**Assistant City Administrator and Assistant City Attorney positions are funded \$1 to hold the position open

Mayor & Council

The Mayor and City Councilors are elected by the citizens of Ashland and are responsible for setting city policy, establishing city-wide goals and objectives, providing a link to City government for citizens and businesses, meeting with and (as necessary) lobbying other government agencies and business groups, and supervising the City Administrator and City Attorney. The Mayor and Council also appoint and serve as liaisons to the many City boards and commissions that advise the Council on policy matters and provide opportunities for citizen engagement in the affairs of City government. Policies set the framework for city operations and establish priorities for all departments. The Mayor and Council budget includes expenditures directly related to those responsibilities and is funded through the Central Service Fund.

Generally, every twelve to eighteen months, the City Council prepares goals and objectives for the City as a whole. These goals provide major policy direction for budget allocations, particularly in preparing the budget for the upcoming biennium. Council Goals are listed in the budget message in the Introduction Section of the budget.

The Council holds regular meetings and study sessions each month to conduct the business of the City and to hear from Ashland citizens.

The Council goals for the 2013-2015 biennium are as follows:

Public Safety

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability.

Municipal Infrastructure

Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.

Community Quality of Life

Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.

Organization and Governance

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Performance Management

The Mayor and Council are specifically responsible for achieving these Council objectives:

- Review and evaluate current commissions for their mission and feasibility.
- Improve communication between commissions and Council.

Description	CENTRAL SERVICE FUND ADMINISTRATION DEPARTMENT MAYOR AND COUNCIL DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 2,600	\$ 2,600	\$ 2,600	\$ 5,200	\$ 5,200	\$ 5,200
520 Fringe Benefits	48,413	57,616	76,010	156,180	156,180	156,180
Total Personal Services	51,013	60,216	78,610	161,380	161,380	161,380
Materials and Services						
601 Supplies	1,417	554	1,000	2,000	2,000	2,000
603 Communications	641	628	600	1,350	1,350	1,350
604 Contractual Services	120	-	7,500	7,500	7,500	7,500
605 Misc. Charges and Fees	-	100	100	200	200	200
606 Other Purchased Services	37,288	36,254	43,000	87,705	87,705	87,705
608 Commissions	1,737	3,818	2,900	5,800	5,800	5,800
Total Materials and Services	41,203	41,354	55,100	104,555	104,555	104,555
	\$ 92,216	\$ 101,570	\$ 133,710	\$ 265,935	\$ 265,935	\$ 265,935

Administration Department - Administration Division

Administration

The Administration Division provides general oversight and direction to the City organization as a whole both in terms of planning for the City’s long-term financial and organizational health and managing the day-to-day operation of one of Ashland’s largest employers. Administration includes the City Administrator, Executive Secretary and 1.6 FTE Management Analysts. The City Administrator is responsible for implementing and communicating to all employees the City Council’s goals and policies and managing the organization (with the exception of the Parks Department) consistent with the policies of the City Council. The Administration Division prepares the Council agendas, manages the City’s web site, prepares and distributes a variety of communication pieces and manages the City’s economic development program.

As the budget officer, the City Administrator is responsible for proposing a budget to the Budget Committee and City Council. The budget that is before you now is one of the major pieces of work of the Administration Division.

Administration handles numerous special projects, tracks state and federal legislative activities, and provides leadership, coordination, and management for the City organization to ensure effective community services.

Funds for economic development activities, which are overseen and coordinated by a .25 FTE Management Analyst, are budgeted in a separate division, known in previous budgets as the City Administrator Division and re-titled in this budget as the Economic Development Division.

Performance Management

Administration supports all Council Goals and objectives, and in particular:

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Performance measure #1: Maintain Administration cost and staffing levels at or below those of comparable jurisdictions.

City	Population	Total FTE	Admin FTE	Admin % of FTE	Admin % of Budget
Ashland	20,325	254	5.6	2.2%	1.6%
Ashland w. Recorder’s Office	20,325	254	7.6	3.0%	2.1%
Roseburg	21,920	158	5	3.1%	1.6%
Central Point	17,275	102.5	3.5	3.4%	3.0%
Forest Grove	21,460	159.83	6	3.7%	1.4%
Klamath Falls	21,465	158	5.75	3.6%	1.7%
Milwaukie	20,435	138.26	8	5.8%	3.0%

Objectives

- Examine and improve communication tools used to communicate with the public.

Performance Measure #1: Provide and distribute information in a variety of ways to ensure citizens are aware of local government programs and services

Performance Measure #2: Percent of citizens who report the City does a good or excellent job at welcoming citizen involvement

Measure	FY2012	FY2013	FT2014/15 Target
Measure #1	74% of citizens rate public information as excellent or good	78% of citizens rate public information as excellent or good	Meet or exceed 2013
Measure#2	66% report the City is good or excellent at welcoming citizen involvement	67% report the City is good or excellent at welcoming citizen involvement	Meet or exceed 2013

Administration Department - Administration Division

Performance Measure #1: Increase the number of internet based businesses by 50% in two years

Measure	FY2013	FT2014/15 Target
Measure #1	Define and benchmark existing internet based businesses	Increase total by 25% in 2014 Increase total by 25% in 2015

Performance Measure #1: Complete annual Economic Development Strategy implementation plan

GENERAL FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATION DIVISION
Economic Development Program

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 72,059	\$ -	\$ 34,740	\$ 40,050	\$ 40,050	\$ 40,050
520 Fringe Benefits	34,714	-	20,340	21,660	21,660	21,660
Total Personnel Services	106,773	-	55,080	61,710	61,710	61,710
Materials and Services						
601 Supplies	1,210	-	2,000	1,000	1,000	1,000
602 Rental, Repair, Maintenance	-	-	-	-	-	-
603 Communications	-	-	400	800	800	800
604 Contractual Services	14,454	28,178	240,086	215,000	215,000	215,000
605 Misc. Charges and Fees	1,000	2,300	2,300	4,660	4,660	4,660
606 Other Purchased Services	4,193	-	8,000	18,700	18,700	18,700
608 Commissions	-	-	-	-	-	-
Total Materials and Services	20,857	30,478	252,786	\$ 240,160	\$ 240,160	\$ 240,160
	\$ 127,630	\$ 30,478	\$ 307,866	\$ 301,870	\$ 301,870	\$ 301,870

GENERAL FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATION DIVISION
Public Arts Program

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Materials and Services						
604 Contractual Services	\$ 1,817	\$ 8,000	\$ -	\$ 138,500	\$ 138,500	\$ 138,500
Total Materials and Services	1,817	8,000	-	138,500	138,500	138,500
	\$ 1,817	\$ 8,000	\$ -	\$ 138,500	\$ 138,500	\$ 138,500

Administration Department - Administration Division

Description	GENERAL FUND					
	ADMINISTRATION DEPARTMENT					
	ADMINISTRATION DIVISION					
	RVTV Program					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Materials and Services						
604 Contractual Services	\$ 53,436	\$ 52,065	\$ 54,090	\$ 113,095	\$ 113,095	\$ 113,095
Total Materials and Services	53,436	52,065	54,090	113,095	113,095	113,095
	\$ 53,436	\$ 52,065	\$ 54,090	\$ 113,095	\$ 113,095	\$ 113,095

Description	CENTRAL SERVICE FUND					
	ADMINISTRATION DEPARTMENT					
	ADMINISTRATION DIVISION					
		2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 269,092	\$ 296,061	\$ 361,533	\$ 650,840	\$ 650,840	\$ 650,840
520 Fringe Benefits	98,105	103,893	154,845	314,350	314,350	314,350
Total Personnel Services	367,197	399,954	516,378	965,190	965,190	965,190
Materials and Services						
601 Supplies	13,112	11,615	18,200	36,560	36,560	36,560
602 Rental, Repair, Maintenance	2,363	2,385	2,200	8,986	8,986	8,986
603 Communications	2,904	3,572	3,700	10,134	10,134	10,134
604 Contractual Services	29,482	8,681	24,000	46,000	46,000	46,000
605 Misc. Charges and Fees	11,909	12,500	12,500	25,000	25,000	25,000
606 Other Purchased Services	7,937	10,978	15,550	32,875	32,875	32,875
608 Commissions	-	1,500	740	1,480	1,480	1,480
610 Programs	16,941	12,026	13,000	26,530	26,530	26,530
Total Materials and Services	84,648	63,257	89,890	187,565	187,565	187,565
	\$ 451,845	\$ 463,211	\$ 606,268	\$ 1,152,755	\$ 1,152,755	\$ 1,152,755



Administration Department - Conservation Division

Conservation Division

The Conservation Division was formally moved to the Administration Department in 2012. It consists of 3.0 FTE Conservation Specialists and a .4 FTE Management Analyst.

With funding from both the Electric and Water Utility Funds, the Conservation Division operates residential and commercial water and energy efficiency and conservation information and incentive programs, as well as new residential green construction certification. Additionally, the Division offers and manages a solar renewable energy generation program that provides solar system installation incentives and net metering opportunities for local residents and businesses.

Conservation programs are designed and intended to provide both short- and long-term benefits to individual residents, businesses and to the community through increased efficiency in the use of energy and water resources, as well as local renewable power generation. These benefits result in electric, water and waste cost savings, as well as mitigation of future electricity and water utility infrastructure costs.

The Conservation Division also provides staff support to the Conservation Commission. This Commission is an advisory body to the City Council on topics ranging from recycling and solid waste issues to air quality and resource conservation issues.

Performance Management

The following Council goal objectives correspond with the existing and future Division goals and objectives and connect with individual program work plans, objectives and actions. Conservation Division Staff will work with other Department staff that are also integral to achieving these council objectives.

- Implement the conservation plan for water and complete the 10 year plan for electric.
- Promote conservation as a long-term strategy to protect the environment and public utility needs.
- Develop a fee/rate structure that encourages conservation and pays the bills.

Objectives

Measure	FY2013 – New benchmarks	FY2014/15 Target
Measure #1 Energy Efficiency	Achieved program cost per kwh saved of \$0.30 or less for BPA programs	Meet or exceed 2013
Measure #2 Water Conservation	Achieve water consumption reduction target of 5% in 2015	Meet 60% of target by 2014 Meet remaining 40% by 2015
Measure #3 Water Conservation	Achieved program cost per gallon saved of \$0.35 or less	Meet or exceed 2013
Measure #4 Solar Electric Generation	Achieved program cost per kwh generated of \$0.95 or less	Meet or exceed 2013

Administration Department - Conservation Division

Description	WATER FUND ADMINISTRATION DEPARTMENT CONSERVATION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Personnel Services						
510 Salaries and Wages	\$ 69,630	\$ 49,841	\$ 90,960	\$ 147,120	\$ 147,120	\$ 147,120
520 Fringe Benefits	34,852	23,111	42,855	70,360	70,360	70,360
Total Personnel Services	104,482	72,952	133,815	217,480	217,480	217,480
Materials and Services						
601 Supplies	588	3,204	750	2,400	2,400	2,400
602 Rental, Repair, Maintenance	6,258	6,184	6,335	12,670	12,670	12,670
603 Communications	95	886	500	800	800	800
604 Contractual Services	-	56	-	70,000	70,000	70,000
605 Misc. Charges and Fees	40,955	34,570	34,570	70,560	70,560	70,560
606 Other Purchased Services	2,118	4,324	3,100	8,100	8,100	8,100
610 Programs	20,999	23,540	16,000	67,000	67,000	67,000
Total Materials and Services	71,013	72,764	61,255	231,530	231,530	231,530
	\$ 175,495	\$ 145,716	\$ 195,070	\$ 449,010	\$ 449,010	\$ 449,010

Description	ELECTRIC FUND ADMINISTRATION DEPARTMENT CONSERVATION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 690						
Personnel Services						
510 Salaries and Wages	\$ 86,952	\$ 109,422	\$ 111,700	\$ 275,360	\$ 275,360	\$ 275,360
520 Fringe Benefits	53,473	67,292	70,140	174,140	174,140	174,140
Total Personnel Services	140,425	176,714	181,840	449,500	449,500	449,500
Materials and Services						
601 Supplies	896	787	3,500	20,900	20,900	20,900
602 Rental, Repair, Maintenance	7,167	7,544	12,090	14,580	14,580	14,580
603 Communications	1,047	958	1,000	2,000	2,000	2,000
604 Contractual Services	-	169	20,000	13,000	13,000	13,000
605 Misc. Charges and Fees	61,405	53,100	52,600	107,860	107,860	107,860
606 Other Purchased Services	7,667	7,237	7,500	17,050	17,050	17,050
608 Commissions	4,208	3,008	5,850	5,000	5,000	5,000
610 Programs	324,606	277,191	263,000	865,000	865,000	865,000
Total Materials and Services	406,996	349,994	365,540	1,045,390	1,045,390	1,045,390
Debt Service						
801 Debt Service - Principal	21,714	21,714	21,715	43,430	43,430	43,430
802 Debt Service - Interest	3,122	2,850	2,579	4,344	4,344	4,344
Total Debt Service	24,836	24,564	24,294	47,774	47,774	47,774
	\$ 572,257	\$ 551,272	\$ 571,674	\$ 1,542,664	\$ 1,542,664	\$ 1,542,664

Conservation Divisions resided in the Electric Department in 2011, 2012, and 2013 and the expenses are included in the Electric Department summary. In the 2013-15 Biennium, the Conservation Divisions reside in Administration and the expenses are included in the Administration Department summary.

Administration Department - Human Resource Division

Human Resources

The Human Resource Division provides leadership and expertise to all city departments in recruiting and retaining a diverse workforce that is committed to providing quality service to our community. Through policy direction and training efforts, the Human Resource Division helps reduce the risk of employment-related legal claims and work-related injuries. The Human Resource Division promotes positive labor-management relations through collaboration, open communication, and fair and inclusive employment practices.

The division is responsible for coordinating labor negotiations for five collective bargaining groups.

Human Resources provides a range of support services to City employees such as administration of all benefit plans, recruitment, orientation, compensation, job classification, and maintenance of confidential employee data.

Performance Management

Measure	FY2012	FY2013	FT2014/15 Target
Measure #1 Performance Evaluation	68% of employees receive an annual performance evaluation.	71% of employees receive an annual performance evaluation.	Target: 100% of employees receive an annual performance evaluation.
Measure #2 Turnover	10.8% employee turnover. (15 retirements)	7.2% employee turnover. (6 retirements)	Reduce employee turnover rate from 2013
Measure #3 Work-related injuries	19 OR-OSHA recordable work-related injuries	26 OR-OSHA recordable work-related injuries	Reduce from number of injuries in 2013 with a target of zero workplace injuries

CENTRAL SERVICE FUND
ADMINISTRATION DEPARTMENT
HUMAN RESOURCE DIVISION

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 128,050	\$ 135,416	\$ 139,117	\$ 302,900	\$ 302,900	\$ 302,900
520 Fringe Benefits	56,190	62,778	73,340	162,650	162,650	162,650
Total Personnel Services	184,240	198,194	212,457	465,550	465,550	465,550
Materials and Services						
601 Supplies	3,389	5,449	6,300	13,600	13,600	13,600
603 Communications	262	231	500	1,000	1,000	1,000
604 Contractual Services	39,797	65,663	60,000	126,000	126,000	126,000
605 Miscellaneous Charges and Fees	8,835	8,776	19,076	29,682	29,682	29,682
606 Other Purchased Services	12,238	13,392	20,900	41,800	41,800	41,800
Total Materials and Services	64,521	93,511	106,776	212,082	212,082	212,082
	\$ 248,761	\$ 291,705	\$ 319,233	\$ 677,632	\$ 677,632	\$ 677,632

Administration Department - Municipal Court Division

Municipal Court Division

The Municipal Court Division provides our community with a unique opportunity to have their cases heard by a local judge elected by the citizens. The Municipal Court is a community court, interested in understanding Ashland’s issues and familiar with its citizens, their values and daily concerns. For many people Ashland Municipal Court is the first and only court they will ever appear before. Ashland Municipal Court hears three types of cases when they occur within the City limits: traffic violations, violations of the Ashland Municipal Code, and most misdemeanors (crimes). The Municipal Court Division works cooperatively with Police, legal, accounting and a variety of other City departments to provide excellent customer service to the Citizens of Ashland.

A directly elected judge presides over Municipal Court, which is staffed by a court supervisor and 2.5 FTE court clerks.

Description	GENERAL FUND ADMINISTRATION DEPARTMENT MUNICIPAL COURT DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 220,027	\$ 222,989	\$ 202,593	\$ 468,250	\$ 468,250	\$ 468,250
520 Fringe Benefits	98,628	109,896	114,680	309,240	309,240	309,240
Total Personnel Services	318,655	332,885	317,273	777,490	777,490	777,490
Materials and Services						
601 Supplies	3,079	3,156	4,900	10,100	10,100	10,100
602 Rental, Repair, Maintenance	4,182	4,727	2,954	9,600	9,600	9,600
603 Communications	21	24	200	160	160	160
604 Contractual Services	12,865	5,725	15,900	26,000	26,000	26,000
605 Misc. Charges and Fees	91,229	81,824	80,800	165,220	165,220	165,220
606 Other Purchased Services	2,455	2,166	2,800	6,400	6,400	6,400
Total Materials and Services	113,831	97,622	107,554	217,480	217,480	217,480
Capital Outlay						
703 Equipment	-	-	-	-	\$ -	\$ -
Total Capital Outlay	-	-	-	-	-	-
	\$ 432,486	\$ 430,507	\$ 424,827	\$ 994,970	\$ 994,970	\$ 994,970

Administration Department - Legal Division

Legal

The Legal Division (City Attorney's Office) helps the City achieve its goals by providing sound, timely and economical legal advice and representation to the City's elected officers, departments, employees, and boards and commissions, including the Ashland Parks and Recreation Commission. Note that the Legal Department is largely reactive in that its work is dictated primarily by initiatives from other departments, the City Council, or third parties. The Legal Division consists of the City Attorney, who is appointed by and reports directly to the City Council, a legal secretary and a part-time contracted attorney who is primarily responsible for Municipal Court prosecutions and other duties as assigned. A previously budgeted assistant city attorney remains in the budget but is funded at only \$1 per year, thus providing appropriation authority to fill this position if such a course is deemed appropriate. Reflecting the anticipated regular use of the part-time contract attorney, and with the budget for salary and benefits of the assistant city attorney position essentially zeroed out, the budget for the contract attorney is increased to \$120,000 per year in the biennium.

Among other things, the City Attorney's Office offers the following:

- Alternatives for resolving potential legal disputes are given early consideration.
- Assurance of excellent representation in the event the City's operations or activities are subjected to legal challenge or its ordinances or rights have to be enforced in court.
- Municipal Court enforcement of City codes and misdemeanor statutes is accomplished efficiently, equitably, and in collaboration with relevant external service providers.
- Public contracting procedures are consistent across all departments.
- The Municipal Code is revised to remove inconsistent and obsolete provisions.
- Legal advice to City and advocacy on behalf of City that is accurate, timely, and unaffected by politics or personal views.
- Assurance that City operations and activities meet all legal requirements and that the potential legal consequences of prospective decisions are identified in advance.

CENTRAL SERVICE FUND
ADMINISTRATION DEPARTMENT
LEGAL DIVISION

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 224,145	\$ 166,914	\$ 252,057	\$ 361,110	\$ 361,110	\$ 361,110
520 Fringe Benefits	59,405	66,229	117,450	182,680	182,680	182,680
Total Personnel Services	283,550	233,143	369,507	543,790	543,790	543,790
Materials and Services						
601 Supplies	7,379	8,853	14,800	24,500	24,500	24,500
602 Rental, Repair, Maintenance	2,704	1,876	2,500	4,800	4,800	4,800
603 Communications	937	546	1,525	2,050	2,050	2,050
604 Contractual Services	87,361	97,302	34,200	300,000	300,000	300,000
605 Misc. Charges and Fees	12,000	12,400	12,400	24,800	24,800	24,800
606 Other Purchased Services	7,306	4,897	11,200	19,100	19,100	19,100
Total Materials and Services	117,687	125,874	76,625	375,250	375,250	375,250
	\$ 401,237	\$ 359,017	\$ 446,132	\$ 919,040	\$ 919,040	\$ 919,040

Administration Department - Library Division

Library

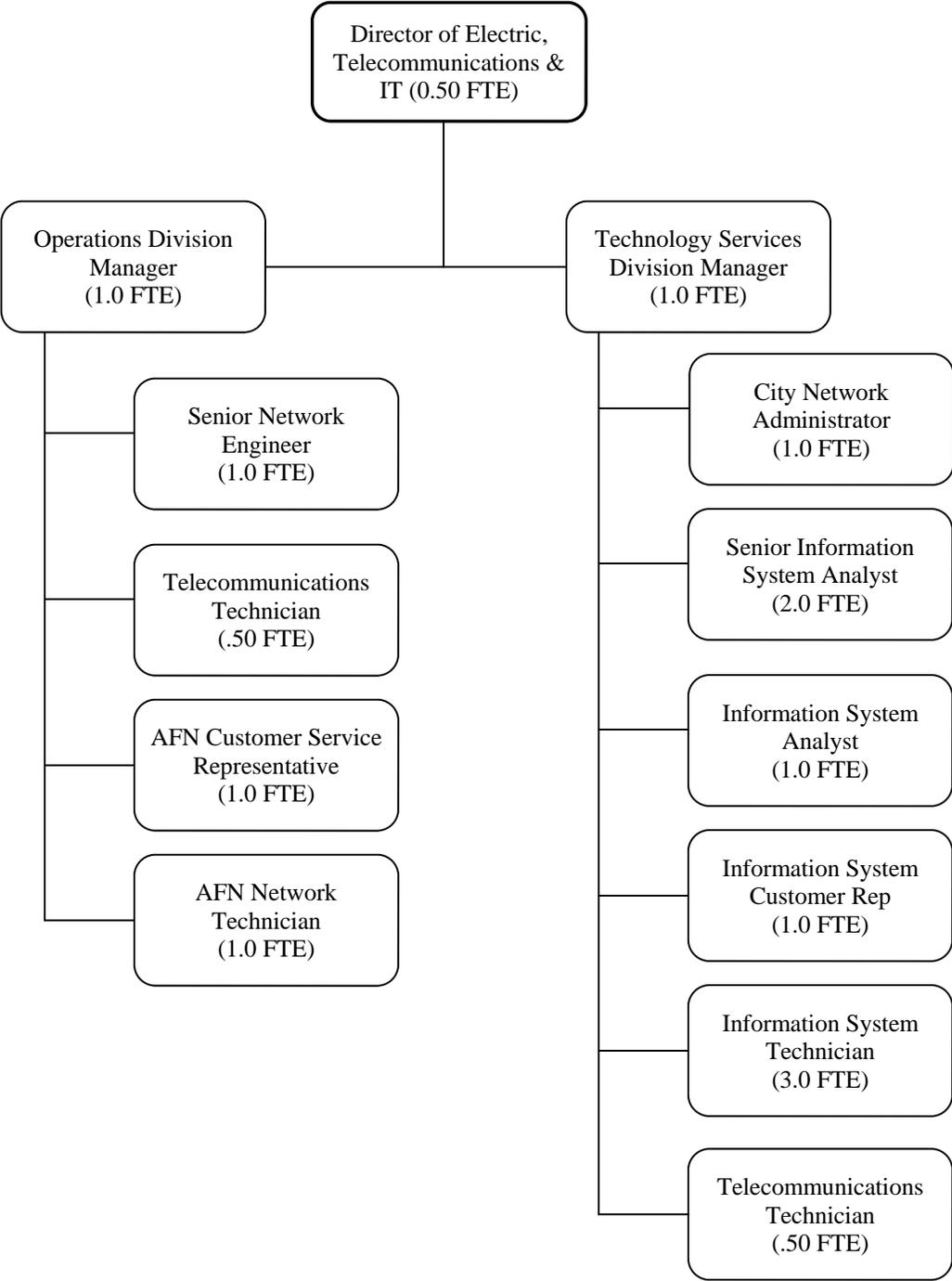
In November of 2008, Ashland voters passed a local option tax of up to \$.21 per \$1000 of assessed property value for enhances library services including additional library hours, professional staff and outreach services to senior and youth beginning July 1, 2009 through June 30, 2013.

It is anticipated that \$.19 per \$1000 will be needed to provide for FY14/15 enhanced library services. There will be a 3% increase in Library expenditures over FY '13 per existing contract with Jackson County and LSSI.

	GENERAL FUND ADMINISTRATION DEPARTMENT ADMINISTRATION DIVISION Library Program					
<u>Description</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Amended</u>	<u>2013-15 Proposed</u>	<u>2013-15 Approved</u>	<u>2013-15 Adopted</u>
Fund# 110						
Materials and Services						
604 Contractual Services	\$ 355,132	\$ 365,786	\$ 388,022	\$ 812,000	\$ 812,000	\$ 812,000
Total Materials and Services	<u>355,132</u>	<u>365,786</u>	<u>388,022</u>	<u>812,000</u>	<u>812,000</u>	<u>812,000</u>
	<u>\$ 355,132</u>	<u>\$ 365,786</u>	<u>\$ 388,022</u>	<u>\$ 812,000</u>	<u>\$ 812,000</u>	<u>\$ 812,000</u>



Information Technology Department 14.5 FTE



Information Technology Department

Department Overview

The Information Technology (IT) Department consists of two divisions: Information Systems (IS) and Telecommunications. Information Systems is responsible for wide spectrum of information technology devices, computers/servers, telephony, systems analysis/design, IT project management and help desk support. In addition, IS provides back-up help desk support for Ashland Fiber Network (AFN). The Telecommunications Division is Ashland Fiber Network (AFN). The Telecommunications Division is responsible for all activities and services related to AFN. The Telecommunications Division also provides network infrastructure to the City and provides supplemental technical support to Information Systems. The Information Technology Department supports a broad range of services, including:

- Data & Voice Communications, including maintenance of the City's e-mail and telephone systems.
- Customer Support for a wide range of applications and technologies.
- Data Center Services: The City's production business systems and data storage are housed in the IT Data Center. Installation and maintenance of those servers and systems – as well as Business Continuity and Disaster Recovery Planning – are the responsibility of the IS Division.
- Systems Analysis/Development: Business system analysis, project management, procurement and installation of systems, database design and support, are all provided by the IS Division.
- Administrative Roles: The IS Department is responsible for technology and security policy development, establishing organizational technology standards, central coordination of IT procurement, technology inventory, project planning and deployment of new services.
- Fiber to the Premise (fttp), cable modem, wireless internet and cable TV services.

Successes Over the Past Year

- Virtualization: The IS Division has continued to eliminate hardware, consolidate space in the data center, and reduce electrical and environmental costs. Leveraging our new virtual server environment enhances the ability for both file and disaster recovery. Individual hardware procurement is reduced (saving time and money) and new servers can be deployed in minutes instead of days.
- Remodeling Projects: IS staff has been integral to both the Fire Station #2 construction project and the Police Station

remodel. From the design and location of network wiring closets, equipment and wiring specification, procurement, equipment move-in and network connectivity/testing, these projects were significant accomplishments.

- Fire Department Vehicles: The IS Division participated in the roll-out of Information Technology as Ashland Fire & Rescue made the transition to in-vehicle computers and mobile technology. All fire trucks, ambulances, and command vehicles now have laptops, are served by mobile networking, and can provide wireless hotspots in the field. Some of the benefits are computer-aided dispatching (routing and navigation), automated vehicle location and ambulance run reports being updated/transmitted in the field instead back at the station.
- Internal Projects: The IS tape library system was upgraded to support new media that provides double the storage capacity while still completing backups 20% faster. A new Help Desk ticket system was deployed, to provide better tracking of problems/accomplishments and to generate metrics to help better understand how and where to focus training and technical support efforts.
- Video Data Collection: Information Systems coordinated the procurement and installation of a new video recording system in the Police patrol car fleet and interrogation rooms. In a separate project, IS worked with staff to design and implement a video recording process that allows for both archival recording of City Council Study Sessions, and live Internet streaming during the meetings.
- Software Migration (Springbrook): Without increasing staff, Telecommunications staff successfully absorbed customer call activity formerly shared with the staff located elsewhere in the City. AFN successfully migrated online credit card bill paying customers to the new City utility billing software - Springbrook.
- New Director for the Department: After several years of interim/temporary leadership, a new permanent director was hired. Several key tasks can now be addressed, including relationship development with key telecommunications partners and the revision of the current business plan.
- Headend Upgrade: Completed two of three stages of a significant network upgrade. The upgrades provide for an increase of bandwidth to meet rapidly growing customer demand.
- Plaza Reroute: AFN has completed the major design, construction and rerouting of plant to remove the coax feeder line running overhead across the Plaza from City Hall.

Successes Over the Past Year (Continued)

- **New Service Area:** AFN completed plant extension work to new homes in Helman Springs. A competitor informed residents they were two years out before they could extend their plant to these new homes, AFN stepped in and provided internet and cable TV services.
- **CATV Upgrades:** AFN's TV retail partner completed an upgrade to their CATV service including digital channels, digital high definition, and PVR (Personal Video Recorder). The upgrade completes the partner's investment to enhance the products and services offered. This is the most significant service upgrade since the CATV partner began offering services in October, 2006.

Significant Issues in the Biennium Ahead

The coming biennium promises to be a busy one for the Information Systems Division. Filling the vacant senior network engineer position will be an important first step as deployment of an enterprise grade network is a key goal. Once the network has been re-engineered, there is a proposal to replace the City telephone system to add modern features, improve quality, improve staff productivity, reduce support overhead, and allow for less expensive incremental expansion of service around the City. Other projects are migration of employees off an outdated (and no-longer-supported) desktop operating system; and investigation into the use of thin-client desktops to see if we can leverage some of the same cost/support efficiencies that have been so successful with our server virtualization.

The previous year's elimination of a senior analyst position and vacancy in the senior network engineer position mean that the division currently has less capacity for dealing with advanced systems issues beyond the scope of tier-one (Help Desk) support.

AFN lives in a competitive world. Competition to acquire and retain customers will continue to be intense as large competitors use heavily discounted, limited duration, promotional offers. The competitor's ability to know AFN's strategies (public forum) coupled with their ability to react more quickly (decision to implementation) will continue to challenge the growth of AFN.

The quality and quantity of bundled services has been an issue and is currently being resolved. A viable, competitive cable TV product including high definition, digital channels, and set top box/personal video recorder are now available from our CATV partner. These improvements will provide a viable bundle for our customer base. The emerging demand for IPTV will increase demand for internet services.

Resource constraints limit AFN's ability to respond to unforeseen issues and events. A small but responsive field staff is

responsible for the installation of both cable TV and internet services, responding to plant issues, performance of routine maintenance, responding to customer service calls, fixing plant compliance issues, as well as performing construction work. Keeping up with technology and services is a challenge as time is constrained by these activities. There is a clear need to have staff attend formal training to learn industry best practices and proactively prevent quality and maintenance issues. The lack of engineering resources within the division causes inefficiencies and some lost opportunities. While network performance has been consistently reliable over life of the network, AFN lacks the in-house engineering expertise to evaluate and refine the network operations.

Fiscal Issues and Conditions

The Information Systems Division is funded by central service charges. Significant reductions were made over the past few years to restrict operational costs in recognition of external economic conditions for the entire City.

Network performance upgrades are a prerequisite for delivery of any new systems – whether internally or externally (on-premises or cloud based). Current financial conditions may affect the timeframe or reduce the scope of business solutions and/or delay the timeframe in which the benefits will be recognized.

AFN's operation is fully supported through rates and charges. AFN provides a recurring, non-seasonal revenue stream to fund AFN's operations, provide for AFN's capital investments, as well as contribute to the retirement of the City's Technology debt and help pay for City related central services.

Competitive short-term pricing and promotions are a challenge to revenue. AFN will continue to experience customer churn by price sensitive customers.

Customer acquisition and retention is critical to AFN's success. AFN will work with and develop our retail partners in order to increase and maintain their marketing momentum. The lack of a permanent director has led to issues with these retail partners. Due to leadership turnover these relationships have not been resolved to the either party's satisfaction and some retail partners are not actively marketing AFN services. With a new director on board, these issues can now be resolved.

AFN has not aggressively marketed to the fiber optic customer. AFN will continue to work with new and existing businesses to increase their competitiveness in the regional and national markets through the use of this technology.

Information Technology Department

Description	TELECOMMUNICATIONS FUND					
	INFORMATION TECHNOLOGY DEPARTMENT					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Charges for Services	\$ 3,490,139	\$ 2,948,060	\$ 3,176,375	\$ 6,705,565	\$ 6,795,565	\$ 6,790,159
Interest on Pooled Investments	3,131	4,607	3,460	4,406	4,406	8,812
Miscellaneous	12,481	1	5,000	1,000	1,000	2,000
	<u>\$ 3,505,751</u>	<u>\$ 2,952,668</u>	<u>\$ 3,184,835</u>	<u>\$ 6,710,971</u>	<u>\$ 6,800,971</u>	<u>\$ 6,800,971</u>
Department Total By Function						
Personnel Services	\$ 1,443,405	\$ 1,450,358	\$ 1,491,290	\$ 3,133,180	\$ 3,133,180	\$ 3,133,180
Materials and Services	1,811,110	1,414,764	1,573,545	3,199,791	3,199,791	3,199,791
Capital Outlay	251,236	87,546	120,000	378,000	468,000	468,000
	<u>\$ 3,505,751</u>	<u>\$ 2,952,668</u>	<u>\$ 3,184,835</u>	<u>\$ 6,710,971</u>	<u>\$ 6,800,971</u>	<u>\$ 6,800,971</u>
Department Total by Fund						
Telecommunications Fund	\$ 2,394,986	\$ 1,865,404	\$ 2,025,862	\$ 4,263,843	\$ 4,263,843	\$ 4,263,843
Central Services	1,110,765	1,087,264	1,158,973	2,447,128	2,537,128	2,537,128
	<u>\$ 3,505,751</u>	<u>\$ 2,952,668</u>	<u>\$ 3,184,835</u>	<u>\$ 6,710,971</u>	<u>\$ 6,800,971</u>	<u>\$ 6,800,971</u>

Position Profile	2011 Actual	2012 Actual	2013 Amended	Adopted Biennial Budget	
				Year 1	Year 2
Assistant City Administrator		0.50			
Director of Information Technology/Electric			0.50	0.50	0.50
Information Technology Director	1.00				
Information Technology Manager	1.00	1.00			
Technology Services Division					
Techology Services Division Manager			1.00	1.00	1.00
Senior Information Systems Analyst	2.00	2.00	1.00	2.00	2.00
Information Systems Analyst	1.00	1.00	1.00	1.00	1.00
City Network Administrator	1.00	1.00	1.00	1.00	1.00
Information System Customer Rep	1.00	1.00	1.00	1.00	1.00
Information System Technician	3.00	3.00	3.00	3.00	3.00
Telecommunication/Computers Technician	1.00	0.50	0.50	0.50	0.50
Internet Division					
Operations Division Manager			1.00	1.00	1.00
Senior Network Engineer	2.00	3.00	2.00	1.00	1.00
AFN Network Technician	1.00	1.00	1.00	1.00	1.00
AFN Customer Service Representative	1.00	1.00	1.00	1.00	1.00
Telecommunications Technician	1.00	0.50	0.50	0.50	0.50
	<u>16.00</u>	<u>15.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>

Telecommunications Division

The Telecommunication Division provides high-speed, robust broadband telecommunication services to residential, business, commercial, health care and educational customers in the Ashland area. Services are offered directly through the Telecommunications Division (AFN) or through retail partners. Currently more than 4,200 homes and businesses rely on AFN for all the right connections.

AFN presently has eleven cable modem service levels enabling customers to select the service level that best fits their needs. AFN does not differentiate between residential and business accounts. All customers pay the same low rate. AFN's direct fiber service provides connections up to 1Gigabit per second, with 99.9% connection availability, and 24/7 local technical support. AFN also offers up to 7Mbps wireless service via two towers serving residential customers living outside the urban growth boundary.

Cable TV is provided to the community through a lease agreement between AFN and a local retail partner. The cable TV signals transit AFN's network. AFN is responsible for the maintenance and compliance of the network along with performing cable TV installations and responding to a portion of the cable TV service calls. The City data network transits through AFN connections as the City government operation relies on the Telecommunications Division for critical connectivity in the place of services from a non-local, third party provider. AFN's facilities include a combination of 110 miles of coaxial network and 10 miles of fiber on 1,750 utility poles or buried in underground conduits. AFN's outside plant include 40 optical nodes and more than 1,000 amplifiers, power supplies and other active devices. AFN's head end or Network Operations Center is configured with industry standard equipment. Current internet bandwidth capacity is 1.0 Gigabits, increasing soon to 1.5 Gigabits. AFN continues to provide competitive services to our customers and to create valuable products and services for our community.

Performance Management

The Telecommunications Division supports the following Council goals:

Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet urgent, immediate and future needs of Ashland.

Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objective: Evaluate all city infrastructure regarding planning, management, and financial resources

Performance Measure #1: Conduct biannual testing of existing telecommunications network.

Performance Measure #2: Complete all scheduled life cycle maintenance and replacement of network components.

Performance Measure #3: Complete a five year business plan for Telecommunications Division focused on quality/type of services, markets, financial stability, and long term growth.

Measure	FT2014 Target	FY2015 Target
Measure #1	Biannual Testing Completed	Biannual Testing Completed
Measure #2	100% Scheduled Maintenance/ Replacement Performed	100% Scheduled Maintenance/ Replacement Performed
Measure #3	Five Year Business Plan Completed by 09/30/2013	Five Year Business Plan Reviewed and Updated by 11/30/2014

Objective: Deliver timely life-cycle capital improvement projects

Performance Measure #1: Complete a Five Year Capital Plan to ensure the safe, reliable and efficient operation of the telecommunications network

Measure	FT2014 Target	FY2015 Target
Measure #1	Five Year Capital Plan Completed by 05/30/2014	Implement Five Year Capital Plan by 05/30/2015

Objective: Provide opportunities for the poor to thrive and not just survive in Ashland

Performance Measure #1: Provide free wireless internet services in the Plaza and in designated shelters. Provide for personal online activities at no cost to the individual.

Measure	FT2014 Target	FY2015 Target
Measure #1		Free Wireless available in two Shelters by 08/31/2014

Information Technology Department - Telecommunications Division

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs.

Performance Measure #1: Conduct routine, scheduled telecommunications equipment testing and certification.

Performance Measure #2: Conduct all PUC inspections in conformance with PUC inspection schedule.

Performance Measure #3: Conduct annual signal leakage flyover testing to conform to Federal Communications Commission rules and regulations. File FCC forms and reports verifying Telecommunications Division compliance.

Performance Measure #4: Conduct routine, weekly drive-by CLI leakage testing to conform to FCC regulatory schedules.

Performance Measure #5: Complete the inventory the telecommunications infrastructure and ensure the data resides in the City standard GIS and data management systems. Develop standard reporting and statistics to measure system integrity and conformance to regulatory requirements.

Performance Measure #6: Develop and maintain regulatory compliance schedules and provide funding to support developed schedules within the Telecommunications Division.

Performance Measure #7: Develop and fund routine maintenance to provide best in class service reliability and service speeds.

Performance Measure #8: Upgrade technology, equipment and skills to provide fiber services to attract new businesses and to enhance the competitiveness of existing businesses.

Measure	FT2014 Target	FY2015 Target
Measure #1	Equipment Testing and Certification Completed	Equipment Testing and Certification Completed
Measure #2	Area 6 PUC Inspections completed	Area 7 PUC Inspections completed
Measure #3	Flyover Completed and FFC Forms Filed	Flyover Completed and FFC Forms Filed
Measure #4	Weekly CLI Leakage Testing Completed	Weekly CLI Leakage Testing Completed
Measure #5	Inventory 100% of the Telecommunications OSP	Import 100% of the infrastructure data into the City standard GIS and data management system
Measure #6	All Regulatory Schedules Completed	All Regulatory Schedules Updated and Followed
Measure #7	Routine Maintenance Schedule Developed	100% of Routine Maintenance Schedule Items Completed
Measure #8	Technology and Equipment Needs Identified	Technology and Equipment Upgrades Started
Measure #9	Skills and Training Needs Identified by 01/31/2014 Begin Skills Development	Complete Skills Development

Objective: Support and assist foundational relationships with community partners

Performance Measure #1: Establish key relationships within the community and determine needs/requirements for joint achievements.

Performance Measure #2: Improve individual relationships with ISP Retail Partners through regular meetings and consistent (longevity) Telecommunications Division leadership. Support bi-lateral growth and success by actively collaborating to achieve measurable growth goals and retain existing customers.

Measure	FT2014 Target	FY2015 Target
Measure #1	Regular Meetings Held with Business Partners	Programs in place for Business Partners

Objective: Improve budget and financial reports to be clear, realistic and effective

Performance Measure #1: Develop month to month budget to actual detail reports, monitor variances and establish rational for variances. Develop enterprise performance metrics, report against enterprise metrics.

Measure	FT2014 Target	FY2015 Target
Measure #1	Monthly Budget Developed by 06/07/2013	Variance Analysis in Routine Management Meetings by 06/07/2014

Information Technology Department - Telecommunications Division

Objective: Increase the number of internet-based businesses by 50% in two years.

Performance Measure #1: Provide a technology infrastructure to retain and attract internet, systems and application development companies. Provide the extension of fiber and fiber distribution facilities to key areas.

Performance Measure #2: Develop new competitive products and services in response to evolving partner and customer requirements.

Performance Measure #3: Provide services, reliability and support to attract new business to our community.

Performance Measure #4: In cooperation with Telecommunication Divisions retail partners, develop and provide a robust, competitively priced enterprise level cable modem service for small businesses and home business/offices.

Performance Measure #5: Actively participate with a "New Business Response Team" within the Ashland Chamber of Commerce. Reply to inquiries from prospective businesses with a collaborative response. Promote the AFN brand to prospective new businesses considering relocating to Ashland. Ensure AFN service options meet the new business's economic and service requirements.

Measure	FT2014 Target	FY2015 Target
Measure #1	Identify key areas for infrastructure expansion by 04/30/2014	Deploy new infrastructure
Measure #2	New Products Developed	New Products Developed
Measure #3	Enterprise Services Developed	
Measure #4	Participating in Chamber Business Response team	Evaluation of AFN Services for new Business Arrivals Completed

TELECOMMUNICATIONS FUND INFORMATION TECHNOLOGY DEPARTMENT TELECOMMUNICATIONS DIVISION

Description	2011 Actual	2012 Actual	2013 Amended	2013-15	2013-15	2013-15
				Proposed	Approved	Adopted
Fund# 691						
Personnel Services						
510 Salaries and Wages	\$ 438,291	\$ 396,001	\$ 415,320	\$ 834,680	\$ 834,680	\$ 834,680
520 Fringe Benefits	191,270	197,179	213,725	453,880	453,880	453,880
Total Personnel Services	629,561	593,180	629,045	1,288,560	1,288,560	1,288,560
Materials and Services						
601 Supplies	270,960	212,287	233,250	512,300	512,300	512,300
602 Rental, Repair, Maintenance	69,988	81,092	92,489	183,027	183,027	183,027
603 Communications	13,280	9,497	10,800	17,244	17,244	17,244
604 Contractual Services	4,566	634	2,000	17,900	17,900	17,900
605 Misc. Charges and Fees	1,170,874	888,852	921,500	1,863,900	1,863,900	1,863,900
606 Other Purchased Services	28,824	26,320	36,778	72,912	72,912	72,912
Total Materials and Services	1,558,492	1,218,682	1,296,817	2,667,283	2,667,283	2,667,283
Capital Outlay						
703 Equipment	206,343	53,478	100,000	308,000	308,000	308,000
704 Improvements Other Than Bldgs.	590	64	-	-	-	-
Total Capital Outlay	206,933	53,542	100,000	308,000	308,000	308,000
	\$ 2,394,986	\$ 1,865,404	\$ 2,025,862	\$ 4,263,843	\$ 4,263,843	\$ 4,263,843

Information Systems Division

The Information Systems (IS) Division of the IT Department is comprised of nine employees whose purpose is to innovate, identify, and deliver solutions which amplify the capabilities, facilitate the efficiency, and aid in the decision making process of every City employee. The IS Division also works to identify better ways to communicate with, and offer services to, the citizens of Ashland. Whether supporting systems design, information creation/collection/sharing, communication, storage, or emergency recovery, the IS Division is involved throughout the entire information lifecycle.

The IS Division provides design, support and security for all network communications in the City, including fiber links between sites, network wiring, wireless networking within offices, Internet access, and rolling, mobile networks in the vehicles of safety personnel/first-responders. The IS Division also maintains the City's e-mail and telephone systems. These systems are the front line communication tools used to facilitate both internal City and external citizen communications. The division is also the City's IS Help Desk; the organization's central, service for technical support for a wide-range of applications and technologies. Applications range from off-the-shelf desktop/server/tablet applications to highly specialized vertical market tools for law-enforcement or emergency services. In addition, the IS Division provides backup customer support for Telecommunications Division's AFN direct-connect/business cable and wireless customers.

Performance Management

The Information Systems Division supports the following Council goals:

Public Safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability.

Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet urgent, immediate and future needs of Ashland.

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objective: Provide modern, fully equipped facilities and vehicles for city public safety functions

Action: In collaboration with public safety departments, plan and staff resources for the use of information systems technologies in public safety facilities and vehicles. Provide the staffing for ongoing support for unique Fire and Police information system technologies.

Performance Measure #1: Conduct annual assessment and needs analyses with the Fire and Police Departments, to establish/review the scope of IT systems and support required, and to set the current IT requirements for each Department.
Performance Measure #2: Annually, review/revise Information Systems position duties, training/cross-training, and assigned staffing levels to accurately represent the level of public safety support required.

Objective: Examine anticipated impacts of climate change on city infrastructure

Action: Update infrastructure to support current and future data acquisition, monitoring and control systems for city systems/resources. Develop a commercial grade network to enable advanced city reporting and control of monitored resources.

Performance Measure #1: Replace 100% of the network distribution/access switches that are currently beyond manufacturer's end-of-life.

Performance Measure #2: 80% reduction in deployed unmanaged/home-office grade network equipment in the production infrastructure in FY2014, 100% reduction in FY2015.

Performance Measure #3: Upgrade 75% of the City's Local Area Network, to provide a minimum of 1Gbps throughput to central data center services in FY2014, 100% in FY2015.

Objective: Evaluate all city infrastructure regarding planning, management, and financial resources.

Action: Complete a five year plan for Information Systems Division focused on establishing optimal capability, reliability, technologies, applications, security, user services, long term growth and financial impact.

Action: Implement robust network security management, monitoring and control system.

Performance Measure #1: Identify inventory of all business system infrastructure components in FY2014

Performance Measure #2: Completion of long term plan by 3/15/2014

Performance Measure #3: Implement the long term plan in FY2015

Performance Measure #4: Annual review and revision of the plan by 12/31 starting in FY2015

Information Technology Department - Information Systems Division

Objective: Maintain and improve infrastructure that enhances the economic vitality of the community

Action: Upgrade/Maintain currency of network, telephony and systems platforms to ensure the timely and effective delivery of city services.

Performance Measure #1: Provide all funding requirements in Material and Services for maintenance and CIPs for upgrades to core network, telephony and systems platforms.

Objective: Ensure the efficient and effective use of technology to enhance customer satisfaction

Action #1: Implement modern telephony based systems to enhance the customer experience, increase productivity and increase efficiency

Action #2: Identify and consolidate production information systems assets. Implement a full lifecycle replacement plan for all production information systems.

Performance Measure #1: Replace 100% of phone sets identified as providing substandard voice quality to employees or customers.

Performance Measure #2: Provide City offices the ability to conveniently and inexpensively add phone sets (dependent on funding for new phone system).

Performance Measure #3: Perform telephone upgrade while maintaining or improving support for emergency notification systems (dependent on funding for new phone system).

Performance Measure #4: Train users on features and uses of new phone system, 100% complete within 3 months of system installation.

Objective: Ensure the availability of front-line personnel for customer contact during business hours

Action #1: Implement a new telephony/voice mail system to support distributed call center functionality within city structure and capabilities

Action #2: Within the five year plan, identify opportunities where technology can be leveraged to enhance the customer experience

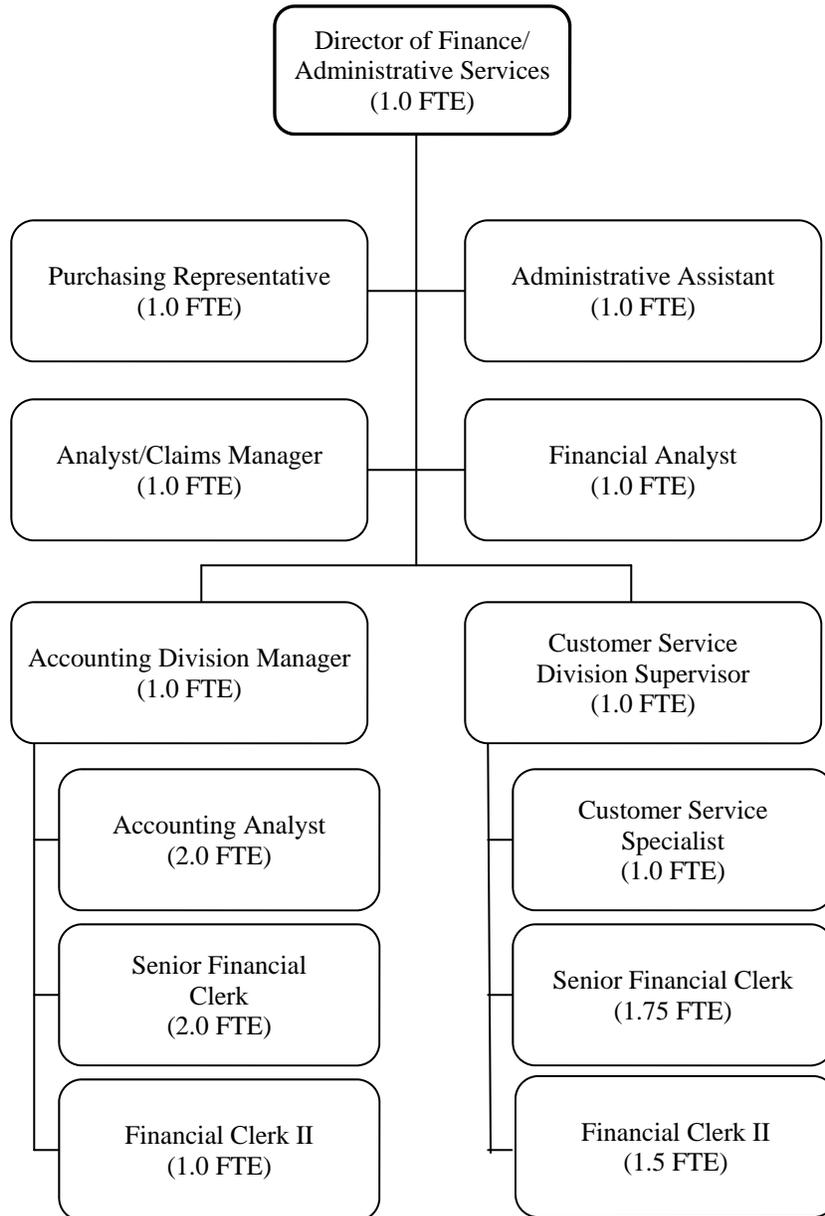
Performance Measure #1: Incorporate input and requirements from City departments and citizens; complete the telephone upgrade project in FY2014.

Description	CENTRAL SERVICE FUND INFORMATION TECHNOLOGY DEPARTMENT INFORMATION SERVICES DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 571,868	\$ 590,295	\$ 574,680	\$ 1,184,110	\$ 1,184,110	\$ 1,184,110
520 Fringe Benefits	241,976	266,883	287,565	660,510	660,510	660,510
Total Personnel Services	813,844	857,178	862,245	1,844,620	1,844,620	1,844,620
Materials and Services						
601 Supplies	10,714	6,340	14,150	35,750	35,750	35,750
602 Rental, Repair, Maintenance	59,242	63,955	66,400	133,000	133,000	133,000
603 Communications	121,919	75,038	97,350	220,302	220,302	220,302
604 Contractual Services	9,526	1,333	10,000	6,000	6,000	6,000
605 Misc. Charges and Fees	48,316	48,463	79,928	99,956	99,956	99,956
606 Other Purchased Services	2,901	953	8,900	37,500	37,500	37,500
Total Materials and Services	252,618	196,082	276,728	532,508	532,508	532,508
Capital Outlay						
703 Equipment	44,303	34,004	20,000	70,000	160,000	160,000
Total Capital Outlay	44,303	34,004	20,000	70,000	160,000	160,000
	\$ 1,110,765	\$ 1,087,264	\$ 1,158,973	\$ 2,447,128	\$ 2,537,128	\$ 2,537,128



Administrative Services Department

16.25 FTE



Administrative Services Department

Department Overview

The Administrative Services Department (ASD) is a key support department located primarily in the Central Services and Insurance Services fund budgets and providing services directly to the public and to all other departments and funds in the City of Ashland, including the Ashland Parks and Recreation Commission (APRC). Like no other department, ASD serves and interacts with every fund and department, often down to the employee level, with services such as budgeting, financial reporting, payroll and benefit payment processing and accounting for services. All departments benefit from ASD's many other activities including purchasing of goods and services, accounts payable processing and internal service cost tracking and allocation; insurance coverage and the handling of all property and liability claims. Enterprise funds also benefit from utility billing and collection activities; governmental type funds are supported through tax collection and general license and fee processing; and APRC benefits from ASD's accounting and financial reporting functions for the Commission.

The department plays the lead role in the annual budget process. Coordinating information from the other departments, public meetings, deliberations, economic and social grant allocations, distribution of information and the final budget document for legal compliance are some of the major activities for this process. At the end of the budget process, ASD coordinates the annual municipal audits required by the State of Oregon for the City and Parks Commission. This department prepares the Comprehensive Annual Financial Report for the City and one for APRC, the City's component unit. This department is the primary party responsible for the budget and both annual reports, all recognized for many years with national awards for superior work.

The Administrative Services Department also fills the role as the primary receptionist/front counter for all of City Hall, benefitting Administration, Legal, Human Resources and the City Recorder. The Customer Service front counter is the point of contact with the public for most administrative needs, utility billing payments and information, licensing, tax collections, parking permits, payables and receivables and general information.

In prior years, this department has provided direct support to Administration, Legal, Municipal Court, Human Resources and Public Works during transitional stages for these departments and their staff. In FY 2010-2011, FY 2011-2012 and the beginning of FY 2012-2013, the department provided increased administrative support to the Information Technology and Electric departments including Conservation, purchasing, budgeting and personnel support services.

Currently the department has seventeen employees equating to 16.25 FTE. That is one FTE less than what was "normal" for years, ending when cable television services were out-sourced. These employees do most of all the tasks identified

for the department but certain activities are "out-sourced" to professionals. These include but are not limited to auditing, support for financing/bond counsel, parking enforcement and a risk management advisory role. At times the department relies on additional professional help in reviewing and establishing utility rates and systems development charges but these costs are normally borne by the affected department and fund.

Successes Over the Past Year

- Earned the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the City of Ashland.
- Earned the Government Finance Officers Association Distinguished Budget Presentation Award for the City of Ashland.
- Earned the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the Ashland Parks and Recreation Commission.
- Transitioned to a new utility billing system that has better functionality and cleared a long-standing audit comment.
- Issued bonds that refinanced existing debt saving the City \$1.7 million in Telecommunication debt service over the next 12 years and \$175,000 in Water Fund debt service over the next 14 years.
- Established or updated operational policies regarding Travel, Education and Food Purchases. Continued Disclosure on Debt Financing, Arbitrage review of Outstanding Debt.
- Laid the foundation for the City to transition to a biennial budget including grant processes for both Social Service Grants and Economic, Cultural, Sustainability and Tourism grants.
- Proactively managed risk and insurance programs to reduce program costs.
- Assisted in the creation of a winter shelter trial program that included coordinating background checks for volunteers.

Significant Issues in the Biennium Ahead

Even though there are no significant changes to the departmental budget there are significant challenges in the coming two years and beyond.

- Assisting with the smooth transition to the biennial budget and management of the “second year” reviews and work by the Budget Committee is new and will require special attention.
- Maintaining high levels of customer service while meeting the other internal and external requirements will stress the department’s limited number of employees that must provide service and backup support during all hours City hall is open.
- New directives from the Governmental Accounting Standards Board (GASB) require added training of staff and changes in how accounting and financial reporting are accomplished.
- Significant capital improvements are anticipated by most enterprises and the need for issuing bonds and other financing will require repeated efforts to be successful in the market, holding overall issuance costs done along with obtaining acceptable interest rates.
- Taking advantage of the improved functionality of the new utility billing and budgeting software packages will take time to learn and train others for better performance.

Fiscal Issues and Conditions

This department’s activities are primarily internal support programs that are funded by payments from other departments and funds. However, the department does “earn” revenue by managing parking in the downtown core and the Har-gadine structure, collecting lodging and food taxes and providing other direct services to the community. The revenue from the parking structure pays for the contract with Diamond Parking for enforcement and the allocated monies from the food tax is meant to offset the cost of the Administrative Services Department enforcing the Ashland Municipal Code. The department continues to hold costs at a minimum while still providing top notch services. All taxes and all utility payments for the other funds and departments are processed by Administrative Services and we maintain a very low (under 1%) uncollected rate.

This department is actively involved in the financial and budgetary perspective of any initiative considered throughout the city. Maintaining adequate expertise and staffing availability to meet new initiatives is a challenge. At times, such work must be outsourced to ensure timely response to the demands of the program yet ASD staff is always relied upon to support the effort and provide base information for the ini-

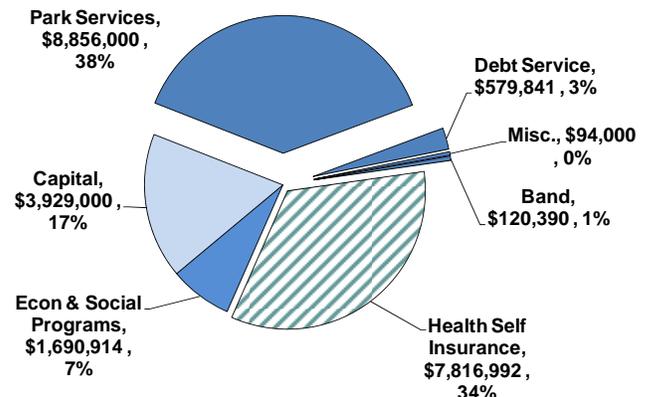
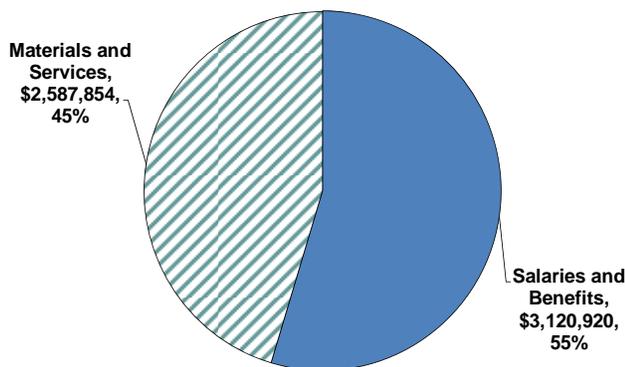
tiative to be soundly based in financial and budgetary reality. Examples are utility data to support rate studies, financial tracking systems to capture data on a new process or to provide historical information and professional review of program activities including budgets, costing, revenue generation, purchasing and risk management perspectives.

The new Health Insurance Fund and the General Fund transfer to Parks are budgeted in the Administrative Services Department, which results in a more-than-doubling of this department’s budget.

Administrative Services Department

Description	2011 Actual	2012 Actual	2013 Amended	ADMINISTRATIVE SERVICES DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 718,949	\$ 396,008	\$ 566,541	\$ 9,435,558	\$ 9,435,558	\$ 9,435,558
Charges for Services	2,216,089	2,168,856	2,531,500	13,320,421	13,320,421	13,320,421
Assessments	-	-	-	252,000	252,000	252,000
Interest on Pooled Investments	10,121	14,304	8,520	53,554	53,554	53,554
Miscellaneous Revenues	136,090	342,832	504,795	400,074	400,074	400,074
Other Financing Sources	-	-	1,892,000	3,429,000	3,429,000	3,429,000
Other General Resources	807,249	845,642	908,985	2,033,787	2,421,512	2,421,512
	\$ 3,888,498	\$ 3,767,642	\$ 6,412,341	\$ 28,924,394	\$ 29,312,119	\$ 29,312,119
Department Total By Function						
Personnel Services	\$ 1,289,936	\$ 1,169,491	\$ 1,464,307	\$ 3,124,720	\$ 3,124,720	\$ 3,124,720
Materials and Services	1,831,179	1,984,284	2,057,087	21,290,833	21,678,558	21,678,558
Capital Outlay	52,509	501,466	1,942,000	3,929,000	3,929,000	3,929,000
Debt Service	714,874	112,401	948,947	579,841	579,841	579,841
	\$ 3,888,498	\$ 3,767,642	\$ 6,412,341	\$ 28,924,394	\$ 29,312,119	\$ 29,312,119

Description	2011 Actual	2012 Actual	2013 Amended	ADMINISTRATIVE SERVICES DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total by Division:						
Operating Divisions						
Administration	\$ 536,376	\$ 387,214	\$ 605,021	\$ 1,266,970	\$ 1,266,970	\$ 1,266,970
Accounting	605,180	642,908	690,931	1,461,350	1,461,350	1,461,350
Customer Services	474,634	672,611	606,827	1,355,874	1,355,874	1,355,874
Insurance	697,676	775,227	759,630	1,624,580	1,624,580	1,624,580
	\$ 2,313,866	\$ 2,477,960	\$ 2,662,409	\$ 5,708,774	\$ 5,708,774	\$ 5,708,774
Non-Operating Divisions						
Social Services	\$ 118,568	\$ 121,004	\$ 125,125	\$ 257,688	\$ 257,688	\$ 257,688
Economic and Cultural	571,455	602,293	678,360	1,433,226	1,433,226	1,433,226
Band	56,214	51,357	58,500	120,390	120,390	120,390
Miscellaneous	61,012	70,988	47,000	222,483	610,208	610,208
Parks Contracted Services	-	-	-	8,856,000	8,856,000	17,712,000
S.D.C. - Parks Open Space	52,509	331,639	1,892,000	3,929,000	3,929,000	3,929,000
Bancroft Debt	-	-	200,000	400,000	400,000	400,000
Notes and Contracts Debt	714,874	112,401	748,947	179,841	179,841	179,841
Health Benefits	-	-	-	7,816,992	7,816,992	15,633,984
	\$ 1,574,632	\$ 1,289,682	\$ 3,749,932	\$ 23,215,620	\$ 23,603,345	\$ 40,276,337
	\$ 3,888,498	\$ 3,767,642	\$ 6,412,341	\$ 28,924,394	\$ 29,312,119	\$ 45,985,111



Administrative Services Department

Position Profile	Adopted Biennial Budget				
	2011 Actual	2012 Actual	2013 Amended	Year 1	Year 2
Administration Division					
Director of Finance/Administrative Service	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Purchasing Representative	1.00	1.00	1.00	1.00	1.00
Analyst/Claims Manager	1.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00	1.00
Accounting Division					
Accounting Division Manager	1.00	1.00	1.00	1.00	1.00
Accounting Analyst	2.00	2.00	2.00	2.00	2.00
Account Representative (Projects)	1.00				
Senior Financial Clerk		2.00	2.00	2.00	2.00
Financial Clerk II	3.00	1.00	1.00	1.00	1.00
Customer Services Division					
Customer Service Division Manager					
Customer Service Division Supervisor	1.00	1.00	1.00	1.00	1.00
Customer Service Specialist	1.00	1.00	1.00	1.00	1.00
Senior Financial Clerk		1.75	1.75	1.75	1.75
Financial Clerk II	2.75	1.00	1.00	1.50	1.50
Receptionist	0.50	0.50	0.50		
	17.25	16.25	16.25	16.25	16.25

In prior years this division has provided direct support to Administration, Legal, Municipal Court, Human Resources, Information Technology and Public Works during transitional stages for these departments and their staff. Consequently, the staffing for ASD has fluctuated dramatically as identified in the chart below:

Administrative Services (Finance) Department Staffing Changes in full time equivalents

	2006	2007	2008	2009	2010	2011	2012	2013	BI 2013-2015	
	Actual	Adopted	Proposed	Proposed						
Total Administration Division	4.00	3.00	2.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Accounting Division	6.00	6.00	7.00	7.00	7.00	7.00	6.00	6.00	6.00	6.00
Total Customer Service Division	6.50	5.50	5.75	5.25	5.25	5.25	5.25	5.25	5.25	5.25
Total Purchasing Division	1.00	1.00	1.00							
Total Municipal Court Division	4.15	4.15	4.15							
Total Human Resource Division	2.00	3.00								
Total Department	23.65	22.65	19.90	17.25	17.25	17.25	16.25	16.25	16.25	16.25

2006 Human Resources Transferred In; Finance Director becomes Admin. Services Director.

2007 Vacant Secretary position Transferred to Administration Department

2008 Human Resources moved to Admin; Analyst/Claims Manager transferred from Administration Department.

2009 Financial Analyst position authorized; Purchasing Division included in Admin Division; Cashier position vacated for Secretary position.

Administrative Services Department - Administration Division

Administration Division

The Finance Administration Division manages department-wide and city-wide financial activities. All of the Administrative Service/Finance Director's time is accounted for here along with 100% of the administrative assistant's, financial analyst's and purchasing coordinator's time. Administrative costs related to financial management and reporting, budget preparation, utility billing, enterprise rate modeling and cost allocation systems, parking enforcement, purchasing, tax collections, debt management, and risk management reside here. The claims manager's time is in this division but shown separately in the Insurance Services Fund.

The Division assists other Administrative Services divisions and departments in accounting, financial planning, project accounting, procurement, debt administration, grant management, fixed asset and safety/risk management services in addition to those listed above. Stewardship of city funds is the primary focus.

Performance Management

This division supports the following Council goal:

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objective: Examine and improve communication tools used to communicate with the public.

Action #1: Update continuing disclosure requirements policy by January 1, 2014.

Action #2: Post required disclosures to the Municipal Securities Rulemaking Board via the Electronic Municipal Market Access system in a timely manner.

Objective: Ensure the availability of frontline personnel for customer contact during business hours.

Action #1: Staff appropriately to provide assistance through availability to the internal and external customer 100% of the hours open to the public.

Action #2: Provide quality customer service by cross-training staff to provide skilled support whenever personally contacted during hours of operation.

Action #3: Minimize closures of the office for training, during power outages or inclement weather.

Division Goals

- Evaluate and provide capital project financing where necessary.
- Manage rate models and related databases or data-gathering systems internally or externally where necessary or beneficial to the City.
- Manage parking enforcement services in the downtown business core including a review of the Hargadine parking structure operations and revenue.
- Comply with Governmental Accounting Standards board policies as required.
- Review and update or develop and implement Risk Management programs and coverage to ensure appropriateness and adequacy.
- Develop or update finance administrative policies and procedures.

Purchasing Program

The Administration Division – Purchasing program is responsible for coordinating departmental and city-wide purchases and assisting other departments with managing inventories. The Division uses the various bid processes where appropriate in accordance with adopted city policies and procedures. Internal customer service is the primary focus.

Program Goals

- Improve system for maintaining the contract database for purchase orders issued and insurance certificate compliance.
- Update process and train staff on current purchasing rules and guidelines adopted by Council.

Administrative Services Department - Administration Division

Description	CENTRAL SERVICES FUND ADMINISTRATIVE SERVICES DEPARTMENT ADMINISTRATION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 264,701	\$ 144,529	\$ 292,586	\$ 603,100	\$ 603,100	\$ 603,100
520 Fringe Benefits	115,705	68,722	148,680	323,840	323,840	323,840
Total Personnel Services	380,406	213,251	441,266	926,940	926,940	926,940
Materials and Services						
601 Supplies	7,773	7,380	4,725	9,450	9,450	9,450
602 Rental, Repair, Maintenance	6,411	7,967	10,690	18,780	18,780	18,780
603 Communications	608	626	950	1,900	1,900	1,900
604 Contractual Services	104,332	125,689	110,970	240,000	240,000	240,000
605 Misc. Charges and Fees	19,476	20,000	20,000	40,000	40,000	40,000
606 Other Purchased Services	17,370	12,301	16,420	29,900	29,900	29,900
Total Materials and Services	155,970	173,963	163,755	340,030	340,030	340,030
	\$ 536,376	\$ 387,214	\$ 605,021	\$ 1,266,970	\$ 1,266,970	\$ 1,266,970

The City's receipt of the Government Finance Officers Association (GFOA) Budget Award any given year is one measure that comes from professionals outside the community. They evaluate the annual process and resultant budget document on four levels—A policy manual, a fiscal plan, an operations guide and a communication device. For many consecutive years the City has met these criteria and received the award.

Performance	2010 Actual	2011 Actual	2012 Actual	2013 Projected	BI 2013-15 Year 1	BI 2013-15 Year 2
Adopt budget by June 30 including a property tax rate set within the legal limits.	100%	100%	100%	100%	100%	N/A
Issue CAFR within 6 months.	100%	100%	100%	100%	100%	100%
Maintain cash reserves & coverage ratios as required: Water Revenue Bonds >1.30	2.22	2.28	1.70	1.35	1.43	1.54

Administrative Services Department - Accounting Division

Accounting Division

The Accounting Division manages and performs accounting activities necessary for the annual budget, audits, accounts payable, accounts receivable, payroll, monthly reports, internal controls and annual financial reports. Parks and Recreation accounting functions are included in this division. Accounting manages the annual audit contract and process and takes a lead role in creating both the City and Park’s Comprehensive Annual Financial Reports and the annual budget document common to both agencies. All three documents are long-term national award winners. The Division assists other administrative services divisions and departments in their accounting procedures, costing, rate modeling, fixed asset management, training, and use of the Eden financial software. Stewardship of city funds is the primary focus.

Division Goals

- Continue implementation and advanced use of Eden Systems accounting applications.
- Complete improvements and documentation on fixed asset tracking on Eden and integration with the Risk Management program.
- Continue to educate and train new managers in accounting policies.

Performance Management

This division supports the following Council goal:
Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objective: Improve budget and financial reports to be clear, realistic and effective.

Action #1 Respond to audit requirements identified by the municipal auditor and state or national oversight entities.

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Goal	FY 2015 Goal
Comprehensive Annual Financial Report (CAFR)						
On site audit complete within 75 days of end of fiscal year	Yes	Yes	Yes	Yes	Yes	Yes
Audit Committee accepts CAFR within 120 days after year end	Yes	Yes	Yes	Yes	Yes	Yes
City Council accepts CAFR within 150 days after year end	Yes	Yes	Yes	Yes	Yes	Yes
Issue Report within six months of year end per State requirement	Yes	Yes	Yes	Yes	Yes	Yes
GFOA Award received	Yes	Yes	Yes	Yes	Yes	Yes
Municipal Auditor Comments	3	2	2	1	0	0
Comments cleared from the prior year	1	1	1	1	1	0

Administrative Services Department - Accounting Division

Description	CENTRAL SERVICES FUND ADMINISTRATIVE SERVICES DEPARTMENT ACCOUNTING DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 296,022	\$ 299,888	\$ 320,011	\$ 692,210	\$ 692,210	\$ 692,210
520 Fringe Benefits	159,877	166,994	190,170	409,440	409,440	409,440
Total Personnel Services	<u>455,899</u>	<u>466,882</u>	<u>510,181</u>	<u>1,101,650</u>	<u>1,101,650</u>	<u>1,101,650</u>
Materials and Services						
601 Supplies	9,066	10,743	11,000	22,000	22,000	22,000
602 Rental, Repair, Maintenance	1,305	506	1,650	1,500	1,500	1,500
603 Communications	25,836	26,238	34,100	68,200	68,200	68,200
604 Contractual Services	40,285	44,493	45,100	90,200	90,200	90,200
605 Misc. Charges and Fees	68,950	71,023	82,500	165,000	165,000	165,000
606 Other Purchased Services	3,839	5,348	6,400	12,800	12,800	12,800
Total Materials and Services	<u>149,281</u>	<u>158,351</u>	<u>180,750</u>	<u>359,700</u>	<u>359,700</u>	<u>359,700</u>
Capital Outlay						
703 Equipment	-	17,675	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>17,675</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 605,180</u>	<u>\$ 642,908</u>	<u>\$ 690,931</u>	<u>\$ 1,461,350</u>	<u>\$ 1,461,350</u>	<u>\$ 1,461,350</u>

	FY 2010 Actual		FY 2011 Actual		FY 2012 Actual		FY 2013 Estimate		FY 2014 Goal		FY 2015 Goal	
	City	Parks	City	Parks	City	Parks	City	Parks	City	Parks	City	Parks
Pay Checks	6,423	1,890	6,540	1,893	6,886	1,939	6,700	1,900	6,400	1,900	6,400	1,900
Percentage as Direct Deposits	75%	52%	75%	49%	73%	55%	72%	60%	80%	65%	80%	65%
Payables Checks Processed	6,892	2,683	7,292	2,419	7,270	2,460	6,900	2,700	6,900	2,700	6,900	2,700
Electronic Fund Transfers	406	207	496	222	455	189	600	216	600	216	600	216
Percentage electronically	6%	7%	7%	9%	6%	8%	9%	8%	9%	8%	9%	8%
Accounts Receivable Billed	844	185	1387	192	1491	186	1600	200	1600	200	1600	200
Collection Rate	97%	97%	96%	97%	96%	97%	97%	97%	97%	97%	97%	97%

Administrative Services Department - Customer Services Division

Customer Services Division (Utility Billing)

This division’s primary responsibility is to provide day-to-day customer service, billing and information support to the public for electric, water, wastewater, storm drain, transportation, and utility fees, and to monitor taxes and other regulated activities. While other departments provide and document use of services, Customer Services does the billing and processing of payments for these services based upon those metrics; the money collected funds the services provided. Over 13,000 bills are prepared each month with most of them including charges for multiple systems including electricity, water, wastewater, telecommunications, transportation or storm water services; these services generate over \$26 million in receipts each year. Approximately 44% of all payments received are done through automated processing (credit cards or automated bank account transfer).

Several Customer Service employees manage the various taxes collected through the utility bills and other specific billing systems. This division is responsible for business licenses, tobacco licensing, transient occupancy taxes (hotel/motel), food & beverage taxes, and the electric user tax. Over \$7.5 million in these governmental revenues are processed each year.

Customer Service employees also play a key role coordinating with the Parks’ Senior Program (and other local service organizations) to manage the senior and disabled discount program as well as the Electric Fund low income energy assistance program. In the prior fiscal year, 527 customers were assisted with either an ongoing commitment due to age or disability or short-term support to pay winter heating bills. Approximately \$120,000 is distributed to assist with paying utility bills in these programs.

Performance Management

Objective: Examine and improve communication tools used to communicate with the public.

Action #1: On-going analysis of billing processes and procedures to determine the most effective and efficient billing and meter reading

Action #2: Implementation of current, more effective technology to reduce overall long-term billing and meter reading costs

Objective: Ensure the availability of frontline personnel for customer contact during business hours.

Action #1: Continued improvement of external and internal customer service relations through expanded staff development opportunities

Automated Processing	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimated	FY2014 Goal	FY2015 Goal
ACH Checking Account # of payments	13,137	13,595	14,245	14,960	15,700	16,500
Automatic Credit Card # of payments	18,095	18,709	20,173	21,800	23,500	25,430
Telephone Credit Card # of payments	9,875	9,999	10,496	9,500	9,785	10,080
Online # of payments	2,451	6,215	9,036	18,000	23,000	27,000
Total	43,558	48,518	53,950	64,260	71,985	79,010
Percentage of Total Processing	36%	34%	37%	44%	50%	54%

Business Licenses Processed	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimated	FY2014 Goal	FY2015 Goal
Renewals Completed	1,886	1,863	1,947	1,985	2,020	2,060
Applications Completed	245	310	316	322	328	335
Revenue Collected	\$196,953	\$197,099	\$202,953	\$207,000	\$211,000	\$215,000

Administrative Services Department - Customer Services Division

Description	CENTRAL SERVICES FUND ADMINISTRATIVE SERVICES DEPARTMENT CUSTOMER SERVICES DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 232,054	\$ 250,159	\$ 260,590	\$ 543,930	\$ 543,930	\$ 543,930
520 Fringe Benefits	140,784	153,924	165,340	366,520	366,520	366,520
Total Personnel Services	372,838	404,083	425,930	910,450	910,450	910,450
Materials and Services						
601 Supplies	15,007	18,422	18,500	37,000	37,000	37,000
602 Rental, Repair, Maintenance	-	933	1,400	2,200	2,200	2,200
603 Communications	52,682	53,503	73,270	146,540	146,540	146,540
604 Contractual Services	14,224	15,811	15,200	83,430	83,430	83,430
605 Miscellaneous Charges and Fees	19,627	21,127	21,127	174,254	174,254	174,254
606 Other Purchased Services	256	1,360	1,400	2,000	2,000	2,000
Total Materials and Services	101,796	111,156	130,897	445,424	445,424	445,424
Capital Outlay						
703 Equipment	-	157,372	50,000	-	-	-
Total Capital Outlay	-	157,372	50,000	-	-	-
	\$ 474,634	\$ 672,611	\$ 606,827	\$ 1,355,874	\$ 1,355,874	\$ 1,355,874

Administrative Services Department - Customer Services Division

City Funded Assistance Program	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimated	FY2014 Goal	FY2015 Goal
Low Income Energy Assistance						
Applications	405	442	395	420	445	475
Distributed	\$81,915	\$91,948	\$86,331	\$92,000	\$97,500	\$103,000
Average relief per applicant/family	\$202	\$208	\$219	\$219	\$219	\$217
Senior/Disabled Program						
Applications	125	124	132	137	139	142
Distributed	\$29,163	\$30,496	\$33,119	\$35,000	\$35,700	\$36,400
Average relief per Applicant/family	\$233	\$246	\$251	\$255	\$257	\$256

Donation Funded Assistance Program	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimated	FY2014 Goal	FY2015 Goal
Donations from the public						
Heat	\$2,086	\$3,053	\$2,307	\$3,100	\$3,400	\$3,600
Roundup	3,621	3,446	3,467	3,400	3,500	3,600
Total Donated	\$5,707	\$6,499	\$5,774	\$6,500	\$6,900	\$7,200

Total Assistance Program	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimated	FY2014 Goal	FY2015 Goal
Distributed Amount						
Low Income Energy Assistance	\$81,915	\$91,948	\$86,331	\$92,000	\$97,500	\$103,000
Senior/Disabled Program	29,163	30,496	33,119	35,000	35,700	36,400
Heat Program	2,460	5,500	5,257	5,500	5,500	5,500
Total Distributed	\$113,538	\$127,944	\$124,707	\$132,500	\$138,700	\$144,900
Budget	\$91,775	\$91,775	\$110,500	\$110,500	\$110,500	\$110,500
% Distributed/Budgeted	124%	139%	113%	120%	126%	131%



Administrative Services Department - Administration Division

Risk Management Program

This program is responsible for handling all property and liability claims involving the City. This includes claims made against the city as well as subrogation claims against those individuals that damage city property. Claims are analyzed by cost, type, number, and department/division.

Risk Management works closely with CIS, the city's insurance pool, on claims and also on insurance coverage for the City's properties, vehicles, and mobile equipment. This division also assists in obtaining insurance coverage through other companies for excess workers compensation, airport insurance, flood insurance, and other insurances as needed. Certificates of insurance are prepared by this division.

Program Goals

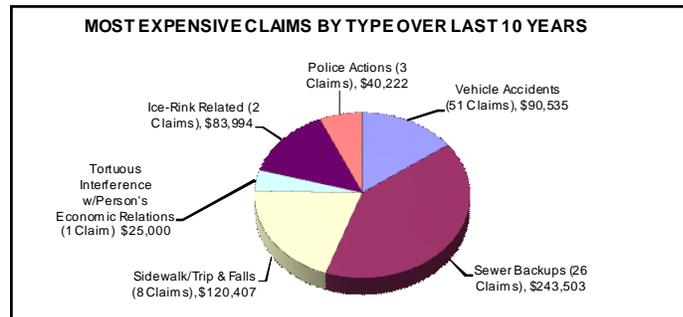
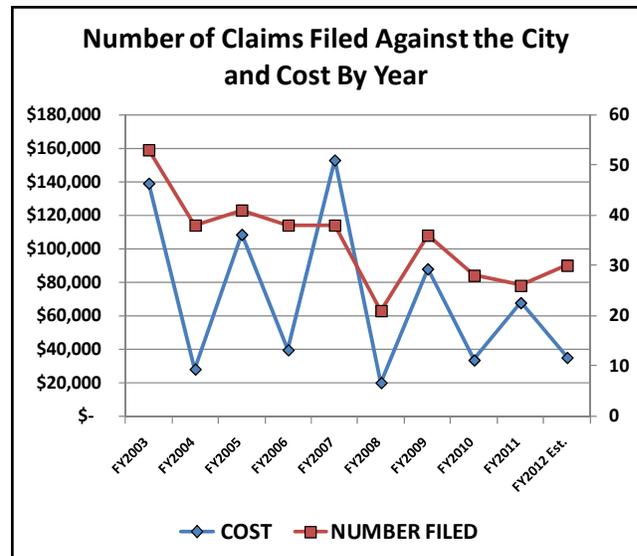
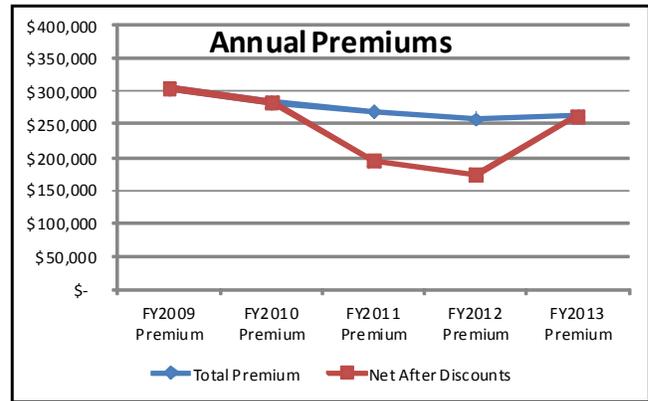
- Analyze insurance coverage for appropriate levels in all categories.
- Review levels of self insurance and deductibles for cost-saving measures.
- Continue to review and update property and vehicle schedules.
- Provide appropriate risk management training opportunities for staff.
- Be a resource for departments to utilize in tracking and reducing claims.
- Continue to provide detailed analysis of claims activity through statistics and reports.

Performance Management

This division supports the following Council goal:
Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objective: Improve budget and financial reports to be clear, realistic and effective.

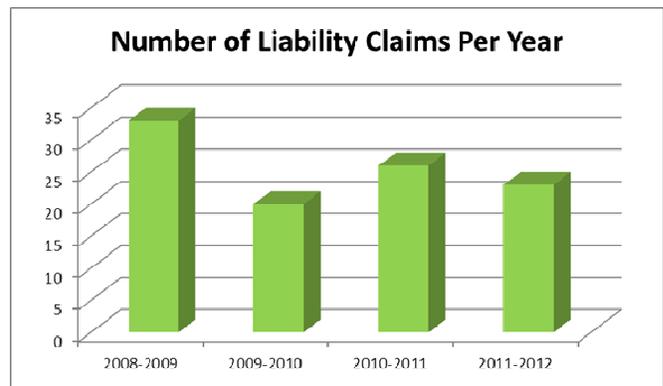
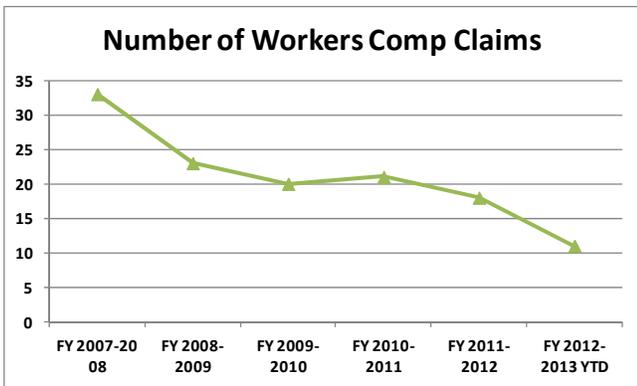
Action #1: Report risk management activities to management as needed and to Mayor and Council annually.



Performance	2010 Actual	2011 Actual	2012 Actual	2013 Projected	BI 2013-15 Year 1	BI 2013-15 Year 2
Manage claims and training to protect the public and minimize costs.						
Insurance premiums	\$275,971	\$269,946	\$147,000	\$285,000	\$280,000	\$280,000
Cost of Claims	\$32,200	\$60,900	\$56,700	\$22,000	\$25,000	\$25,000
Number of Claims	28	25	32	25	25	25

Administrative Services Department - Administration Division

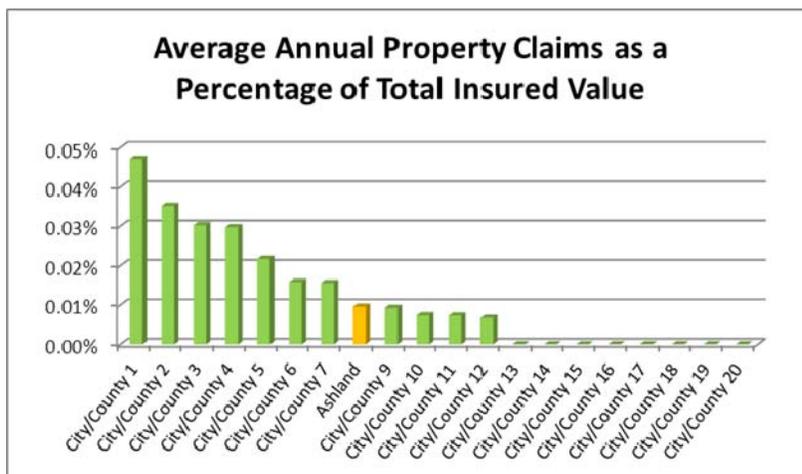
Description	2011 Actual	2012 Actual	2013 Amended	INSURANCE SERVICES FUND ADMINISTRATIVE SERVICES DEPARTMENT ADMINISTRATION DIVISION		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 720						
Personnel Services						
510 Salaries and Wages	\$ 51,908	\$ 53,623	\$ 53,400	\$ 110,000	\$ 110,000	\$ 110,000
520 Fringe Benefits	25,226	27,993	29,730	68,080	68,080	68,080
Total Personnel Services	77,134	81,616	83,130	178,080	178,080	178,080
Materials and Services						
601 Supplies	-	-	-	1,500	1,500	1,500
604 Contractual Services	21,933	37,225	35,000	70,000	70,000	70,000
605 Misc. Charges and Fees	2,803	26,500	26,500	53,000	53,000	53,000
606 Other Purchased Services	120	708	15,000	12,000	12,000	12,000
607 Premiums, Claims & Judgments	592,001	623,365	575,000	1,290,000	1,290,000	1,290,000
610 Programs	3,685	5,813	25,000	20,000	20,000	20,000
Total Materials and Services	620,542	693,611	676,500	1,446,500	1,446,500	1,446,500
	\$ 697,676	\$ 775,227	\$ 759,630	\$ 1,624,580	\$ 1,624,580	\$ 1,624,580



The charts above demonstrate a good trend in both worker and liability claims.

Per a recent risk management study of 30 municipalities in the state of Oregon, Ashland scored favorably. See below.

Although the average number of claims per capita and cost of claims per capita were higher than most (thanks to the increased number of services provided by Ashland) the City fared well when calculating the average cost of claims compared to the value of all assets insured.



Administrative Services Department - Non Operating

Description	GENERAL FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	ECONOMIC AND CULTURAL SERVICES DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Materials and Services						
609 Grants	\$ 571,455	\$ 602,293	\$ 678,360	\$ 1,433,226	\$ 1,433,226	\$ 1,433,226
Total Materials and Services	<u>\$ 571,455</u>	<u>\$ 602,293</u>	<u>\$ 678,360</u>	<u>\$ 1,433,226</u>	<u>\$ 1,433,226</u>	<u>\$ 1,433,226</u>

City of Ashland Grant History for Budget

Economic, Cultural Development, Tourism & Sustainability Grants - Small Grantees

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended	FY 2014 Adopted	FY 2015 Projected
Number of Applicants	22	30	28	26	27	Not Available
Number of Applicants Granted Funds	16	25	26	20	20	Not Available
Amount Available	\$ 157,709	\$ 167,080	\$ 188,758	\$ 199,501	\$ 207,110	\$ 214,390
Amount of Requests	302,970	488,265	406,004	387,925	471,709	Not Available
Amount Above Available	145,261	321,185	217,246	188,424	264,599	Not Available

Report on Use of Grant Funds

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
% Reported Timely	90%	95%	95%	95%	Not Available	Not Available
% Reported Late	10%	5%	5%	5%	Not Available	Not Available
% Did not report	0%	0%	0%	0%	Not Available	Not Available

Use of Funds

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Tourism	\$ 47,038	\$ 55,000	\$ 64,423	\$ 59,540	\$ 69,033	\$ 57,178
Economic	42,765	45,112	52,625	42,835	Not Available	Not Available
Cultural	67,276	54,468	56,750	64,425	Not Available	Not Available
Sustainability	-	12,500	14,960	32,701	Not Available	Not Available

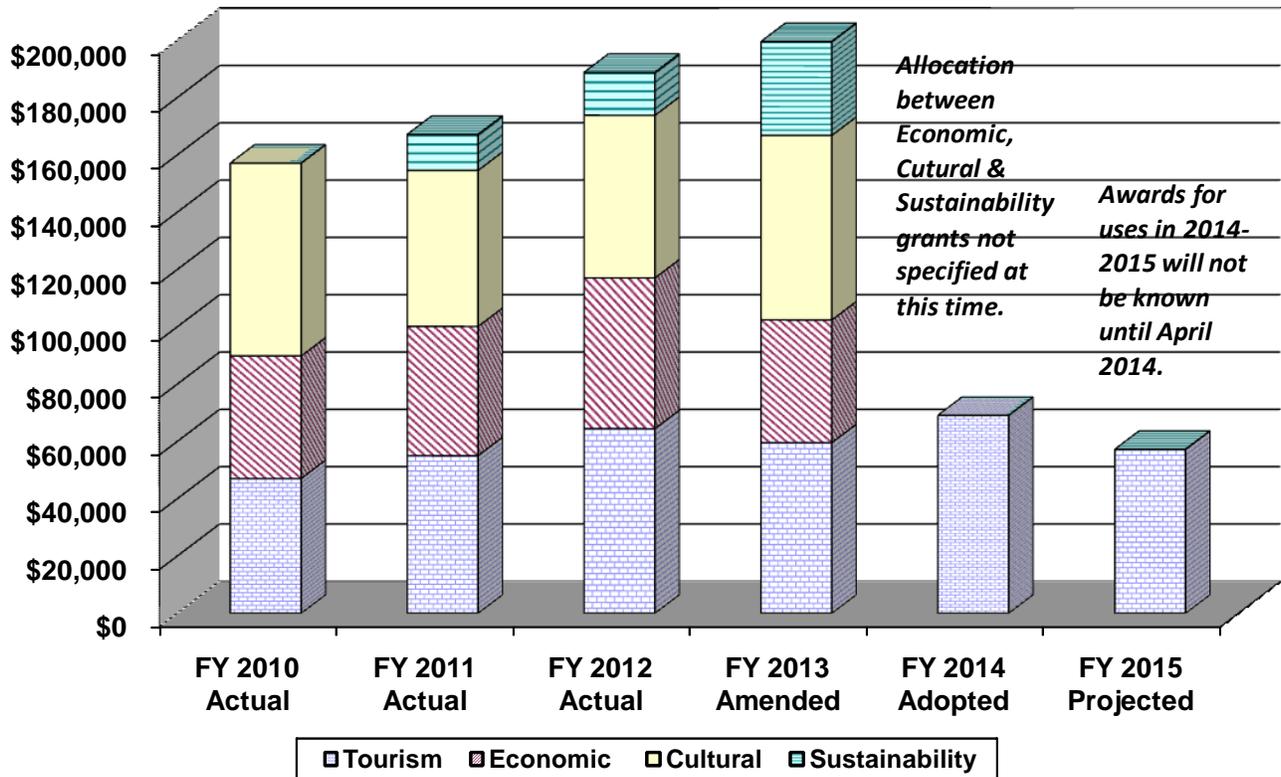
Note:

Resolution 2004-11 determined that as of July 1, 2003 14.23% of the total Transient Occupancy Tax Revenue was spent on Tourism promotion and will continue to be spent on tourism promotion increased or decreased annually consistent with the estimated TOT revenue budgeted. Resolution 2008-35 added that the City is required to spend 70% of any increase to the TOT on Tourism promotion.

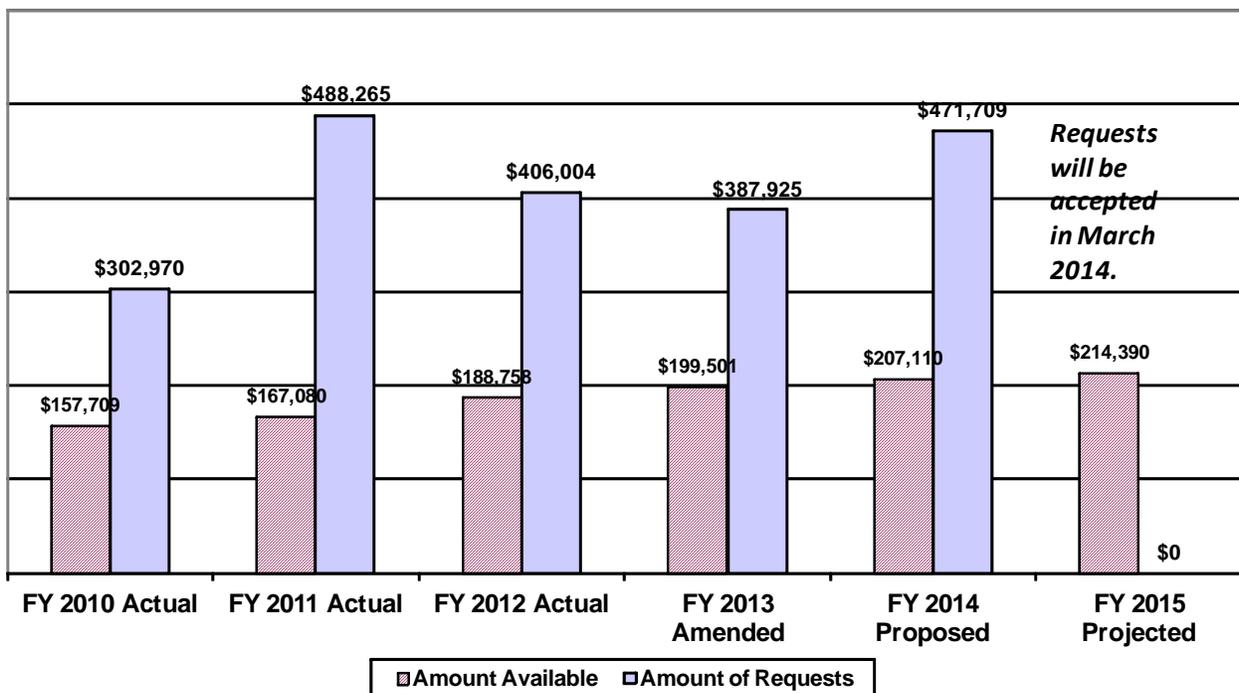
For detail information on the organizations receiving the grant, please turn to the Appendix pages A-6 and A-7.

Administrative Services Department - Non Operating

Economic, Cultural, Tourism & Sustainability Grants - Use of Funds



Economic, Cultural, Tourism & Sustainability Grants Available Compared to Requests



Administrative Services Department - Non Operating

Description	GENERAL FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	SOCIAL SERVICES DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Materials and Services						
609 Grants	\$ 118,568	\$ 121,004	\$ 125,125	\$ 257,688	\$ 257,688	\$ 257,688
Total Materials and Services	<u>\$ 118,568</u>	<u>\$ 121,004</u>	<u>\$ 125,125</u>	<u>\$ 257,688</u>	<u>\$ 257,688</u>	<u>\$ 257,688</u>

City of Ashland Grant History for Budget

Social Service Grants

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	Biennium 2013-2015	
					Year 1	Year 2
					Projected	Projected
Number of Applicants	24	24	21	21	23	23
Number of Applicants Granted Funds	22	22	18	18	23	23
Amount Available	\$ 118,342	\$ 118,342	\$ 120,710	\$ 123,125	\$ 125,588	\$ 128,100
Amount of Requests	\$ 184,342	\$ 184,342	\$ 183,240	\$ 183,240	\$ 180,814	\$ 176,130
Amount Above Available	\$ 66,000	\$ 66,000	\$ 62,530	\$ 60,115	\$ 55,226	\$ 48,030

Report on Use of Grant Funds

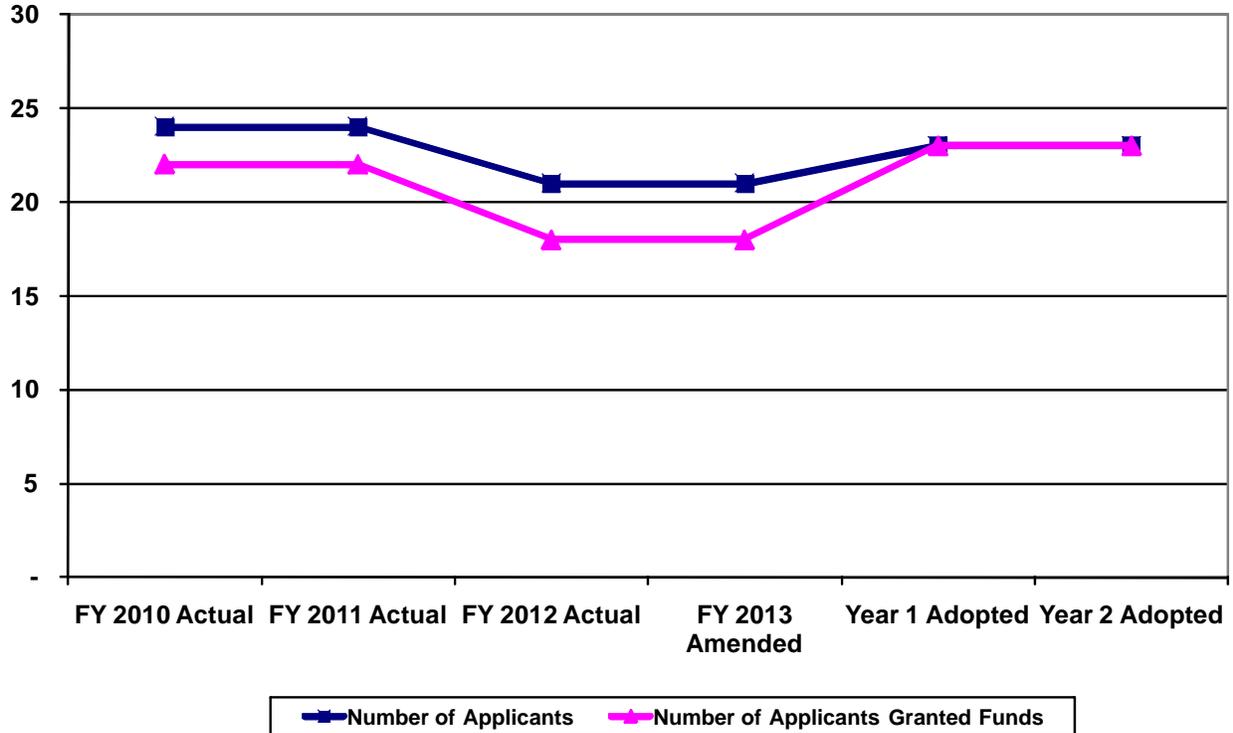
% Reported Timely	100%	100%	100%	100%	100%	100%
% Reported Late	0%	0%	0%	0%	0%	0%
% Did not report	0%	0%	0%	0%	0%	0%

Note:

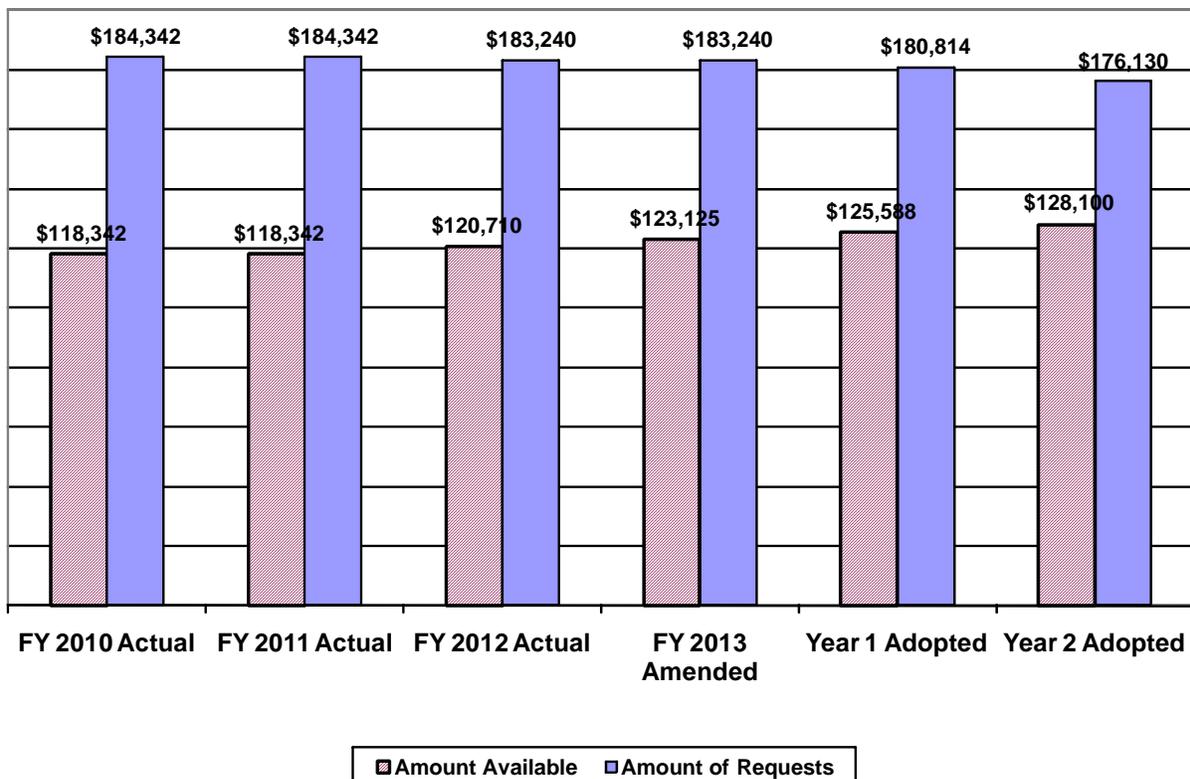
For detail information on the organizations receiving the grant, please turn to the Appendix pages A-6 and A-7.

The Social Service grant process is a two year process, therefore FY 2010 and 11, FY 2012 and 13 are one process with only the funds adjusted for inflation in the second year of the process. The two-year grant conforms with the Biennium 2013-2015.

Number of Social Services Applicants & Grantees



Social Services Grants Available Compared to Requests



Administrative Services Department - Non Operating

Description	GENERAL FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	Parks Contracted Services					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Materials and Services						
604 Contractual Services - Parks	\$ -	\$ -	\$ -	\$ 8,856,000	\$ 8,856,000	\$ 8,856,000
Total Materials and Services	\$ -	\$ -	\$ -	\$ 8,856,000	\$ 8,856,000	\$ 8,856,000

Description	GENERAL FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	BAND DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 3,350	\$ 3,350	\$ 3,350	\$ 6,700	\$ 6,700	\$ 6,700
520 Fringe Benefits	309	309	450	900	900	900
Total Personnel Services	3,659	3,659	3,800	7,600	7,600	7,600
Materials and Services						
601 Supplies	1,144	1,957	2,400	7,860	7,860	7,860
602 Rental, Repair, Maintenance	4,980	5,144	5,800	11,600	11,600	11,600
604 Contractual Services	39,748	34,572	40,000	80,000	80,000	80,000
605 Misc. Charges and Fees	6,658	6,000	6,000	12,330	12,330	12,330
606 Other Purchased Services	25	25	500	1,000	1,000	1,000
Total Materials and Services	52,555	47,698	54,700	112,790	112,790	112,790
	\$ 56,214	\$ 51,357	\$ 58,500	\$ 120,390	\$ 120,390	\$ 120,390

Description	GENERAL FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	MISCELLANEOUS					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Materials and Services						
604 Contractual Services	\$ 13,375	\$ 24,511	\$ -	\$ -	\$ 387,725	\$ 387,725
605 Misc. Charges and Fees	47,637	46,477	47,000	222,483	222,483	222,483
Total Materials and Services	\$ 61,012	\$ 70,988	\$ 47,000	\$ 222,483	\$ 610,208	\$ 610,208

Administrative Services Department - Non Operating

Description	CAPITAL IMPROVEMENTS FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	S.D.C. & PARKS OPEN SPACE DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 410						
Materials and Services						
605 Misc. Charges and Fees	\$ -	\$ 5,220	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	-	5,220	-	-	-	-
Capital Outlay						
701 Land	-	146,351	1,892,000	3,929,000	3,929,000	3,929,000
704 Improvements Other Than Bldgs.	52,509	180,068	-	-	-	-
Total Capital Outlay	52,509	326,419	1,892,000	3,929,000	3,929,000	3,929,000
	\$ 52,509	\$ 331,639	\$ 1,892,000	\$ 3,929,000	\$ 3,929,000	\$ 3,929,000

Description	DEBT SERVICE FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	BANCROFT DEBT DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 530						
Debt Service						
801 Debt Service - Principal	\$ -	\$ -	\$ 200,000	\$ 400,000	\$ 400,000	\$ 400,000
802 Debt Service - Interest	-	-	-	-	-	-
Total Debt Service	\$ -	\$ -	\$ 200,000	\$ 400,000	\$ 400,000	\$ 400,000

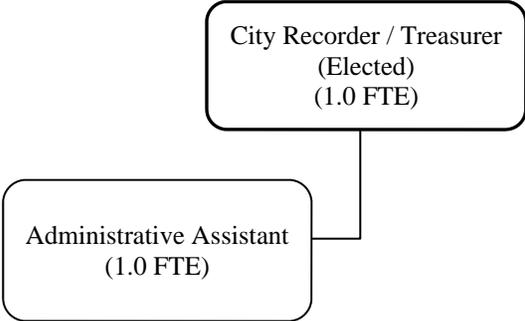
Description	DEBT SERVICE FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	NOTES AND CONTRACTS DEBT DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 530						
Debt Service						
801 Debt Service - Principal	\$ 635,126	\$ 66,249	\$ 708,130	\$ 103,621	\$ 103,621	\$ 103,621
802 Debt Service - Interest	79,748	46,152	40,817	76,220	76,220	76,220
Total Debt Service	\$ 714,874	\$ 112,401	\$ 748,947	\$ 179,841	\$ 179,841	\$ 179,841

Description	HEALTH INSURANCE FUND					
	ADMINISTRATIVE SERVICES DEPARTMENT					
	ADMINISTRATION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 725						
Materials and Services						
604 Contractual Services	\$ -	\$ -	\$ -	\$ 282,000	\$ 282,000	\$ 282,000
607 Premiums, Claims & Judgments	-	-	-	7,534,992	7,534,992	7,534,992
Total Materials and Services	\$ -	\$ -	\$ -	\$ 7,816,992	\$ 7,816,992	\$ 7,816,992



City Recorder /Treasurer

2.0 FTE



Department Overview

The City Recorder/Treasurer is an elected official who, by direction of the laws of the State of Oregon, the City Charter and Ashland Municipal Code, “shall act as Clerk of the Council and...safely keep all files, records and papers of the corporation” (City Charter, Art. VI, Sec. 2). Among many of the other things, this office provides the following:

- Maintain and assist in the various appointments to the Commissions, Committees and Boards;
- Update information on city website as it pertains to Council Business, Commissions, Committees and Boards;
- Issue and records all cemetery deeds;
- Maintain all updates to Municipal Code and City Charter;
- Respond to records requests from the public;
- Maintain official records for the City (dating back to 1854);
- Process of annual/new/renewal/temporary liquor license applications; and
- Process of applications and manage all licenses for City taxi cabs

Treasury duties:

- Manage the city’s investment portfolio;
- Daily banking and cash management;
- Serve as an ex-officio member of the Audit Committee; and
- Accounting for the Local Improvement District (LID) liens

Election Officer duties:

- Assist candidates as they run for office;
- Provide election information to citizens; and
- Work closely with the County Elections Office during election years.

Successes Over the Past Year

- Provided training on State Public Meetings and State Public Records Law to all the various City Commissions and Committees
- Assisted the Utility Billing Division in the conversion of the new utility billing system as it pertained to banking/merchant requirements
- Worked with community members on a Resolution to provide responsible banking
- Provided support to City Council and Park Commission on the filling of vacant elected positions
- Provided support and guidance as Election Officer to 13 candidates and filed required information for two measures for the November 2012 General Election
- Completed electronic scanning of City documents (Ordinances, Resolution, Contracts, etc.) dated back to 1981
- Provided support and minutes for no less than 50 meetings of the City Council
- Processed over 100 new/renewed liquor licenses and over 100 temporary liquor licenses
- Processed over 350 requests for property lien searches

Significant Issues in the Biennium Ahead

- Continue to electronically scan all back dated City documents to be included in the Archived City Records
- Solution to providing electronic information to City Councilors and Mayor that is more accessible, mobile and functional.
- Solution to storage of City documents that are required to be stored in a climate-controlled and rodent-free facility
- Provide training to staff on State Public Meetings Law and State Public Records Law

Fiscal Issues and Condition

The City Recorder’s Office is funded 100% by Central Service Fund charges.

City recorder / Treasurer

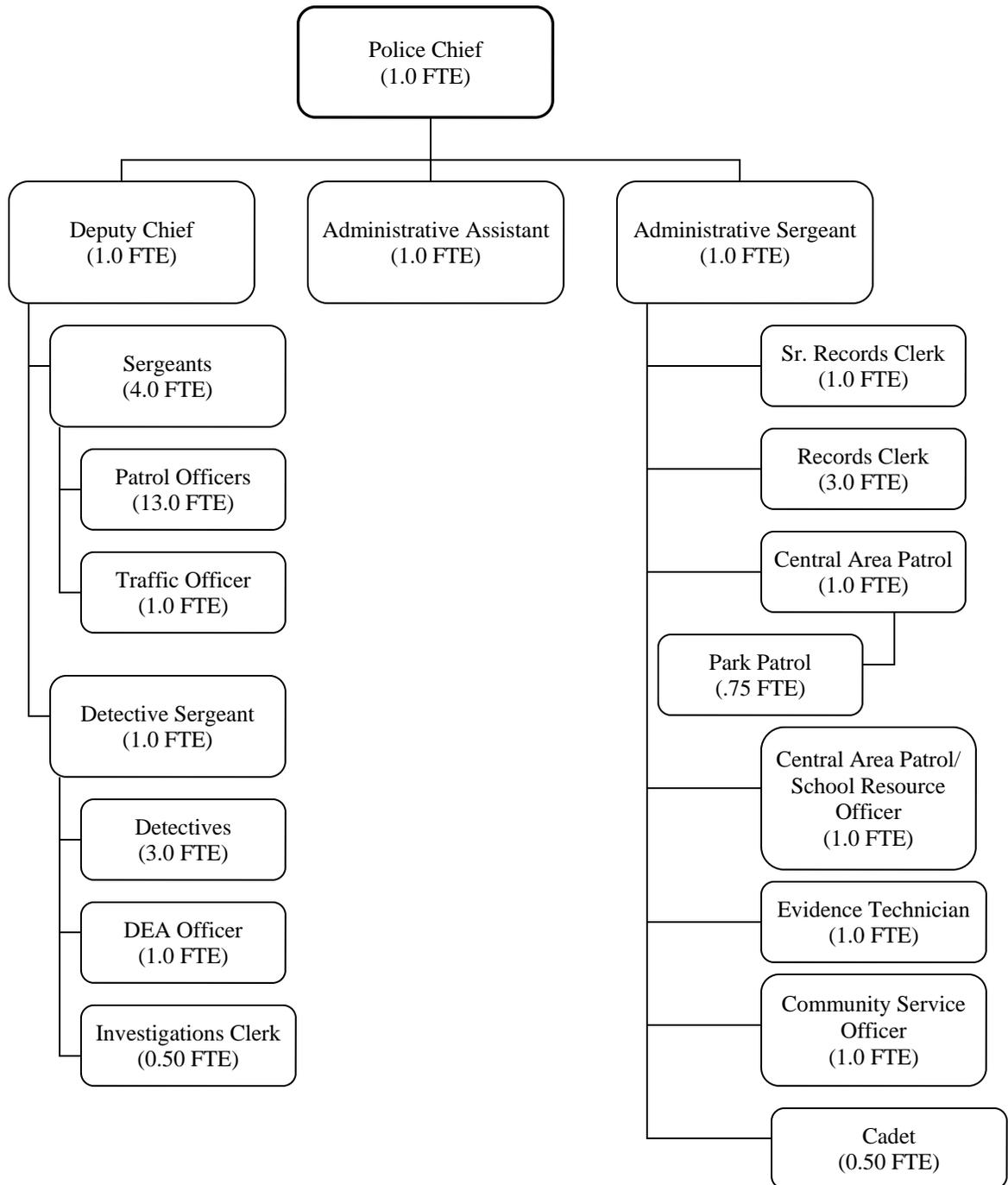
CENTRAL SERVICE FUND
CITY RECORDER DEPARTMENT

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Department Total Resources						
Charges for Services	\$ 300,151	\$ 319,557	\$ 324,403	\$ 708,005	\$ 708,005	\$ 708,005
Interest on Pooled Investments	205	307	278	325	325	325
	<u>\$ 300,356</u>	<u>\$ 319,864</u>	<u>\$ 324,681</u>	<u>\$ 708,330</u>	<u>\$ 708,330</u>	<u>\$ 708,330</u>
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 114,669	\$ 120,662	\$ 122,780	\$ 261,980	\$ 261,980	\$ 261,980
520 Fringe Benefits	46,725	52,503	56,151	148,850	148,850	148,850
Total Personnel Services	<u>161,394</u>	<u>173,165</u>	<u>178,931</u>	<u>410,830</u>	<u>410,830</u>	<u>410,830</u>
Materials and Services						
601 Supplies	10,010	7,483	10,600	26,600	26,600	26,600
602 Rental, Repair, Maintenance	-	467	600	1,200	1,200	1,200
603 Communications	453	447	550	1,100	1,100	1,100
604 Contractual Services	5,617	6,228	6,400	13,600	13,600	13,600
605 Misc. Charges and Fees	118,134	127,609	120,500	243,000	243,000	243,000
606 Other Purchased Services	4,748	4,465	7,100	12,000	12,000	12,000
Total Materials & Services	<u>138,962</u>	<u>146,699</u>	<u>145,750</u>	<u>297,500</u>	<u>297,500</u>	<u>297,500</u>
	<u>\$ 300,356</u>	<u>\$ 319,864</u>	<u>\$ 324,681</u>	<u>\$ 708,330</u>	<u>\$ 708,330</u>	<u>\$ 708,330</u>

Position Profile	2011 Actual	2012 Actual	2013 Amended	Adopted Biennial Budget	
				Year 1	Year 2
City Recorder/Treasurer	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>



Police Department 36.75 FTE

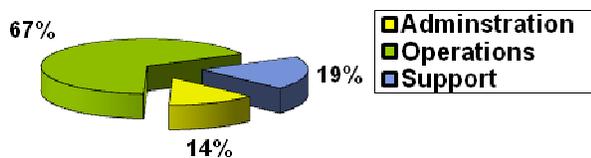


Police Department

Department Overview

The Ashland Police Department provides a wide range of professional public safety and law enforcement services to the citizens of Ashland and is in large measure responsible for achieving the City Council's public safety goal: "Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability."

The Police Department's performance is based on the standard of providing professional, courteous and compassionate service to the community. The success of the Department's performance is borne out by the results of the recent citizen survey, in which citizens overwhelmingly gave very high ratings when asked about their feelings of community and personal safety. The Police Department is divided into three divisions; Administrative, Support, and Operations. Below is a chart of the budget by division.



The Police Department has several goals for the coming biennium, in support of the City Council goals.

- Fully implement and evaluate the Sexual Assault Program.
- Provide a School Resources Officer.
- Continue training and education on Sexual Assault.
- Implement a Cadet Program.
- Maintain department-wide fitness program.
- Acquire additional grant funding to help improve traffic safety city-wide.
- Maintain increased coverage in downtown.
- Reduce incidents related to disorder in the downtown area.
- Achieve desired outcomes for all units in the Department.

- Continue proactive and problem solving efforts to reduce complaints of crime and disorder city-wide.

Successes Over the Past Year

- Successful completion of the Police Station remodel.
- Implemented "You have Options" Program for Sexual Assault reporting and saw a significant increase in sexual assault reports.
- Part I crime reduced by 9%.
- Achieved most desired outcomes for all units in the Department.
- Acquired a federal grant to help fund a Cadet program and increase officer presence in the downtown.
- Acquired grant funding to help improve traffic safety city wide.
- Achieved a 42% Part I clearance rate.

Fiscal Issues and Conditions

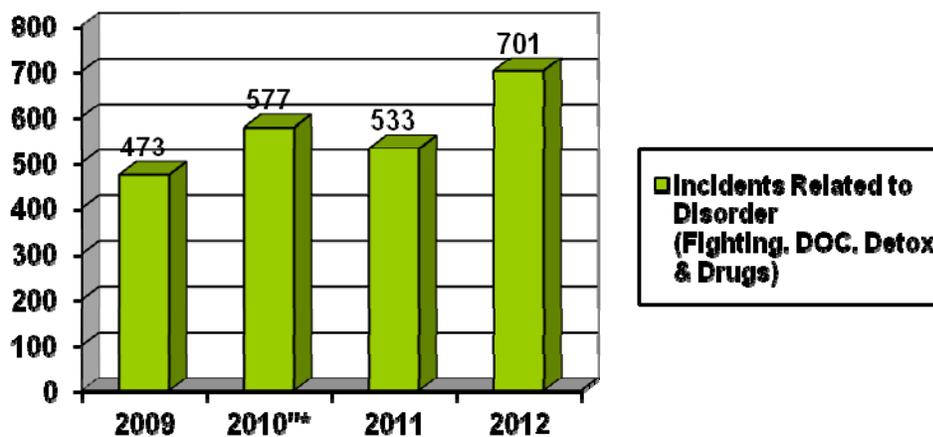
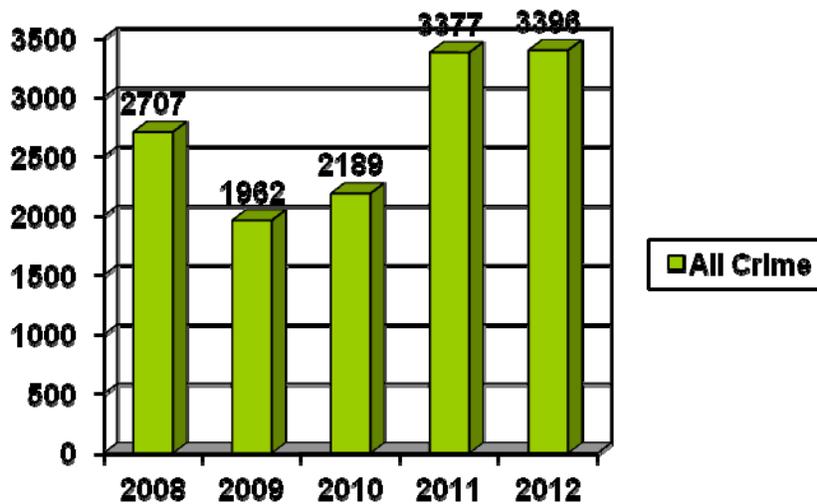
The majority of the Police Department budget is funded by the General Fund. The Police Department raises a small amount of revenue for some services that it is allowed by law to charge for. Estimated revenues from services charged by the Police Department are \$79,000. This year the Police Department also received approximately \$60,000 from grants of various sources to accomplish specific tasks or support specific programs. The total revenue is approximately 2.4% of the budget. All other expenditures are funded by the general fund.

The budget includes an additional \$10,000 for increased park patrol in Lithia Park and the downtown area.

Significant Issues in the Biennium Ahead

Many of the most significant issues facing the Police Department are beyond its control and relate primarily to reduced funding for services to support local law enforcement at the Federal, State, and County level. The lack of available beds in the Jackson County jail means certain individuals are booked at the jail and immediately released without ever seeing the inside of jail bed. The absence of meaningful sanctions for certain offenses creates extreme difficulties for patrol officers when dealing with low-level offenders, who are often those who most negatively impact public perceptions of safety and quality of life. Other issues facing the Department include:

- State mandates for training.
- Difficulty in finding qualified applicants for positions.
- Increased case load due to sexual assault policy.
- Increased rate of violence in Jackson County.
- Increase in disorder in the down town area. The charts below show the total number crimes in Ashland and the total number of calls related to disorder (calls for service reporting an assault, disorderly conduct, intoxicated persons or drug activity).



Note that in July of 2010 the Department changed dispatch centers. As a result, different centers enter calls differently and some of the changes in this area might be related to that change.

Police Department

Description	2011 Actual	2012 Actual	2013 Amended	POLICE DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 111,968	\$ 86	\$ 50	\$ 200	\$ 200	\$ 200
Intergovernmental Revenue	-	-	46,800	-	-	-
Charges for Services	71,931	72,310	57,500	158,000	158,000	158,000
Miscellaneous Revenues	121,834	56,595	272,763	90,000	90,000	90,000
Other General Resources	4,926,650	5,516,109	5,690,953	12,143,456	12,143,456	12,143,456
	\$ 5,232,383	\$ 5,645,100	\$ 6,068,066	\$ 12,391,656	\$ 12,391,656	\$ 12,391,656
Department Total By Function						
Personnel Services	\$ 3,595,531	\$ 3,991,645	\$ 4,177,445	\$ 9,013,601	\$ 9,013,601	\$ 9,013,601
Materials and Services	1,602,032	1,545,862	1,616,658	3,378,055	3,378,055	3,378,055
Capital Outlay	34,820	107,593	273,963	-	-	-
	\$ 5,232,383	\$ 5,645,100	\$ 6,068,066	\$ 12,391,656	\$ 12,391,656	\$ 12,391,656

Position Profile	2011 Actual	2012 Actual	2013 Amended	Adopted Biennial Budget	
				Year 1	Year 2
Administration Division					
Police Chief	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Operations Division					
Deputy Chief		1.00	1.00	1.00	1.00
Police Lieutenant	1.00				
Police Sergeant	5.00	5.00	5.00	5.00	5.00
Senior Police Officers			7.00		
Patrol Officer	18.00	18.00	11.00	18.00	18.00
Support Division					
Deputy Chief	0.50				
Admin Sergeant		1.00	1.00	1.00	1.00
Police Officers	1.00	1.00	2.00	2.00	2.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Evidence Technician	1.00	1.00	1.00	1.00	1.00
Senior Records Clerk	1.00	1.00	1.00	1.00	1.00
Records Clerk	2.00	2.00	3.00	3.00	3.00
Account Clerk I	1.00	1.00			
Volunteer Coordinator	0.30	0.30	0.30	0.00	0.00
Investigations Clerk - Temporary	0.50	0.50	0.50	0.50	0.50
Park Patrol	0.50	0.50	0.50	0.75	0.75
Cadet				0.50	0.50
	34.80	35.30	36.30	36.75	36.75

Police Department - Administration Division

Administration Division

The Administration Division consists of the Chief of Police, the Administrative Assistant and one part-time background investigator. The cost of maintaining and administering all contracts is included in this division. The Administration Division oversees department budget, purchasing, hiring, tracking of expenditures, payroll and accreditation.

The following goals were set by the administrative division in order to continue to meet the council goal of public safety and the objectives of improving public communication, community partnerships, maintain public safety policies of best practices and provide modern, fully equipped facilities and vehicles.

Division Goals

- Continue to institutionalize Community Policing philosophy.
- Continue to institutionalize Community Policing philosophy.
- Maintain staffing levels as close to budget levels as possible.
- Replace existing MDCs.
- Continue proactive and problem solving efforts to reduce complaints of crime and disorder city-wide.
- Continued use of Lexipol policies and procedures which represents best practices in the law enforcement profession.
- Successfully complete the station remodel.
- Replace emergency vehicles on a three year rotation instead of a four year rotation.

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	GENERAL FUND POLICE DEPARTMENT ADMINISTRATION DIVISION	
					2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 165,257	\$ 168,685	\$ 174,010	\$ 355,590	\$ 355,590	\$ 355,590
520 Fringe Benefits	74,101	82,995	82,660	188,760	188,760	188,760
Total Personnel Services	239,358	251,680	256,670	544,350	544,350	544,350
Materials and Services						
601 Supplies	206	13	-	-	-	-
602 Rental, Repair, Maintenance	228	-	-	-	-	-
603 Communications	74	2	-	-	-	-
604 Contractual Services	481,124	429,996	457,953	957,490	957,490	957,490
605 Misc. Charges and Fees	38,374	73,000	73,000	148,110	148,110	148,110
606 Other Purchased Services	11,692	10,538	13,000	25,670	25,670	25,670
Total Materials and Services	531,698	513,549	543,953	1,131,270	1,131,270	1,131,270
Capital Outlay						
704 Improvements Other Than Buildings	-	107,593	273,963	-	-	-
Total Capital Outlay	-	107,593	273,963	-	-	-
	\$ 771,056	\$ 872,822	\$ 1,074,586	\$ 1,675,620	\$ 1,675,620	\$ 1,675,620

Police Department - Support Division

Support Division

The Ashland Police Department Support Division includes Central Area Patrol officer, Community Service Officer, Records Clerks, Property/Evidence Technician, park patrol, and police cadets. The Central Area Patrol Officer is responsible for public safety in the downtown corridor of the city. The community service officer duties include but are not limited to subpoena services, graffiti eradication, code enforcement and abandoned vehicles. The records unit handles all the case reports and supporting records maintained by the department. The property/evidence technician is responsible for handling all property and evidence that comes into the department.

The Support Division is also responsible for administrative functions such as technological support, training, communications liaison to the Emergency Communications of Southern Oregon dispatch center, internal affairs investigations, policy and procedures, and coordination of the Citizen Volunteer in Policing Services Program.

The following goals and performance measures were set to meet the Council goals of public safety, and the objectives of increased safety and security downtown, public communication, public partnerships and best practices to provide a professional level of service to all community members.

Division Goals

- Maintain full-time CAP officer and fully staffed and trained park patrol.
- Reduce incidents related to disorder in the downtown area.
- Increase number and use of volunteers in the Department.
- Maintain contact station hours of operation.
- Ensure all employees are in compliance with Department training plan.

Performance Management

Central Area Patrol Officer

Performance Measure # 1: Reported thefts in the downtown area.

Performance Measure # 2: Incidents related to public disorder and drugs in the downtown area.

Measures	2011	2012	2013-2015 Target
Measure # 1	67 thefts downtown	56 thefts downtown	40 or fewer
Measure # 2	214 public disorder incidents	311 public disorder incidents	Have 250 or fewer incidents related to public disorder and drugs downtown

** The support division did not meet these two performance measures for calendar year 2012.*

Community Service Officer

Performance Measure # 1: Serve subpoenas in time to meet court requirements.

Performance Measure # 2: Abate graffiti within 72 hours.

Performance Measure # 3: Address code complaints within two-weeks.

Measures	2011	2012	2013-2015 Target
Measure # 1	100% of subpoenas served in time to meet court requirements	100% of subpoenas served in time to meet court requirements	Meet 2012
Measure # 2	90% of graffiti abated within 72 hours	90% of graffiti abated within 72 hours	Meet or exceed 2012
Measure # 3	90% of code complaints addressed within two weeks	90% of code complaints addressed within three weeks	90% of code complaints addressed within two weeks

**The support division met all the performance measures for the Community Support Officer except addressing 90% of code complaints within two-weeks; the CSO addressed code complaints within three weeks.*

Police Department - Support Division

Records

Performance Measure # 1: Meet all State and Federal requirements for incident reporting.

Performance Measure # 2: Maintain four full-time clerks assigned to records.

Performance Measure # 3: Submit cases to the court and District Attorney in time to meet all legal requirements.

Performance Measure # 4: Cases are entered into the records system within 24 hours.

Performance Measure # 5: Respond to citizen requests for a report of information within 24 hours.

Measures	2011	2012	2013-2015 Target
Measure # 1	Meet all State and Federal requirements for incident reporting (100%)	Meet all State and Federal requirements for incident reporting (100%)	Meet 2012
Measure # 2	Maintain 4 full time clerks	Maintain 4 full time clerks	Maintain 4 full time clerks
Measure # 3	100% of cases to the court and DA in time to meet all legal requirements	100% of cases to the court and DA in time to meet all legal requirements	Meet 2012
Measure # 4	95% of cases entered into the records system within 24 hours	95% of cases entered into the records system within 24 hours	Meet or exceed 2012
Measure # 5	95% of citizen requests for a report of information within 24 hours	95% of citizen requests for a report of information within 24 hours	Meet or exceed 2012

* The support division met all the performance measures in records.

Description	GENERAL FUND POLICE DEPARTMENT SUPPORT DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 466,155	\$ 507,709	\$ 500,775	\$ 1,170,900	\$ 1,170,900	\$ 1,170,900
520 Fringe Benefits	234,901	270,470	284,190	702,030	702,030	702,030
Total Personnel Services	701,056	778,179	784,965	1,872,930	1,872,930	1,872,930
Materials and Services						
601 Supplies	25,891	49,108	60,750	115,215	115,215	115,215
602 Rental, Repair, Maintenance	41,400	39,413	40,900	83,270	83,270	83,270
603 Communications	14,898	14,831	16,800	33,930	33,930	33,930
604 Contractual Services	24	25,348	-	-	-	-
605 Misc. Charges and Fees	141,464	129,000	129,000	261,930	261,930	261,930
606 Other Purchased Services	3,837	7,112	12,550	31,455	31,455	31,455
Total Materials and Services	227,514	264,812	260,000	525,800	525,800	525,800
	\$ 928,570	\$ 1,042,991	\$ 1,044,965	\$ 2,398,730	\$ 2,398,730	\$ 2,398,730

Police Department - Operations Division

Operations Division

The Ashland Police Department Operations Division is responsible for providing most of the “field services” such as patrol and traffic. It includes the investigation unit which is comprised of detectives, High Tech Task Force Officer, and the Drug Enforcement Agency officer.

The patrol unit is the backbone of the police department and provides the patrol staff that responds to all emergency and non emergency calls within the city. The patrol unit has one traffic officer who responds to the majority of traffic accidents, conducts traffic accident investigations, and provides traffic enforcement. The Operations Division also oversees the detective unit that does follow up investigations on major crimes. In 2012 the Detective Division investigated 135 cases. These investigations included; 59 person crimes, 18 property crimes, 54 miscellaneous crimes, and four drug crimes.

The following goals and performance measures were set to meet the council goals for public safety and provide a professional level of service to the citizens of Ashland.

Division Goals

- Maintain department minimum staffing of three sworn officers on duty at all times.
- Acquire additional grant funding to help improve traffic city-wide.
- Maintain four working detectives.
- Reduce priority one response times.

Performance Measures

Patrol/Traffic

Performance Measure # 1: Have adequate staffing on scene to safely handle an incident.

Performance Measure # 2: Have adequate staffing on scene to effectively handle incident.

Performance Measure # 3: Maintain a Part 1 crime clearance rate of 30% or greater.

**Part 1 crimes are those that are reported annually to the FBI for inclusion into the Uniform Crime Report. Part one crime includes: Homicide, Rape, Robbery, Aggravated Assault, Burglary, Auto Theft and Larceny. In 2012 the Police Department cleared 42% of all part one cases.*

Performance Measure # 4: Have a Part 1 crime rate of less than 30 crimes per thousand residents.

Performance Measure # 5: Incidents related to disorder. *This is the total number of calls related to disorder (calls for service reporting an assault, disorderly conduct, intoxicated persons or drug activity).*

Performance Measure # 6: Response time to priority one calls.

**Priority one response time is the median amount of time that it takes the first officer to arrive on the scene of an emergency or an in progress major crime.*

Performance Measure # 7: Traffic collision rate.

Measures	2011	2012	2013-2015 Target
Measure # 1	Have adequate staffing on scene to safely handle an incident 99% of the time	Have adequate staffing on scene to safely handle an incident 99% of the time	Meet or exceed 99%
Measure # 2	Have adequate staffing on scene to effectively handle an incident 95% of the time	Have adequate staffing on scene to effectively handle an incident 95% of the time	Meet or exceed 95%
Measure # 3	Part 1 crime clearance rate was 33%	Part 1 crime clearance rate was 42%	Part 1 crime clearance rate of 30% or greater
Measure # 4	Part 1 crime rate was 34 per thousand residents	Part 1 crime rate was 30.7 per thousand residents	Part 1 crime rate of less than 30 crimes per thousand residents
Measure # 5	544 total incidents related to disorder	701 total incidents related to disorder	Reduce incidents related to disorder
Measure # 6	Priority one response time 5 minutes 39 seconds	Priority one response time 5 minutes 52 seconds	Maintain or reduce response time
Measure # 7	105 total collisions	98 total collisions	Reduce collisions rate

Police Department - Operations Division

Investigations

Performance Measure # 1: Total Cases

Performance Measure # 2: Person Crimes

Performance Measure # 3: Property Crimes

Performance Measure # 4: Drug Cases

Performance Measure # 5: MADIU Call-Outs

Performance Measure # 6: Unit clearance rate

Performance Measure # 7: Completion of person crime investigations

Performance Measure # 8: Completion of property crime investigations

Performance Measure # 9: Completion of agency assists.

Measures	2011	2012	2013-2015
Measure # 1	137	135	Maintain case load
Measure # 2	63	59	Maintain case load
Measure # 3	11	18	Maintain case load
Measure # 4	2	4	Maintain case load
Measure # 5	5	6	Maintain case load
Measure # 6	80%	77%	Have a unit clearance rate of 75% or higher
Measure # 7	N/A	Median number of days to complete a person crime (76)	Median number of days to complete a person crime 90 days.
Measure # 8	N/A	Median number of days to complete a property crime (10)	Median number of days to complete a property crime 30 days.
Measure # 9	N/A	Median number of days to complete an agency assist (3)	Meet 2012

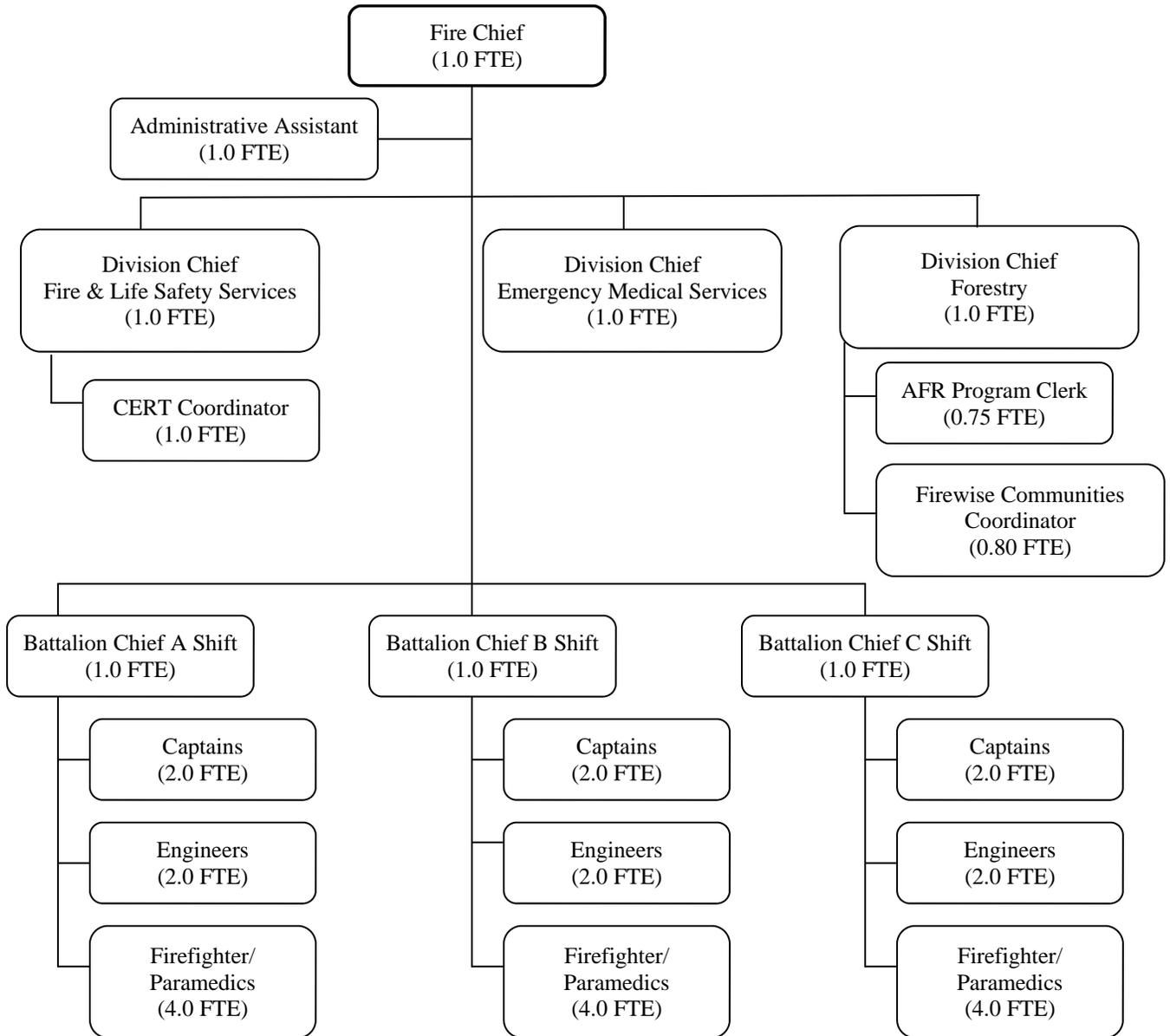
GENERAL FUND
POLICE DEPARTMENT
OPERATIONS DIVISION

Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 1,750,074	\$ 1,918,225	\$ 2,005,300	\$ 4,197,501	\$ 4,197,501	\$ 4,197,501
520 Fringe Benefits	905,043	1,043,561	1,130,510	2,398,820	2,398,820	2,398,820
Total Personnel Services	2,655,117	2,961,786	3,135,810	6,596,321	6,596,321	6,596,321
Materials and Services						
601 Supplies	40,115	60,942	84,925	148,150	148,150	148,150
602 Rental, Repair, Maintenance	231,263	246,393	249,400	584,720	584,720	584,720
603 Communications	36,173	38,964	63,130	136,345	136,345	136,345
605 Misc. Charges and Fees	479,279	365,013	365,000	749,930	749,930	749,930
606 Other Purchased Services	55,990	56,189	50,250	101,840	101,840	101,840
Total Materials and Services	842,820	767,501	812,705	1,720,985	1,720,985	1,720,985
Capital Outlay						
703 Equipment	34,820	-	-	-	-	-
Total Capital Outlay	34,820	-	-	-	-	-
	\$ 3,532,757	\$ 3,729,287	\$ 3,948,515	\$ 8,317,306	\$ 8,317,306	\$ 8,317,306



Fire and Rescue Department

35.55 FTE



Fire and Rescue Department

Department Overview

Ashland Fire & Rescue is responsible for the protection of life, property, and the environment through emergency response to fire, medical emergencies, and other hazardous conditions. The department also provides fire prevention, fire inspection, fire investigation and public education services. The department is responsible for the City's emergency management capabilities and emergency preparedness for our employees, citizens, and businesses. The fire department runs the innovative Ashland Response Team, a group of well-trained volunteers who assist the City with the management of emergency operations. The department manages the City's forest lands and partners with other key agencies for ensuring a healthy and sustainable watershed and water supply. Ashland Fire & Rescue manages a 200+ member Community Emergency Response Team as well as the state's fastest-growing and most successful Firewise Communities program. The department manages the trail system on City-owned lands. Ashland Fire & Rescue consists of four principal divisions: Fire Operations, Emergency Medical Services, Fire & Life Safety Services, and the Forest Division.

Successes Over the Past Year

- Fire department implemented a new Emergency Operations Plan for the City, meeting federal standards.
- Fire department received approval from FEMA for Ashland's first Natural Hazard Mitigation Plan.
- Firewise acquired \$100,000 in fuels reduction grant funds to support Firewise Communities and Firewise practices and defensible space around homes in Ashland, plus \$46,000 in Title III grants for 2012.
- Firewise had achieved 12 nationally recognized Firewise Communities by the end of 2012. All seven from 2011 renewed the program, and five more were added in 2012.
- Firewise is completing missions and tasks designated by the Firewise Commission, such as Firewise Week events, the 4th Grade curriculum for Ashland Public Schools, and organizing the highly successful Ashland Firewise Clean-Up Day, a partnership with Recology Ashland Sanitary Service.
- Department received approval for a rate increase for ambulance transportation.
- The City managed 355 acres of helicopter thinning, and as a by-product of fire hazard reduction work, sent 1.3 million board feet of wood to local mills, which is enough to build 43 homes at 2400 square feet each. This work generated nearly half a million dollars, all of which will be spent to complete further wildfire mitigation and forest stewardship work in the

AFR Project.

- CERT conducted two basic trainings, graduating 27 newly skilled community members, seventeen of which joined Ashland's Community Emergency Response Team.
- CERT started utilizing Jackson County's Citizen Alert Notification System for deployment.
- Developed an extended learning and training relationship with the Sea Cadets; a group of youth interested in pursuing careers in the military.
- CERT members provided more than 1,750 hours of service to the Ashland community.
- The department delivered eight fall prevention and fire safety classes for seniors with over 150 attendees.
- The department's paramedics provided over 1,200 hours of mentoring to local students for: career shadowing, senior project and EMT internships to local high school, collage and EMT students.

Significant Issues in the Biennium Ahead

Though Ashland's population remains relatively stable, the number of requests for response to the Fire Department is on schedule to top 3,600 this year. This represents a 20% increase over a 10-year period. This will be watched closely for trending as along with population and district size, call volume directly affects staffing needs.

The Fire Department is currently conducting fire prevention inspections at most residential and business occupancies in the City. The department wants to establish a program and achieve staffing to perform inspections in our target hazards. These inspections require a higher level of state certification than our line personnel possess.

The department will need to conduct both Engineer and Battalion Chief promotional examinations along with an entry-level recruitment process.

Fiscal Issues and Conditions

The Fire Department is primary funded from the City's general fund. The department brings in some revenue from ambulance transportation fees, plan checks, fire prevention inspections, and the cost recovery program. The fees generated by ambulance service cover the cost of the service, however Medicare is planning a 2% reduction in reimbursement rates later this year. Medicare patients represent nearly 58% of the department's transports. This may negatively impact the ability of ambulance service to cover its own costs.

Fire and Rescue Department

Fiscal Issues and Conditions (Continued)

The department has been extremely fortunate in the grants that have been awarded. A large portion of operating costs has been supported by state and federal grants. We are seeing a gradual, though steady, reduction in grant funding over the last several years particularly with federal FEMA grants.

write-offs increase. Our cost for our dispatch center continues to increase. The City will need to start funding the Citizen Alert and AWARE system, a \$4,000 annual cost. This system has been grant funded for the last two years. The City needs to identify the funding sources for completion of the Ashland Forest Resiliency Stewardship project as well as the annual maintenance cost for fuels management in the watershed.

As with all City departments, PERS rates are increasing the cost for personnel and the budget reflects this. The payer profile is changing for ambulance transports. As the number of privately insured patients decreases the amount of bad debt

Position Profile	Adopted Biennial Budget				
	2011 Actual	2012 Actual	2013 Amended	Year 1	Year 2
Fire Chief	1.00	1.00	1.00	1.00	1.00
Division Chief/E.M.S. Division	1.00	1.00	1.00	1.00	1.00
Division Chief/Fire & Life Safety	1.00	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Captain	6.00	6.00	6.00	6.00	6.00
Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	11.00	11.00	12.00	12.00	12.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
CERT Coordinator	1.00	1.00	1.00	1.00	1.00
CERT Assistant- temp	0.40				
Temp		0.25	0.25	0.20	0.20
Forestry Division Chief	1.00	1.00	1.00	1.00	1.00
Firewise Communities Coordinator	1.00	1.00	1.00	0.80	0.60
AFR Program Clerk	0.50	0.50	0.50	0.75	
	33.90	33.75	34.75	34.75	33.80

Description	FIRE & RESCUE DEPARTMENT					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 102,160	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	26,274	63,048	27,000	58,117	58,117	58,117
Intergovernmental Revenue	412,165	441,532	3,684,500	10,625	10,625	10,625
Charges for Services	899,242	978,090	1,021,400	2,034,150	2,034,150	2,034,150
Miscellaneous Revenues	3,433	3,653	3,000	4,800	4,800	4,800
Other General Resources	4,177,577	4,443,502	4,944,664	11,483,057	11,483,057	11,833,057
	\$ 5,620,851	\$ 5,929,825	\$ 9,680,564	\$ 13,590,749	\$ 13,590,749	\$ 13,940,749
Department Total By Function						
Personnel Services	\$ 3,880,961	\$ 4,158,585	\$ 4,625,549	\$ 10,068,927	\$ 10,068,927	\$ 10,068,927
Materials and Services	1,731,290	1,770,174	5,055,015	3,521,822	3,521,822	3,871,822
Capital Outlay	8,600	1,066	-	-	-	-
	\$ 5,620,851	\$ 5,929,825	\$ 9,680,564	\$ 13,590,749	\$ 13,590,749	\$ 13,940,749
Department Total By Fund						
General Fund	\$ 5,251,735	\$ 5,444,097	\$ 5,942,575	\$ 13,053,484	\$ 13,053,484	\$ 13,053,484
Water Fund	369,116	485,728	3,737,989	537,265	537,265	887,265
	\$ 5,620,851	\$ 5,929,825	\$ 9,680,564	\$ 13,590,749	\$ 13,590,749	\$ 13,940,749

Fire and Rescue Department - Fire Operations Division

Fire Operations Division

The Fire Operations division provides emergency response to fires, physical rescues, and other hazardous conditions. Fire Operations also provides public education as well as emergency management and preparedness services to the City. Fire suppression personnel participate in the business and residential fire prevention and life safety inspection program. Fire Operations manages the non-EMS training delivered to department personnel. This division manages the City's mass notification system, Citizen Alert.

Division Goals

The following division goals were developed to meet the Council goal of:

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability .

- Provide an adequate level of staffing and resources to ensure a timely and adequate response to fire and other emergencies.
- Support department personnel with proper training and education opportunities to ensure response efficiency.
- Improve the City's ability to respond to and manage large scale emergency and planned events through an efficient Emergency Operations Center and communication capabilities.
- Improve the City's level of emergency preparedness.

Performance Management

The following division performance measures were developed to meet the Council goal objectives of :

Deliver timely life-cycle capital improvement projects
Review the Emergency Preparedness Plan to include food security and other shortages of necessities
Improve public communication and community partnerships re: public safety policies and best practices
Provide modern, fully equipped facilities and vehicles for city public safety functions

Performance Measure # 1: Respond to all emergencies in Ashland within an average of 5 minutes or less with sufficient resources and well trained personnel in a cost effective manner.

Performance Measure # 2: Reduce the number of line employee "call-backs" to 20 per month in FY 2014 and 15 per month in FY 2015.

Performance Measure # 3: Improve the "in-service" rate of the department's vehicle fleet within one year.

Performance Measure # 4: As part of a comprehensive training schedule conduct monthly shift training drills for strategic and tactical training. Offer position specific off-site training to each member annually.

Performance Measure # 5: Conduct one functional emergency management exercise per year. Deliver emergency preparedness training for citizens, employees and businesses each year.

Measure	FY2011	FY2012	FY2013 Projected	FT2014 Target	FY2015 Target
Measure #1	6.18 minutes	6.3 minutes	6.45 minutes	6.10 minutes	5.8 minutes
Measure #2	No data	42	46	35	28
Measure #3	174 days for 2 oldest pumpers	154 days for 2 oldest pumpers	142 days for 2 oldest pumpers	60 days for 2 oldest pumpers	40 days for 2 oldest pumpers
Measure #4	7 mthly drills 18 off-site courses	6 mthly drills 15 off-site courses	14 mthly drills 21 off-site courses	36 mthly drills 30 off-site courses	36 mthly drills 30 off site classes
Measure #5	Not completed	Not completed	Completed	Completion expected	Completion expected

Fire and Rescue Department - Fire Operations Division

Description	GENERAL FUND					
	FIRE & RESCUE DEPARTMENT OPERATIONS DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 1,396,546	\$ 1,350,111	\$ 1,530,708	\$ 3,386,835	\$ 3,386,835	\$ 3,386,835
520 Fringe Benefits	720,706	751,075	852,590	1,886,480	1,886,480	1,886,480
Total Personnel Services	2,117,252	2,101,186	2,383,298	5,273,315	5,273,315	5,273,315
Materials and Services						
601 Supplies	30,220	32,805	30,225	86,000	86,000	86,000
602 Rental, Repair, Maintenance	307,310	323,151	320,479	698,726	698,726	698,726
603 Communications	32,667	44,396	31,000	65,280	65,280	65,280
604 Contractual Services	7,253	36,872	56,150	120,815	120,815	120,815
605 Misc. Charges and Fees	341,029	255,013	255,000	523,590	523,590	523,590
606 Other Purchased Services	8,198	16,240	22,692	50,136	50,136	50,136
610 Programs	4,567	2,904	3,015	40,550	40,550	40,550
Total Materials and Services	731,244	711,381	718,561	1,585,097	1,585,097	1,585,097
Capital Outlay						
703 Equipment	8,600	-	-	-	-	-
Total Capital Outlay	8,600	-	-	-	-	-
	\$ 2,857,096	\$ 2,812,567	\$ 3,101,859	\$ 6,858,412	\$ 6,858,412	\$ 6,858,412

Fire and Rescue Department - Emergency Medical Services Division

Emergency Medical Services Division

The Emergency Medical Services Division provides quality ambulance and customer service to the citizens of Ashland and surrounding area. The department’s professional paramedic level trained personnel provide quick response Advanced Life Support (ALS) to life threatening trauma and medical emergencies. The division also provides non-emergent response to assist the public for non-life threatening incidents and prevention education to reduce the incidents of morbidity and mortality.

Division Goals

The following division goals were developed to meet the Council goal of:

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability

- Provide emergency medical response within Ambulance Service Area (ASA) response time standards.
- Continue to implement new technology to improve efficiency and effectiveness through the use of mobile data terminals (MDTs) and mobile electronic report writing.
- Provide in-house training to meet current medical care standards and State of Oregon recertification requirements.
- Comply with all county and state ambulance service licensing requirements.

- Provide public education to reduce the incidence of injury leading to morbidity and mortality.

Performance Management

The following division performance measures were developed to meet the Council goal objectives of :

- Improve public communication and community partnerships re: public safety policies and best practices**
- Ensure the efficient and effective use of technology to enhance customer satisfaction**
- Examine and improve communication tools used to communicate with the public**

Performance Measure # 1: Respond to all medical emergencies in Ashland with an average of 5 minutes or less 80% of the time.

Performance Measure # 2: Maintain paramedic certification and competency of all line personnel through the department’s annual training and skills development program with 40 hrs. or more of training.

Performance Measure # 3: Evaluate third party vendor solutions for improving patient care reporting and record keeping in FY 2014.

Performance Measure # 4: Develop a community outreach program for Child Safety Seat information and installation guidelines to safeguard children in FY 2014.

Performance Measure # 5: Deliver fall prevention and fire safety education to at least 50 seniors annually.

Measure	FY2011	FY2012	FY2013 Projected	FT2014 Target	FY2015 Target
Measure #1	80.2%	78.7%	77.8%	78%	80%
Measure #2	38	27	40	40	40
Measure #4	28 trained	150 trained	90 trained	50 trained	50 trained
Measure #5	40 installations	59 installations	50 installations	50 installations	50 installations

Fire and Rescue Department - Emergency Medical Services Division

Description	GENERAL FUND FIRE & RESCUE DEPARTMENT EMERGENCY SERVICES DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 951,096	\$ 1,084,261	\$ 1,152,432	\$ 2,418,665	\$ 2,418,665	\$ 2,418,665
520 Fringe Benefits	499,562	613,699	631,000	1,406,420	1,406,420	1,406,420
Total Personnel Services	1,450,658	1,697,960	1,783,432	3,825,085	3,825,085	3,825,085
Materials and Services						
601 Supplies	5,026	9,213	12,725	26,186	26,186	26,186
602 Rental, Repair, Maintenance	123,813	121,423	134,675	269,153	269,153	269,153
603 Communications	24,121	77,120	32,350	67,519	67,519	67,519
604 Contractual Services	244,538	215,651	231,168	474,816	474,816	474,816
605 Misc. Charges and Fees	325,276	271,185	292,720	643,080	643,080	643,080
606 Other Purchased Services	47,985	54,158	58,210	118,559	118,559	118,559
610 Programs	25,976	25,330	200	400	400	400
Total Materials and Services	796,735	774,080	762,048	1,599,713	1,599,713	1,599,713
Capital Outlay						
703 Equipment	-	1,066	-	-	-	-
Total Capital Outlay	-	1,066	-	-	-	-
	\$ 2,247,393	\$ 2,473,106	\$ 2,545,480	\$ 5,424,798	\$ 5,424,798	\$ 5,424,798

Fire & Life Safety Division

The Fire & Life Safety Division provides services related to the education about and compliance with the Oregon Fire Code, fire related provisions of the Ashland Municipal Code and nationally recognized safe practices. Public information and marketing the department are coordinated by this division. Fire & Life Safety provides fire plans review services, building and wildland fire inspections, fire code research, fire safety education, fire code compliance and consultation services to the community, and conducts fire investigations for cause determination and provides training to department members on these topics. The Ashland Community Emergency Response Team is a part of this division and provides Basic Training courses two times each year to the public, Advanced Training course to CERT members, and emergency preparedness information through monthly meetings, website, newsletter and 1700 AM messages. CERT manages the marketing and scheduling of the citizen CPR program. All members of the department participate in the delivery of the services provided by this division through inspections, instructional delivery of CERT and CPR education and customer service.

Division Goals

The following division goals were developed to meet the Council goal of:

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability

- Complete annual fire inspections in target hazards and biennial fire inspections in the balance of all occupancies in the City of Ashland.
- Implement efficiency strategies to exponentially increase work productivity which also improves customer service. This includes implement online permitting process, revise web page, develop procedures manual for FLS, implement electronic inspections, complete electronic files).
- Develop public relations and marketing plan for the de-

partment. (includes training and development of department info officer and implementation of effective social media plan).

- Re-implement the public education program in K-5 grades.
- Facilitate the implementation of disaster preparedness and tools within the business and school communities.

Performance Management

The following division performance measures were developed to meet the Council goal objectives of :

- Improve public communication and community partnerships re: public safety policies and best practices**
- Ensure the efficient and effective use of technology to enhance customer satisfaction**
- Examine and improve communication tools used to communicate with the public**
- Ensure the availability of front-line personnel for customer contact during business hours**

Performance Measure # 1: Complete Fire Plans Reviews within five days 90% of the time.

Performance Measure # 2: Initiate code violation complaints within five working days, and within 24 hours for immediate life safety hazards.

Performance Measure # 3: Complete 800 fire inspections per year.

Performance Measure # 4: Provide two annual CERT Basic Training classes annually.

Performance Measure # 5: Provide a hybrid model of the CERT Basic Training that fits the business model.

Performance Measure # 6: Deliver age appropriate disaster preparedness training to 5th grade classes.

Measure	FY2011	FY2012	FY2013 Projected	FT2014 Target	FY2015 Target
Measure #1	66%	76%	90%	90%	90%
Measure #2	-	-	65%	90%	90%
Measure #3	255	319	400	750	750
Measure #4	3	2	2	2	2
Measure #5	-	-	1	1	1
Measure #6	-	-	3	3	3

Fire and Rescue Department - Fire and Life Safety Division

Description	GENERAL FUND					
	FIRE & RESCUE DEPARTMENT FIRE AND LIFE SAFETY DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 86,053	\$ 96,273	\$ 152,484	\$ 404,170	\$ 404,170	\$ 404,170
520 Fringe Benefits	41,673	47,121	88,000	239,860	239,860	239,860
Total Personnel Services	127,726	143,394	240,484	644,030	644,030	644,030
Materials and Services						
601 Supplies	1,677	2,792	8,282	19,039	19,039	19,039
602 Rental, Repair, Maintenance	6,287	6,250	6,250	12,500	12,500	12,500
603 Communications	-	274	500	16,526	16,526	16,526
604 Contractual Services	3,141	2,304	-	-	-	-
605 Misc. Charges and Fees	1,865	-	2,600	5,736	5,736	5,736
606 Other Purchased Services	1,675	2,443	4,410	7,881	7,881	7,881
610 Programs	4,875	967	32,710	64,562	64,562	64,562
Total Materials and Services	19,520	15,030	54,752	126,244	126,244	126,244
	\$ 147,246	\$ 158,424	\$ 295,236	\$ 770,274	\$ 770,274	\$ 770,274

Fire and Rescue Department - Forestry Division

Forestry Division

The Forestry Division, funded through the Public Works Water Fund and managed by Ashland Fire & Rescue, provides community wildfire prevention and protection including ongoing work in the Ashland Watershed to protect our water supply and homes from the effects of severe wildfire. Programs and activities in this division include the Firewise Communities program, the Ashland Forest Resiliency Project, City forestlands stewardship, wildfire response planning and training, wildfire prevention and watershed patrol, and community education and outreach. The Division also supports grant writing and administration for related projects and coordination of the Ashland Forest Lands Commission and the Firewise Commission.

Division Goals

The following division goals were developed to meet the Council goal of:

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall

- Engage citizens to protect homes and neighborhoods from wildfire.
- Continually improve forest conditions in the Ashland Watershed to reduce wildfire hazard and improve forest health while protecting watershed values.
- Redefine the City's Wildfire Hazard Zone to more accurately reflect risk.
- Create citizen awareness of the importance of active forest management in our watershed.

- Manage City forestlands for multiple ecosystem and social values.

- Complete development of the Trails Master Plan for trails on City owned lands.

Performance Management

The following division performance measures were developed to meet the Council goal objectives of :

**Mitigate fire hazards in the urban interface
Reduce risks of fire in the city via weed abatement and Firewise landscaping and building practices
Improve public communication and community partnerships re: public safety policies and best practices**

Performance Measure #1: Maintain current Firewise Communities and implement the beginning phases of the Fire Adapted Communities model.

Performance Measure #2: Implement fuels mitigation and forest thinning in the Ashland Forest Resiliency Project to spend the allotted Federal Economic Recovery Act dollars by September 30, 2013.

Performance Measure #3: Secure funding sources to finish implementation of remaining Ashland Forest Resiliency Project initial treatments by October of 2017.

Performance Measure #4: Host at least 5 watershed tours or educational events each year for the public. Create ongoing volunteer activities to engage citizens in their watershed.

Performance Measure #5: Complete the Ashland Forest Plan update with the Forest Lands Commission.

Performance Measure #6: Implement a new Wildfire Hazard Zone in FY 2014.

AFR ARRA Acres Treated Through December 2012							
Project start: March 15 2010, ARRA ending: Sept 30, 2013, 11.17 of 14.17 quarters have elapsed (79%)							
Item	Acres						
	ARRA;mod3 Target	Treated	Target to Date	Target Unaccomplished	Ahead of Schedule	Remaining	Bonus
Density Management	875	699	690		9	185	
Surface Fuels	1,567	1,558	1,235		323	332	
Underburning	126	150	99		51		24
Activity Fuels	150	232	118		114		82
Hand Pile Burning	1,344	705	1,059	354		285	

* Accomplishments under the current ARRA (Federal Economic Recovery) funding agreement, measured through the end of calendar year 2012. The bulk of the AFR work is ahead of schedule.

Fire and Rescue Department - Forestry Division

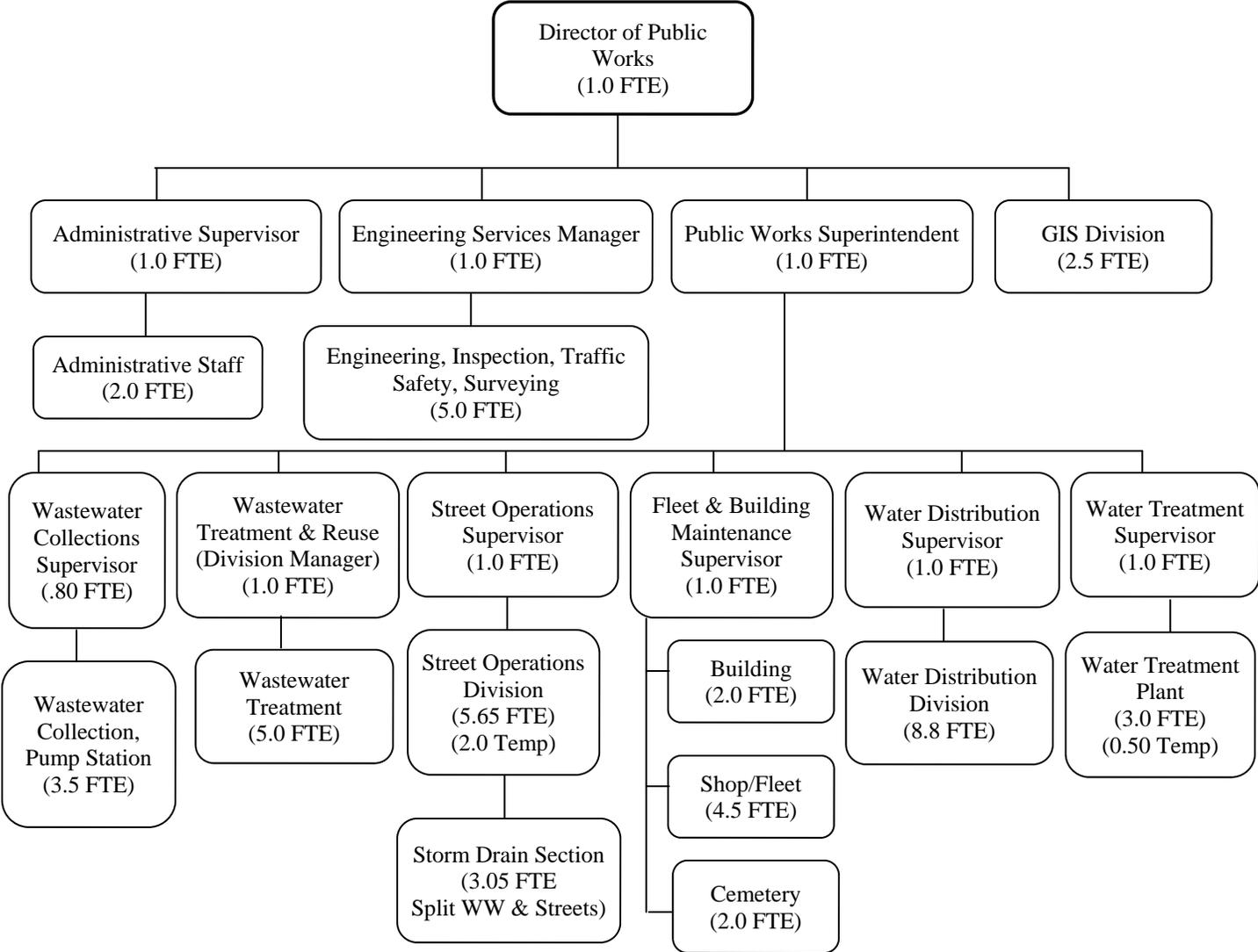
Description	2011 Actual	2012 Actual	2013 Amended	WATER FUND FIRE & RESCUE DEPARTMENT FOREST INTERFACE DIVISION		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Personnel Services						
510 Salaries and Wages	\$ 130,770	\$ 151,035	\$ 149,219	\$ 183,607	\$ 183,607	\$ 183,607
520 Fringe Benefits	54,555	65,010	69,116	142,890	142,890	142,890
Total Personnel Services	185,325	216,045	218,335	326,497	326,497	326,497
Materials and Services						
604 Contractual Services	181,646	268,098	3,513,454	199,048	199,048	549,048
606 Other Purchased Services	1,288	1,326	5,200	9,660	9,660	9,660
610 Programs	857	259	1,000	2,060	2,060	2,060
Total Materials and Services	183,791	269,683	3,519,654	210,768	210,768	560,768
	\$ 369,116	\$ 485,728	\$ 3,737,989	\$ 537,265	\$ 537,265	\$ 887,265

The expenses are included in the Fire Department summary in 2011, 2012, and adopted 2013.



Public Works Department

59.3 FTE



Public Works Department

Department Overview

The Public Works Department very directly touches the lives of virtually every citizen of Ashland, when they turn on a tap to get clean water, flush a toilet with the expectation that their waste will be treated and not go directly into a stream, or drives, rides or walks on a public thoroughfare. Even citizens who don't own a car are dependent on a well-maintained street system for the movement of goods and services upon which our lives depend in modern society, and secure, dependable water and waste water systems are the linchpins of many of the City's most important businesses.

The department strives to provide safe and reliable water service, waste water and storm water collect and treatment service that meet or exceed environmental standards and a street system that provides for efficient transportation. In addition, the Public Works department maintains the City's three historic cemeteries and oversees the operation of the Ashland Municipal Airport.

The Public Works Department is the largest department in the City and is comprised of five divisions: Administration & Engineering, Facilities Maintenance, Water, Wastewater, and Streets. The department employs 56.8 FTE and 5 temporary FTE employees who are responsible for regulatory compliance, utility rates and fees, long range planning, and construction and maintenance of the City's public infrastructure.

Successes Over the Past Year

- Engineered and constructed the Hersey and Wimer St. intersection realignment.
- Constructed the trial Road Diet striping project on North Main St.
- Completed the Ashland Creek riparian restoration project.
- Completed the Ashland Creek sewer trunkline rehabilitation project.
- Secured low interest loans from the Department of Environmental Quality for numerous sewer system projects.
- Completed the Water Master Plan.
- Completed the Transportation System Plan (TSP).
- Completed the Sanitary Sewer Master Plan.
- Implementation of a new database program that tracks burial site location and
 - Identification information. (This information is available to the public.)
 - Timely, ongoing repair and maintenance of the aging cemetery infrastructure.
 - Completed the annual weed abatement program resulting in fire hazard reduction.
 - Maintained City-owned vehicles and equipment fleet in accordance with recommended maintenance and replacement strategies.
 - Installed a new Cartegraph (Ashland Public Works and Parks and Recreation asset management program) module to track vehicle maintenance repairs, vehicle history analysis, fuel usage and service schedules. (This program uses data to determine efficient repair and replacement schedules.)
 - Retrofitted and remodeled the cemetery office to facilitate the temporary housing for the fire department during the construction of the new fire station.
 - Planning, development and construction management of the police facility remodel and expansion.
 - City Hall restoration of the front portion of the building including the modification and replacement of the signage.
- Project management, including bidding and construction oversight of Plaza remodel.
- Implementation and training of the Parks and Recreation Department new identification and access control cards.
- Electric Division remodel of the Nevada St. Substation.
- Lithia Park Butler Band shell restoration project that included repairs, repainting and installation of a new speaker system.
- Warranty replacement of 80% of the Community Development and Engineering building's roof.
- Service Center main building remodel (replaced roof, constructed new safety access to roof mounted equipment and installed new automated East Main entrance gate).
- Complied with all State and Federal water quality regulations.

Successes Over the Past Year (Continued)

- Maintained State required cross connection and backflow program.
- Responded to 450 water service calls of which 118 were after-hour customer calls.
- Installed on-site power generation at the Park Estates pump station.
- Repaired 15 water leaks in the distribution system.
- Inspected and maintained 1,260 fire hydrants.
- Replaced eight fire hydrants.
- Cleaned 677,809 feet of sewer mainline.
- Inspected 76,564 feet of sewer mainline using the CCTV (camera) system.
- Root foamed 3,395 feet of sewer mainline.
- Worked in partnership with Keller and Associates to complete the sewer infill and infiltration study by smoke testing 60,000 feet of sewer mainlines.
- Completed 20 sewer mainline repairs.
- Removed Nevada Street sewer pump station and installed a 675 foot sewer mainline through a new easement.
- Treated 887 million gallons of wastewater.
- Hauled 3,252 tons of solids to the landfill.
- Performed 1,138 lab tests for National Pollutant Discharge Elimination System (NPDES) with 100% compliance.
- Installed audible pedestrian signal on East Main Street at Campus Way.
- Improved the railroad crossing at Hersey and Laurel Streets.
- Rebuilt eight crosswalks in the downtown district.
- Installed 2,975 “No Dumping Drain to Stream” markers on storm drain inlets.
- Completed Airport tree trimming project in the approach

slope zone meeting Federal Aviation Administration (FAA) requirements.

- Updated the Airport noise sensitive area map.

Significant Issues in the Biennium Ahead

Administration and Engineering Division

In the biennium ahead, Public Works will begin work on capital projects recommended in the Transportation Systems Plan and the Water and Sanitary Sewer Master Plans. Our goal is to complete all projects on time and within budget.

The City will go through the process of renewing its NPDES wastewater effluent permit with the DEQ. The permit renewal will involve two separate studies. These studies include an analysis of relocating the existing outfall from Ashland Creek to Bear Creek and a copper reduction study. The City will also be required to put together a timeline of improvements necessary to satisfy the permit’s regulatory items including temperature reduction of the effluent and removal of copper.

The temporary North Main Road Diet project was implemented for a trial period that will conclude in October 2013. Public input and survey data will be used to determine whether the roadway will be restored to its original design or be accepted and turned into a permanent configuration.

There are four studies that need to be completed in the biennium budget. The first study is parking and transportation study of the downtown area as recommended in the 2013 adopted TSP. The study will focus on parking, truck traffic, pedestrian and bicycle safety issues. The second study is a cost of service study in the water fund that will allow staff to analyze impacts of proposed water billing tiers to encourage additional water conservation. In addition, the study will determine if the city is billing customers equitably. Thirdly, a street utility fee rate study will look at whether the program has sufficient revenue to complete timely street preservation projects. Lastly, a water treatment evaluation study will be completed that evaluates and recommends treatment plant adjustments and/or capital improvements to meet new water regulations.

The required Airport Improvement Project grant match was increased from five to ten percent for all future projects. The City will continue to seek grants that will assist in covering the additional matching costs required by the Federal Aviation Administration.

Public Works Department

Significant Issues in the Biennium Ahead **(Continued)**

Facilities Maintenance Division

There is an on-going facility conservation evaluation underway by a private contractor that will likely include CIP recommendations that are not currently included in the proposed biennium budget. This study is intended to identify opportunities for the City to lower its building-related energy costs over time.

The division will complete and integrate the City's fuel system and fleet inventory into the asset management system and set up automated maintenance schedules.

The three cemeteries require a significant amount of potable water for irrigation. The Ashland Cemetery is in close proximity of the TID water canal and as such the irrigation system at the Ashland Cemetery will be converted from potable water to TID water for ongoing irrigation. This will reduce the annual water bill for cemetery maintenance as well as reduce the summertime demand on the water system.

Water Division

The division will begin capital improvement projects such as Park Estates pump station upgrade, water distribution pipeline replacements, water plant security fencing and water plant road improvements as recommended in the Water Master Plan and by staff.

Water regulations are fluent and subject to constant change. This type of fluctuation requires constant plant adjustments and potential water plant upgrades that may not have been anticipated in the current master plan or biennium budget.

Operating, maintaining and repairing an aging water distribution system is expensive and challenging.

Wastewater Division

As with the Water Division, this division will begin capital improvement projects recommended by the adopted Sanitary Sewer Master Plan, including the new effluent outfall relocation, Bear Creek shading (to meet temperature reduction requirements), a new oxidation ditch and wastewater collection system (pipeline) replacement projects.

Recent Environmental Protection Agency (EPA) regulatory requirements developed to meet the Clean Water Act mean there is now a zero-tolerance policy for any sanitary sewer spills or wastewater treatment violations. Therefore, it is now more important that our routine sanitary sewer maintenance programs (see above) and wastewater treatment processes are adequately funded to ensure compliance.

Another emerging regulatory requirement for cities the size of Ashland is the development of a fats, oil and grease (FOG) program. A FOG program is essentially a preventive maintenance program wherein staff verifies that local commercial

businesses handling fats, oils or grease have the proper controls in place to prevent contaminants from entering the sanitary sewer system.

It is also important that staff continue to install portable flow meters throughout the sewer collection system to identify and repair infill and infiltration locations in order to make sure that sewerage flows do not exceed the capacity or treatment plant.

Street Division

The Street Division's core focus continues to be maintenance and preservation of the existing city street system. Unfortunately, pavement preservation needs continue to exceed the division's level of available funding. This past year has seen a rise in fuel and materials prices (rock and asphalt) which will have a significant impact on the amount of maintenance and preservation work that can be accomplished with budgeted resources.

Fiscal Issues and Conditions

Administration and Engineering

With the exception of the Airport, revenues for this fund are generated through central service charges. Under a change in the methodology for determining Central Service Fund charges, 100% of the charges for Administration and Engineering are now assessed to the Public Works and Electric Departments. This results in a slightly higher-than-average increase in Central Service charges to the department's operating divisions, although it mitigates Central Service charges in other departments that are not direct consumers of Engineering services. Airport fund revenues are generated through hangar leases and rentals, overnight and monthly tie-downs fees and a fuel flowage charge down. It is important to note the Airport Commission recommends rate increases yearly to the City Council for approval. The long term ground leases are adjusted automatically by the consumer price index. The rate increases are intended to assist the airport in creating and maintaining financial self sufficiency.

Facilities Maintenance Division

Facility Maintenance revenues are generated through central service charges, grants, and general obligation bonds. With the completion of the new Fire Station II and the Police Station remodel and expansion projects, both revenue and expenses are reduced for this biennium budget.

Fleet Maintenance and Acquisition revenues are generated through central service charges.

Cemetery Maintenance revenues are generated through the general fund. This budget also receives limited funds from the cemetery trust fund. Unless the trust fund covenant can be amended, long term revenues for this budget will continue to come from the general fund. The Cemetery Maintenance biennium budget is increasing 3.5% in the first year and reduces slightly in the second year.

Fiscal Issues and Conditions (Continued)

Water Division

Revenues for this program are generated from water rates, grants, loans and system development charges (SDCs). The biennium revenue forecast includes two annual 10% rate increases as recommended in the Water Master Plan. Significant expenditure impacts include PERS, franchise fee charges (due to increased revenue), infrastructure, and CIPs (as outlined in the master plan) increases.

Wastewater Division

Revenues for this program are generated from sewer rates, food and beverage tax, grants, loans and SDCs. The biennium revenue forecast includes two annual 10% rate increases as recommended in the Sanitary Sewer Master Plan. Significant expenditure impacts include PERS, franchise fee charges (due to increased revenue), infrastructure, and CIPs (as outlined in the Sewer Master Plan) increases.

Street Division

The Street Division's primary sources of revenue are street user fees, state gas tax, Federal Forest payments, loans, transportation SDCs, state and federal grants, stormwater user fees and stormwater SDCs. The proposed street user fee rate study may very likely result in recommend rate increases that will need to be incorporated into the biennium budget.

On an annual comparison the biennium budget is lower than FY2013 primarily due to the reduction in CIPs. However it is important to note the personnel section of the budget is higher due to PERS increases.

Description	2011 Actual	2012 Actual	2013 Amended	PUBLIC WORKS DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 2,050,914	\$ 2,187,150	\$ 2,228,050	\$ 2,213,900	\$ 2,213,900	\$ 2,213,900
Intergovernmental Revenue	2,773,760	2,143,123	3,916,323	2,426,700	2,426,700	2,426,700
Charges for Services	13,031,638	10,774,501	16,214,963	44,082,026	44,082,026	44,082,026
Assessments	17,867	43,542	10,000	20,000	20,000	20,000
Interest	89,440	120,288	79,300	76,500	76,500	76,500
Miscellaneous Revenues	118,746	55,289	139,000	184,100	184,100	184,100
Interfund Loans	1,082,400	408,000	2,736,657	832,000	832,000	832,000
Loan Proceeds	-	3,060,434	4,219,273	1,643,000	1,643,000	1,643,000
Transfer from Cemetery Trust	5,298	4,805	20,000	5,200	5,200	5,200
Other General Resources	250,408	295,414	292,793	670,351	652,351	1,388,924
	\$ 19,420,471	\$ 19,092,546	\$ 29,856,359	\$ 52,153,777	\$ 52,135,777	\$ 52,872,350
Department Total By Function						
Personnel Services	\$ 4,804,031	\$ 4,996,026	\$ 5,476,078	\$ 11,717,326	\$ 11,717,326	\$ 11,717,326
Materials and Services	7,876,455	7,704,162	8,331,375	17,399,227	17,399,227	17,399,227
Capital Outlay	4,136,083	4,070,435	13,864,701	18,124,070	18,106,070	19,838,748
Debt Service	2,603,902	2,321,923	2,184,205	4,913,154	4,913,154	4,913,154
	\$ 19,420,471	\$ 19,092,546	\$ 29,856,359	\$ 52,153,777	\$ 52,135,777	\$ 53,868,455
Department Total By Fund						
General Fund	\$ 297,274	\$ 337,724	\$ 341,793	\$ 704,551	\$ 704,551	\$ 704,551
Street Fund	3,985,694	3,586,622	7,276,031	9,034,647	9,034,647	9,771,220
Airport Fund	98,131	89,271	122,486	285,382	285,382	285,382
Capital Improvement Fund	2,222,865	1,725,510	5,159,230	2,406,460	2,406,460	2,406,460
Water Fund	4,384,813	4,351,006	5,176,288	15,149,215	15,149,215	15,560,715
Wastewater Fund	5,611,802	5,845,136	8,021,235	16,025,642	16,025,642	16,610,247
Central Services Fund	1,296,236	1,385,000	1,614,715	3,362,420	3,362,420	3,362,420
Equipment Fund	1,523,656	1,772,277	2,144,581	5,185,460	5,167,460	5,167,460
	\$ 19,420,471	\$ 19,092,546	\$ 29,856,359	\$ 52,153,777	\$ 52,135,777	\$ 53,868,455

Public Works Department

Position Profile	Adopted Biennial Budget				
	2011 Actual	2012 Actual	2013 Amended	Year 1	Year 2
Support and Engineering Divisions					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Engineering Services Manager	1.00	1.00	1.00	1.00	1.00
Public Works Administrative Supervisor	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	2.00	2.00	2.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
GIS Specialist	1.50	1.50	1.50	1.50	1.50
Senior Engineer	1.00	1.00	1.00	1.00	1.00
Public Works Project Manager	1.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00
Temp Engineer			0.25		
Cemetery Division					
Supervisor	0.20	0.20	0.20	0.20	0.20
Cemetery Sexton	1.00	1.00	1.00	1.00	1.00
Utility Worker II	1.00	1.00	1.00	1.00	1.00
Maintenance Division					
Supervisor	0.80	0.80	0.80	0.80	0.80
Office Assistant I		0.50	0.50	0.50	0.50
Utility Technician	1.00	1.00	1.00	1.00	1.00
Utility Worker I	1.00	1.00	1.00	1.00	1.00
Mechanic	4.00	4.00	4.00	4.00	4.00
Temporary Mechanic	0.50	0.50			
Street Division					
Supervisor	1.20	1.20	1.20	1.20	1.20
Utility Technician	1.00	1.00	1.00	1.00	1.00
Senior Utility Worker	5.50	5.50	5.50	5.50	5.50
Utility Worker II	2.00	2.00	2.00	2.00	2.00
Utility Worker - Temp	0.20	1.00	2.00	2.00	2.00
Water Division					
Supervisor	2.00	2.00	2.00	2.00	2.00
Treatment Plant Operator	3.00	3.00	3.00	3.00	3.00
Utility Technician	3.00	3.00	3.00	3.00	3.00
Senior Utility Worker	3.00	3.00	3.00	3.00	3.00
Utility Worker II	1.00	1.00	1.00	1.00	1.00
Utility Worker I					
Meter Reader/Repair	1.80	1.80	1.80	1.80	1.80
Building Inspector	0.20	0.20			
Temporary Operator	0.50	0.50	0.50	0.50	0.50
Wastewater Division					
Supervisor	0.80	0.80	0.80	0.80	0.80
Treatment Plant Operator	3.00	3.00	3.00	3.00	3.00
Utility Technician	1.00	1.00	1.00	1.00	1.00
Senior Utility Worker	2.50	2.50	2.50	2.50	2.50
Utility Worker II	2.00	2.00	2.00	2.00	2.00
Utility Worker I	1.00	1.00	1.00	1.00	1.00
Temporary Operator			0.50		
	<u>56.70</u>	<u>58.00</u>	<u>60.05</u>	<u>59.30</u>	<u>59.30</u>



Public Works Department - Facilities Maintenance Division

**Facilities Maintenance/Cemetery/
Fleet Maintenance & Acquisition
Divisions**

The Facilities Maintenance Division is responsible for the day-to-day maintenance and long-term planning needs for City facilities, fleet maintenance and acquisitions, and the cemeteries. In addition, the division is responsible for planning and contracting services to deliver the departmental safety program on a monthly basis.

This division encompasses three programs: Facilities maintenance, fleet maintenance and acquisition, and cemeteries.

The Facilities Maintenance section of the division employs 2.3 FTEs who are responsible for maintenance, improvements, utility service coordination and janitorial services for the nearly 100 City-owned buildings. This includes all major buildings such as City Hall, Community Development and Engineering, Fire Stations, Police Station, Council Chambers, The Grove, Ashland Senior Center, Pioneer Hall, Butler Band shell in Lithia Park, Ashland Municipal Airport, and the information kiosk on the Plaza.

The Fleet Maintenance & Acquisition program manages a City fleet that includes 200 vehicles, 104 light duty vehicles, 48 heavy duty or special use vehicles and 47 pieces of heavy equipment. This program ensures the fleet is always safe, operational and well maintained. The program also is responsible for acquiring new and replacement vehicles and equipment. This program is also responsible for managing the overall fleet purchasing strategy for new vehicles or replacement vehicles (based on use, age and safety requirements).

The Cemetery program operates and maintains the three cemeteries that are an important part of Ashland’s heritage and community history. All three cemeteries, Ashland Cemetery (1880), Mountain View Cemetery (1904), and Hargadine Cemetery (1868) are listed on the National Registry of Historic Places. The combined cemetery land totals 19.48 acres with more than 13,000 burial sites. This program employs 2.2 FTEs to maintain the grounds, sell plots and headstones, conduct interments, and provide other services as needed. Staff is also responsible for the storage and retrieval of all archived records for the City of Ashland.

Given the number of employees and general public who use City facilities, staff’s primary focus is providing a healthy, safe environment for those who use the facilities on a day-to-day basis. In addition, staff is responsible for the security of all City buildings and property.

Performance Management

This division supports the following Council goals:
Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability.
Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.
Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs.

Facilities maintenance

Action #1: Implement energy conservation recommendations.

Performance Measure #1: Percentage of facilities with reduced energy use.

Action #2: Maintain public facilities that meet City standards for safety, efficiency and cleanliness.

Measure	FY 2012	FY 2013	FY 2014 Target	FY 2015 Target
Measure #1	N/A	25%	50%	100%
Measure #2	100%	100%	100%	100%

Performance Measure #2: Percent of public facilities that meet these standards.

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs

Cemeteries

Action #1: Maintain established landscape schedules for lawn maintenance and shrubbery.

Performance Measure #1: Percent cemeteries comply with this action.

Action #2: Maintain irrigation flows to 372,000 or less per acre during the irrigation season.

Performance Measure #2: Percent irrigation flows comply with this action.

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	100%	75%	100%
Measure #2	100%	100%	100%

Public Works Department - Facilities Maintenance Division

Description	GENERAL FUND PUBLIC WORKS DEPARTMENT CEMETERY DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 116,338	\$ 133,281	\$ 128,173	\$ 268,836	\$ 268,836	\$ 268,836
520 Fringe Benefits	53,590	68,198	62,700	139,630	139,630	139,630
Total Personnel Services	169,928	201,479	190,873	408,466	408,466	408,466
Materials and Services						
601 Supplies	25,563	27,813	22,900	43,700	43,700	43,700
602 Rental, Repair, Maintenance	45,657	56,890	63,445	132,865	132,865	132,865
603 Communications	996	1,047	1,225	2,450	2,450	2,450
604 Contractual Services	-	-	-	-	-	-
605 Misc. Charges and Fees	51,943	49,300	49,300	101,170	101,170	101,170
606 Other Purchased Services	3,187	1,195	2,050	3,900	3,900	3,900
Total Materials and Services	127,346	136,245	138,920	284,085	284,085	284,085
Capital Outlay						
703 Equipment	-	-	12,000	12,000	12,000	12,000
704 Improvements Other Than Bldgs.	-	-	-	-	-	-
Total Capital Outlay	-	-	12,000	12,000	12,000	12,000
	\$ 297,274	\$ 337,724	\$ 341,793	\$ 704,551	\$ 704,551	\$ 704,551

Description	CAPITAL IMPROVEMENT FUND PUBLIC WORKS DEPARTMENT MAINTENANCE - PROPERTY DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 410						
Personnel Services						
510 Salaries and Wages	\$ 121,008	\$ 124,108	\$ 126,320	\$ 258,900	\$ 258,900	\$ 258,900
520 Fringe Benefits	67,397	71,520	76,100	166,990	166,990	166,990
Total Personnel Services	188,405	195,628	202,420	425,890	425,890	425,890
Materials and Services						
601 Supplies	4,501	4,182	4,850	9,850	9,850	9,850
602 Rental, Repair, Maintenance	338,151	331,880	338,900	684,100	684,100	684,100
603 Communications	1,618	2,535	2,860	5,720	5,720	5,720
604 Contractual Services	14,624	56,459	56,200	52,400	52,400	52,400
605 Misc. Charges and Fees	13,511	4,305	20,850	31,900	31,900	31,900
606 Other Purchased Services	110	1,368	400	1,600	1,600	1,600
610 Programs	20,478	27,377	29,000	60,000	60,000	60,000
Total Materials and Services	392,993	428,106	453,060	845,570	845,570	845,570
Capital Outlay						
701 Land	415	8,460	-	-	-	-
704 Improvements Other Than Bldgs.	1,641,052	1,093,316	4,503,750	1,135,000	1,135,000	1,135,000
Total Capital Outlay	1,641,467	1,101,776	4,503,750	1,135,000	1,135,000	1,135,000
	\$ 2,222,865	\$ 1,725,510	\$ 5,159,230	\$ 2,406,460	\$ 2,406,460	\$ 2,406,460

Public Works Department - Facilities Maintenance Division

Performance Management

Objective: Provide modern, fully equipped facilities and vehicles for city public safety functions.

Action #2: Provide vehicles for the City's public safety functions.

Fleet Maintenance

Action #1: Comply with Department of Environmental Quality standards.

Performance Measure #2: Maintain emergency service vehicles at operational level of readiness.

Performance Measure #1: Percent of vehicles maintained and pass Oregon emission tests.

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	100%	100%	100%
Measure #2	100%	100%	100%

Description	2011 Actual	2012 Actual	2013 Amended	EQUIPMENT FUND PUBLIC WORKS DEPARTMENT PURCHASING AND ACQUISITION DIVISION		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 730						
Materials and Services						
601 Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	-	-	-	-	-	-
Capital Outlay						
703 Equipment	540,310	799,438	1,150,616	3,131,000	3,113,000	3,113,000
Total Capital Outlay	540,310	799,438	1,150,616	3,131,000	3,113,000	3,113,000
	\$ 540,310	\$ 799,438	\$ 1,150,616	\$ 3,131,000	\$ 3,113,000	\$ 3,113,000

Description	2011 Actual	2012 Actual	2013 Amended	EQUIPMENT FUND PUBLIC WORKS DEPARTMENT MAINTENANCE - EQUIPMENT DIVISION		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 730						
Personnel Services						
510 Salaries and Wages	\$ 273,673	\$ 236,551	\$ 260,500	\$ 545,270	\$ 545,270	\$ 545,270
520 Fringe Benefits	136,857	135,525	163,820	365,020	365,020	365,020
Total Personnel Services	410,530	372,076	424,320	910,290	910,290	910,290
Materials and Services						
601 Supplies	24,948	22,312	29,550	59,360	59,360	59,360
602 Rental, Repair, Maintenance	327,550	373,564	322,945	651,990	651,990	651,990
603 Communications	1,916	1,686	3,510	7,020	7,020	7,020
604 Contractual Services	-	753	-	-	-	-
605 Misc. Charges and Fees	215,019	198,713	200,900	401,800	401,800	401,800
606 Other Purchased Services	3,383	3,735	2,740	6,000	6,000	6,000
Total Materials and Services	572,816	600,763	559,645	1,126,170	1,126,170	1,126,170
Capital Outlay						
704 Improvements Other Than Bldgs.	-	-	10,000	18,000	18,000	18,000
Total Capital Outlay	-	-	10,000	18,000	18,000	18,000
	\$ 983,346	\$ 972,839	\$ 993,965	\$ 2,054,460	\$ 2,054,460	\$ 2,054,460

Street Division

The Street Division includes street operations, street collection (storm water), grounds maintenance and local improvement district projects.

The street operations staff of 6.65 full-time equivalent (FTE) and four temporary employees (during the summer) strive to improve the quality and timeliness of street maintenance programs to extend the life of the city’s street network. Crews maintain approximately 102.4 miles of paved streets; 195 street lane miles; 9.8 miles of unpaved streets and alleys and more than 3,477 signs. Staff focuses on maintenance and minor construction of city streets including patching, paving, crack sealing, painting and markings, signs and crossings, street sweeping, bike lane and bike path maintenance, drainage ditch cleaning, street grading and emergency response (flooding, snow removal, removing downed trees or limbs and clean-up after accidents).

The street operations budget includes a subsidy for bus service and transportation related Capital Improvement Projects (CIP) which are also partially funded with Systems Development Charges (SDC) and Local Improvement Districts.

The street collection staff of 2.95 FTE employees manages all storm water runoff and protection of stream water quality in the city. Responsibilities also include storm drain system inspection (with camera) and maintenance (shared with the Street and Wastewater Divisions), new line construction, repairs, and replacements, along with both open ditch (over 12 miles of open ditch drainage) and sediment pond cleaning.

The street collections (storm water maintenance) budget includes collection system maintenance and storm water related CIPs that are also partially funded with SDC funds and routine storm drain pipeline construction.

The Grounds Maintenance budget reflects the agreement with the Parks and Recreation Department to maintain the medians along Siskiyou Boulevard, Ashland Street, Main Street, North Mountain, Ashland Public Library grounds and public parking lots. Contracted responsibilities include flowerbed replacement, soil maintenance, grass cutting and maintenance, general tree maintenance and trimming, sprinkler adjustments and watering, as well as other typical grounds care requirements. In addition to the contract, the Street Operations budget periodically pays for the purchase of new tree grates (especially those with existing brick and wood tree barriers in the downtown area), replacement of dead or diseased trees (along the city boulevards and downtown district) and major tree trimming.

This program provides a funding mechanism for Ashland residents living on unimproved roads to fully improve (curb, sidewalk, and pavement) their road to city standards and repay the costs over a 20 year period. It is important to note

that there are no LID projects included in the biennium budget.

Performance Management

Public Works supports all Council goals and objectives, and in particular:

Collaborate with the community to ensure safe, cost-effective and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.

Objective: Examine the anticipated impacts of climate change on city infrastructure.

Action #1: Complete the storm water master plan update which includes planning, management and financial planning.

Performance Measure #1: The storm water master plan is adopted by the City Council.

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	N/A	N/A	100%

Objective: Evaluate all city infrastructure regarding planning, management and financial resources.

Action#1: Monitor existing pavement management assessments of the system and complete a financial assessment of the street user’s fee to determine if funding levels are adequate to maintain the transportation system at adequate levels.

Performance Measure #1: Council presented with new street user fee rates as recommended by the financial assessment of street user’s fee.

Performance Measure #2: Continue to apply for federal and state grants to fund capacity related capital projects. Measurement reflects the percentage of grants applied for and received.

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	N/A	N/A	100%
Measure #2	N/A	100%	100%

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	96%	77%	100%

Public Works Department - Street Division

Performance Management (Continued)

Objective: Deliver timely life-cycle capital improvement projects.

Performance measure #1: Percent of Street CIPs completed.

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	N/A	N/A	100%

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs.

Action #1: Complete the storm water master planning process and then implement life cycle replacement and rate adjustment recommendations.

Performance Measure #1: City Council adopts storm water master plan and considers subsequent rate structure.

Action #2: Comply with Total Maximum Daily Load limits.

Performance Measure #2: Complete all necessary water samples from creek systems.

Action #3: Maintain reported road deficiencies.

Performance Measure #3: Repair potholes within 72 hours of notification.

Measure	FY 2012	FY 2013	FY2014/15 Target
Measure #1	N/A	N/A	100%
Measure #2	100%	100%	100%
Measure #3	100%	100%	100%

Description	STREET FUND PUBLIC WORKS DEPARTMENT OPERATIONS DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 260						
Personnel Services						
510 Salaries and Wages	\$ 385,917	\$ 404,439	\$ 435,410	\$ 899,010	\$ 899,010	\$ 899,010
520 Fringe Benefits	210,356	229,571	265,330	542,740	542,740	542,740
Total Personnel Services	596,273	634,010	700,740	1,441,750	1,441,750	1,441,750
Materials and Services						
601 Supplies	11,322	15,031	11,900	23,800	23,800	23,800
602 Rental, Repair, Maintenance	335,655	351,994	352,500	738,000	738,000	738,000
603 Communications	2,993	5,186	5,240	13,880	13,880	13,880
604 Contractual Services	260,070	142,151	203,400	420,800	420,800	420,800
605 Misc. Charges and Fees	505,870	559,564	570,200	1,229,770	1,229,770	1,229,770
606 Other Purchased Services	2,964	1,551	4,500	9,000	9,000	9,000
608 Commissions	4,723	5,375	5,000	10,000	10,000	10,000
Total Materials and Services	1,123,597	1,080,852	1,152,740	2,445,250	2,445,250	2,445,250
Capital Outlay						
701 Land	-	-	-	-	-	-
703 Equipment	-	81,039	4,500	20,000	20,000	20,000
704 Improvements Other Than Bldgs.	1,081,984	801,016	3,865,730	2,609,460	2,609,460	3,252,710
Total Capital Outlay	1,081,984	882,055	3,870,230	2,629,460	2,629,460	3,272,710
Debt Service						
801 Principal	-	-	40,000	282,000	282,000	282,000
802 Interest	-	-	10,000	59,750	59,750	59,750
Total Debt Service	-	-	50,000	341,750	341,750	341,750
	\$ 2,801,854	\$ 2,596,917	\$ 5,773,710	\$ 6,858,210	\$ 6,858,210	\$ 7,501,460

Public Works Department – Street Division

Description	STREET FUND PUBLIC WORKS DEPARTMENT S.D.C. - TRANSPORTATION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 260						
Materials and Services						
604 Contractual Services	\$ -	\$ 98	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	-	98	-	-	-	-
Capital Outlay						
704 Improvements Other Than Bldgs.	196,483	119,825	275,911	373,290	373,290	446,613
Total Capital Outlay	196,483	119,825	275,911	373,290	373,290	446,613
	\$ 196,483	\$ 119,923	\$ 275,911	\$ 373,290	\$ 373,290	\$ 446,613

Description	STREET FUND PUBLIC WORKS DEPARTMENT L.I.D.'S AND TRANSPORTATION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 260						
Materials and Services						
604 Contractual Services	\$ -	\$ 1,519	\$ -	\$ -	\$ -	\$ -
605 Misc. Charges and Fees	7,498	224	-	-	-	-
Total Materials and Services	7,498	1,743	-	-	-	-
Capital Outlay						
704 Improvements Other Than Bldgs.	167,828	105,575	-	-	-	-
Total Capital Outlay	167,828	105,575	-	-	-	-
	\$ 175,326	\$ 107,318	\$ -	\$ -	\$ -	\$ -

Description	STREET FUND PUBLIC WORKS DEPARTMENT GROUNDS MAINTENANCE					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 260						
Materials and Services						
601 Supplies	\$ -	\$ -	\$ -	\$ 6,400	\$ 6,400	\$ 6,400
602 Rental, Repair, Maintenance	19,217	25,823	22,400	68,600	68,600	68,600
604 Contractual Services	165,000	165,000	197,000	394,000	394,000	394,000
Total Materials and Services	184,217	191,922	219,400	469,000	469,000	469,000
	\$ 184,217	\$ 191,922	\$ 219,400	\$ 469,000	\$ 469,000	\$ 469,000

Public Works Department - Street Division - Storm Water

Description	STREET FUND PUBLIC WORKS DEPARTMENT STORM WATER DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 260						
Personnel Services						
510 Salaries and Wages	\$ 168,126	\$ 156,850	\$ 173,570	\$ 348,240	\$ 348,240	\$ 348,240
520 Fringe Benefits	91,638	93,644	110,600	227,490	227,490	227,490
Total Personnel Services	259,764	250,494	284,170	575,730	575,730	575,730
Materials and Services						
601 Supplies	6,523	1,283	5,850	11,700	11,700	11,700
602 Rental, Repair, Maintenance	90,092	74,011	85,360	170,700	170,700	170,700
603 Communications	-	-	130	260	260	260
604 Contractual Services	5,805	18,865	22,100	36,000	36,000	36,000
605 Misc. Charges and Fees	171,433	151,602	150,300	309,240	309,240	309,240
606 Other Purchased Services	180	-	1,100	2,200	2,200	2,200
Total Materials and Services	274,033	245,761	264,840	530,100	530,100	530,100
Capital Outlay						
704 Improvements Other Than Bldgs.	52,727	56,685	259,250	141,400	141,400	141,400
Total Capital Outlay	52,727	56,685	259,250	141,400	141,400	141,400
Debt Service						
801 Principal	-	-	-	20,000	20,000	20,000
802 Interest	-	-	-	6,317	6,317	6,317
Total Debt Service	-	-	-	26,317	26,317	26,317
	\$ 586,524	\$ 552,940	\$ 808,260	\$ 1,273,547	\$ 1,273,547	\$ 1,273,547

Description	STREET FUND PUBLIC WORKS DEPARTMENT S.D.C. - STORM WATER					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 260						
Capital Outlay						
604 Contractual Services	\$ 24,566	\$ 17,602	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	24,566	17,602	-	-	-	-
704 Improvements Other Than Bldgs.	16,724	-	198,750	60,600	60,600	80,600
Total Capital Outlay	16,724	-	198,750	60,600	60,600	80,600
	\$ 41,290	\$ 17,602	\$ 198,750	\$ 60,600	\$ 60,600	\$ 80,600

Public Works Department - Airport Division

Airport Fund

The Ashland Municipal Airport was established in 1965, and is managed by the Public Works Engineering Division. It is designated as a Category IV General Aviation Airport by the Oregon Department of Aviation. Numerous services are provided to both local Rogue Valley residents and individuals from out of the area including 34 hangar rentals, 120 transient tie-down spaces, fueling, and aircraft maintenance. The airport also supports an average of 86 aircraft onsite along with commercial aviation related businesses and provides a local connection to other airports in Oregon and California. Routine maintenance is completed through cooperative support from Ashland Facilities Maintenance Division, Street Division, Electric Division and Parks and Recreation Department.

Management decisions for the Airport and related facilities are overseen by the Airport Commission. Daily operations and responsibility for overall administration of the Airport facilities, including radio control, fueling facility, aircraft maintenance, hangar rental collection, flight training and fa-

cility maintenance has been provided by Robert Skinner, Skinner Aviation, as the contract Fixed Base Operator since 1993. There are no City FTE budgeted in this division.

The City Council adopted a new Airport Layout Master Plan in July 2006. This plan outlines development opportunities consistent with the Federal Aviation Administration guidelines and City policies. In addition, the Airport Commission developed a strategic plan that included a marketing plan, an updated Economic Impact Study, and an analysis of technological advances to increase airport safety. The Airport Commission continues to market available land to suitable developers to encourage business opportunities, additional T-hangars and long-term airport sustainability. In 2012, the Airport Commission revised the previously released Noise Sensitive Area Map in an effort to increase pilot and community awareness of the airport. The map denotes specific information including the airport approach pattern and designates the main populous area of the city as a noise sensitive area.

Description	2011 Actual	2012 Actual	2013 Amended	AIRPORT FUND PUBLIC WORKS DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 280						
Materials and Services						
602 Rental, Repair, Maintenance	\$ 24,917	\$ 23,621	\$ 37,400	\$ 77,200	77,200	77,200
604 Contractual Services	-	-	19,000	-	-	-
605 Misc. Charges and Fees	34,651	26,962	27,150	65,310	65,310	65,310
606 Other Purchased Services	-	65	300	600	600	600
608 Commissions	27	87	100	200	200	200
Total Materials and Services	59,595	50,735	83,950	143,310	143,310	143,310
Capital Outlay						
704 Improvements Other Than Bldgs.	-	-	-	65,000	65,000	65,000
Total Capital Outlay	-	-	-	65,000	65,000	65,000
Debt Service						
801 Debt Service - Principal	23,469	24,837	26,286	57,261	57,261	57,261
802 Debt Service - Interest	15,067	13,699	12,250	19,811	19,811	19,811
Total Debt Service	38,536	38,536	38,536	77,072	77,072	77,072
	\$ 98,131	\$ 89,271	\$ 122,486	\$ 285,382	\$ 285,382	\$ 285,382

Public Works Department - Water Division

Water Division

The Water Division is comprised of water supply, water treatment and water distribution.

The water supply budget's primary function is to provide funds to maintain Reeder Reservoir (raw water supply from Mount Ashland), Hosler Dam, Talent Irrigation District (TID) water source (a secondary supply) and long-term water rights. There are no FTE budgeted in water supply.

The primary source of raw water is the Ashland Creek watershed. Water is stored in Reeder Reservoir then piped to the Ashland water treatment plant. The water treatment plant has the capacity to treat up to 7.5 million gallons of water per day (mgd) in the summer and averages 1.6 mgd (for domestic use) during the winter months. Staff includes 4 regular FTE employees and 1 temporary FTE employee dedicated to operating and maintaining the water treatment facility to ensure the treated water meets or exceeds the required State Health Division drinking water quality standards.

The water distribution system transports treated water from the water treatment plant to each customer in Ashland. After leaving the treatment plant it is delivered to the distribution system where it is guided through a series of pumps and pressure control devices and in some instances temporarily held in one of the four treated water storage reservoirs before being delivered to the customer and fire hydrants. Staff includes 9.8 FTE employees who are responsible for installing new service connections and new main line construction, as well as maintaining and repairing the existing system.

The water distribution system includes four treated water reservoirs that provide 6.76 million gallons of total storage, over 130 miles of water distribution lines, six water pump stations, 57 pressure reducing devices, 1,260 fire hydrants, and some 8,140 individual services and meters. In addition, there are 357 separate irrigation meters utilizing potable water, 168 irrigation accounts for TID water and two service points for historic Lithia water.

Performance Management

This division supports the following Council goal:
Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.

Objective: Examine the anticipated impacts of climate change on city infrastructure.

Action #1: Monitor climate change assumptions/impacts as outlined in the 2012 adopted Water Master Plan.

Performance Measure #1: Five percent water conservation achieved over a 20-year period.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	5%	5%	15%

Objective: Evaluate all city infrastructure regarding planning, management and financial resources.

Action #1: Monitor and adjust the 2012 water master plan planning, management and financial plan assumptions.

Performance Measure #1: Water rate structure/fees recommended in the adopted Master Plan supports 100% of operating and capital needs.

Performance Measure #2: Capital projects completed within the timelines outlined in the adopted Plan.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	N/A	N/A	100%
Measure #2	N/A	N/A	100%

Objective: Maintain and improve infrastructure that enhances the economic vitality of the community.

Action #2: Respond to water system emergencies.

Performance Measure #1: Percent of emergency calls including after hours calls are answered within one hour.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	N/A	N/A	100%

Objective: Develop a fee/rate structure that encourages conservation and pays the bills.

Action #1: Conduct a detailed water cost of service study at an estimated cost of \$50,000.

Performance Measure #1: New rate structure proposed to City Council based on cost of service study.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	N/A	N/A	Completed

Public Works Department - Water Division

Performance Management (Continued)

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs.

Action #1: Monitor and recommend appropriate adjustments to the adopted 2012 Water Master Plan.

Performance Measure #1: Percent of capital projects completed.

Action #2: Meet all state and federal requirements for drinking water.

Performance Measure #2: Receive no violations for non-compliance.

Action #3: Ensure all fire hydrants are operational.

Performance Measure #3: Complete annual fire hydrant inspection and review.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	N/A	N/A	100%
Measure #2	100%	100%	100%
Measure #3	100%	100%	100%

Description	WATER FUND PUBLIC WORKS DEPARTMENT TREATMENT DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Personnel Services						
510 Salaries and Wages	\$ 298,719	\$ 294,268	\$ 295,240	\$ 617,860	\$ 617,860	\$ 617,860
520 Fringe Benefits	140,315	134,533	159,710	345,730	345,730	345,730
Total Personnel Services	439,034	428,801	454,950	963,590	963,590	963,590
Materials and Services						
601 Supplies	148,846	128,505	229,495	490,200	490,200	490,200
602 Rental, Repair, Maintenance	63,174	76,057	73,800	148,900	148,900	148,900
603 Communications	7,862	6,015	8,510	16,420	16,420	16,420
604 Contractual Services	580	24,390	8,000	11,000	11,000	11,000
605 Misc. Charges and Fees	318,293	298,050	289,400	592,950	592,950	592,950
606 Other Purchased Services	14,042	14,834	21,570	41,140	41,140	41,140
Total Materials and Services	552,797	547,851	630,775	1,300,610	1,300,610	1,300,610
Capital Outlay						
703 Equipment	-	-	25,000	-	-	-
704 Improvements Other Than Bldgs.	1,872	4,145	234,300	230,000	230,000	306,500
Total Capital Outlay	1,872	4,145	259,300	230,000	230,000	306,500
Debt Service						
801 Debt Service - Principal	129,600	133,200	135,000	228,600	228,600	228,600
802 Debt Service - Interest	37,056	33,280	29,257	6,340	6,340	6,340
Total Debt Service	166,656	166,480	164,257	234,940	234,940	234,940
	\$ 1,160,359	\$ 1,147,277	\$ 1,509,282	\$ 2,729,140	\$ 2,729,140	\$ 2,805,640

Public Works Department - Water Division

Description	WATER FUND PUBLIC WORKS DEPARTMENT SUPPLY DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Materials and Services						
602 Rental, Repair, Maintenance	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -
604 Contractual Services	19,997	23,210	29,800	69,570	69,570	69,570
605 Misc. Charges and Fees	109,457	113,392	110,900	285,000	285,000	285,000
606 Other Purchased Services	61,459	60,408	61,000	213,000	213,000	213,000
Total Materials and Services	190,913	197,810	201,700	567,570	567,570	567,570
Capital Outlay						
704 Improvements Other Than Bldgs.	108,186	193,531	211,655	2,317,000	2,317,000	2,384,250
Total Capital Outlay	108,186	193,531	211,655	2,317,000	2,317,000	2,384,250
Debt Service						
801 Debt Service - Principal	18,000	18,500	18,750	40,750	40,750	40,750
802 Debt Service - Interest	5,147	4,622	4,163	4,235	4,235	4,235
Total Debt Service	23,147	23,122	22,913	44,985	44,985	44,985
	\$ 322,246	\$ 414,463	\$ 436,268	\$ 2,929,555	\$ 2,929,555	\$ 2,996,805

Description	WATER FUND PUBLIC WORKS DEPARTMENT DISTRIBUTION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Personnel Services						
510 Salaries and Wages	\$ 562,250	\$ 494,924	\$ 557,480	\$ 1,179,890	\$ 1,179,890	\$ 1,179,890
520 Fringe Benefits	275,600	265,372	314,360	750,500	750,500	750,500
Total Personnel Services	837,850	760,296	871,840	1,930,390	1,930,390	1,930,390
Materials and Services						
601 Supplies	14,215	21,582	28,650	71,600	71,600	71,600
602 Rental, Repair, Maintenance	219,746	234,839	252,140	529,280	529,280	529,280
603 Communications	2,981	3,773	5,420	15,440	15,440	15,440
604 Contractual Services	1,296	4,343	3,800	60,000	60,000	60,000
605 Misc. Charges and Fees	780,109	754,217	821,900	1,685,970	1,685,970	1,685,970
606 Other Purchased Services	13,738	13,015	17,200	40,000	40,000	40,000
612 Franchises	342,525	294,695	290,239	747,000	747,000	747,000
Total Materials and Services	1,374,610	1,326,464	1,419,349	3,149,290	3,149,290	3,149,290
Capital Outlay						
703 Equipment	1,231	10,056	-	-	-	-
704 Improvements Other Than Bldgs.	70,857	99,259	340,000	3,306,000	3,306,000	3,491,000
Total Capital Outlay	72,088	109,315	340,000	3,306,000	3,306,000	3,491,000
Debt Service						
801 Debt Service - Principal	285,200	293,400	120,000	537,250	537,250	537,250
802 Debt Service - Interest	45,136	33,651	26,106	125,745	125,745	125,745
Total Debt Service	330,336	327,051	146,106	662,995	662,995	662,995
	\$ 2,614,884	\$ 2,523,126	\$ 2,777,295	\$ 9,048,675	\$ 9,048,675	\$ 9,233,675

Public Works Department - Water Division

WATER FUND PUBLIC WORKS DEPARTMENT S.D.C. - IMPROVEMENTS						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 48,783	\$ 45,273	\$ 330,250	\$ 200,000	\$ 200,000	\$ 282,750
Total Capital Outlay	<u>\$ 48,783</u>	<u>\$ 45,273</u>	<u>\$ 330,250</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 282,750</u>

WATER FUND PUBLIC WORKS DEPARTMENT S.D.C. - REIMBURSEMENT						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 113,549	\$ 96,007	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay	<u>\$ 113,549</u>	<u>\$ 96,007</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

WATER FUND PUBLIC WORKS DEPARTMENT S.D.C. - DEBT SERVICE						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 670						
Debt Service						
801 Debt Service - Principal	\$ 97,200	\$ 99,900	\$ 101,250	\$ 220,050	\$ 220,050	\$ 220,050
802 Debt Service - Interest	27,792	24,960	21,943	21,795	21,795	21,795
Total Debt Service	<u>124,992</u>	<u>124,860</u>	<u>123,193</u>	<u>241,845</u>	<u>241,845</u>	<u>241,845</u>
	<u>\$ 124,992</u>	<u>\$ 124,860</u>	<u>\$ 123,193</u>	<u>\$ 241,845</u>	<u>\$ 241,845</u>	<u>\$ 241,845</u>

Public Works Department - Wastewater Division

Wastewater Division

The Wastewater Division is comprised of wastewater collection maintenance, wastewater treatment, and stormwater collection system maintenance.

The wastewater collection maintenance system transports sanitary sewage from the customer to the wastewater treatment plant where it is processed by separating solids and liquids. Next, the solids are trucked to the landfill and the liquid (effluent) is treated to meet state and federal water quality standards before being released into Ashland Creek. Wastewater collections manage 108 miles of sewer pipeline within the wastewater collection system.

Wastewater Collection staff includes 4.3 FTE employees dedicated to cleaning, repairing, maintaining and inspecting more than 100 miles of sewer pipelines, 2,500 manholes and six sewer pump stations. Methods of inspecting the sanitary sewer system include videotaping (using closed circuit television camera), root foaming (removing roots obstructions) and smoke testing.

The wastewater treatment plant treats an average of two million gallons of wastewater daily. Staff includes 6 FTE employees dedicated to operating and maintaining the wastewater treatment plant 24 hours a day, 365 days a year, while performing water quality lab tests to meet regulatory standards. Operators are responsible for daily operations, preventive maintenance, equipment operations and lab quality control. The wastewater treatment plant includes one pump station, two oxidation ditches, two final clarifiers, an ultra violet disinfection system and membrane system for removing phosphorus.

Similar to the wastewater collection maintenance system, the stormwater collection system transports rainwater from the customer (roof pipes) to the Ashland water drainage systems (Ashland Creek, Wrights Creek, Roca Creek, etc.). The wastewater collection maintenance staff shares maintenance responsibility of the stormwater collection system with Street Operations. The storm drain system includes 90 miles of storm drain pipe, approximately 4,100 catch basins, 5,500 manholes and 70 stormwater detention facilities.

Performance Management

This division supports the following Council goal: **Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.**

Objective: Evaluate all city infrastructure regarding planning, management and financial resources.

Action #1: Monitor and adjust the 2012 water master plan planning, management and financial plan assumptions.

Performance Measure #1: Propose for Council consideration a revised water rate structure/fees as recommended in the adopted Master Plan.

Performance Measure #2: Capital projects completed within the timelines outlined in the adopted Plan.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	N/A	N/A	Completed
Measure #2	N/A	N/A	100%

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs.

Action #1: Monitor and recommend appropriate adjustments to the adopted 2012 water master plan.

Performance Measure #1: Percent of capital projects completed.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	72%	87%	100%

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs.

Performance Measure #1: Meet NPDES permit limitations.

Measure	FY 2011	FY 2012	FY 2013	FY 2014/15 Target
Measure #1	100% Permit Compliance	100% Permit Compliance	100% Permit Compliance to date	Meet or exceed FY2012

Public Works Department - Wastewater Division

WASTEWATER FUND PUBLIC WORKS DEPARTMENT COLLECTION DIVISION						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 675						
Personnel Services						
510 Salaries and Wages	\$ 276,818	\$ 283,957	\$ 287,270	\$ 572,650	\$ 572,650	\$ 572,650
520 Fringe Benefits	148,432	164,101	173,940	336,870	336,870	336,870
Total Personnel Services	425,250	448,058	461,210	909,520	909,520	909,520
Materials and Services						
601 Supplies	20,372	46,963	69,550	111,750	111,750	111,750
602 Rental, Repair, Maintenance	161,778	190,791	197,160	413,620	413,620	413,620
603 Communications	2,249	1,942	3,295	7,640	7,640	7,640
604 Contractual Services	655	1,718	1,200	2,400	2,400	2,400
605 Misc. Charges and Fees	605,382	646,414	679,500	1,455,030	1,455,030	1,455,030
606 Other Purchased Services	1,889	2,792	7,150	14,400	14,400	14,400
612 Franchises	272,658	289,734	290,000	729,597	729,597	729,597
Total Materials and Services	1,064,983	1,180,354	1,247,855	2,734,437	2,734,437	2,734,437
Capital Outlay						
704 Improvements Other Than Bldgs.	34,004	26,282	921,449	1,418,420	1,418,420	1,654,664
Total Capital Outlay	34,004	26,282	921,449	1,418,420	1,418,420	1,654,664
	\$ 1,524,237	\$ 1,654,694	\$ 2,630,514	\$ 5,062,377	\$ 5,062,377	\$ 5,298,621

WASTEWATER FUND PUBLIC WORKS DEPARTMENT TREATMENT						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 675						
Personnel Services						
510 Salaries and Wages	\$ 285,661	\$ 337,090	\$ 347,330	\$ 806,930	\$ 806,930	\$ 806,930
520 Fringe Benefits	115,015	174,353	164,560	467,160	467,160	467,160
Total Personnel Services	400,676	511,443	511,890	1,274,090	1,274,090	1,274,090
Materials and Services						
601 Supplies	158,335	164,376	192,600	388,300	388,300	388,300
602 Rental, Repair, Maintenance	749,384	731,609	792,300	1,713,150	1,713,150	1,713,150
603 Communications	246	154	2,790	5,510	5,510	5,510
604 Contractual Services	87,812	28,126	14,800	44,000	44,000	44,000
605 Misc. Charges and Fees	450,478	431,765	490,535	999,890	999,890	999,890
606 Other Purchased Services	62,862	44,304	85,266	167,975	167,975	167,975
610 Programs	-	-	100	200	200	200
Total Materials and Services	1,509,117	1,400,334	1,578,391	3,319,025	3,319,025	3,319,025
Capital Outlay						
704 Improvements Other Than Bldgs.	44,325	441,596	1,273,234	1,608,270	1,608,270	1,934,270
Total Capital Outlay	44,325	441,596	1,273,234	1,608,270	1,608,270	1,934,270
Debt Service						
801 Debt Service - Principal	1,374,394	1,140,000	1,160,000	2,400,000	2,400,000	2,400,000
802 Debt Service - Interest	545,841	501,874	479,200	883,250	883,250	883,250
Total Debt Service	1,920,235	1,641,874	1,639,200	3,283,250	3,283,250	3,283,250
	\$ 3,874,353	\$ 3,995,247	\$ 5,002,715	\$ 9,484,635	\$ 9,484,635	\$ 9,810,635

Public Works Department - Wastewater Division

Description	WASTEWATER FUND PUBLIC WORKS DEPARTMENT S.D.C. - REIMBURSEMENT					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 675						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 2,606	\$ 1,471	\$ 7,500	\$ 117,500	\$ 117,500	\$ 117,500
Total Capital Outlay	\$ 2,606	\$ 1,471	\$ 7,500	\$ 117,500	\$ 117,500	\$ 117,500

Description	WASTEWATER FUND PUBLIC WORKS DEPARTMENT S.D.C. - IMPROVEMENT					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 675						
Materials and Services						
604 Contractual Services	\$ 197,459	\$ 106,361	\$ 150,000	\$ -	\$ -	\$ -
Total Materials and Services	197,459	106,361	150,000	-	-	-
Capital Outlay						
704 Improvements Other Than Bldgs.	13,147	87,363	230,506	1,361,130	1,361,130	1,383,491
Total Capital Outlay	13,147	87,363	230,506	1,361,130	1,361,130	1,383,491
	\$ 210,606	\$ 193,724	\$ 380,506	\$ 1,361,130	\$ 1,361,130	\$ 1,383,491



Public Works Department - Administration and Engineering Division

Administration & Engineering Division

Public Works Administration and Engineering is responsible for administration of the Public Works Department, delivery of Capital Improvement Projects (CIP) and ensuring the City's infrastructure is viable and maintained to meet expected life cycles.

Public Works Administration and Engineering Division staff support the City Council, and the Transportation and Airport Commissions. Staff also provides liaison functions for the Jackson/Josephine Transportation Committee, Rogue Valley Area Commission on Transportation Metropolitan Planning Organization, Bear Creek Watershed Council and Storm Water Advisory Team.

Public Works Administration includes the director, superintendent, administrative staff, engineering staff and the geographic information systems (GIS) staff for a total of 13.5 FTEs. Administration provides operational oversight and general administrative functions to support the department. Administration provides guidance and assistance to various commissions, long range operational programs, master planning projects, special event coordination and a variety of construction projects within the City.

The GIS staff develops maps and maintains the City's utility infrastructure data as well as several other unique data layers to assist with planning and analysis for Public Works and other departments within the City. GIS also maintains and updates rights-of-way and easement locations; boundary surveys; land divisions; map updates; road and property addresses; traffic volumes, accident data and traffic speed analysis. GIS develops data layers that support and enable all departments and residents to access information regarding properties, utilities, environmental constraints and influences. Interdepartmental coordination has ensured more efficient and reliable public utility data.

Public Works Engineering includes the CIP design, engineering and subdivision reviews, project inspection services, traffic safety, surveying services, and technical support. Staff provides coordination with consulting engineers, surveyors and developers in the City for infrastructure design to meet City construction standards. Staff is also responsible for managing projects, timeframes, design, specifications, survey and construction of all public works projects.

Performance Management

This division supports all Council goals and objectives, and in particular:

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.

Objective: Ensure the availability of front-line personnel for customer contact during business hours.

Action #1: Respond to over-the-counter permit and general inspections within 24-hours of request. Provide over-the-counter customer service for all Public Works customers inquires.

Performance Measure #1: Percent of inspections performed within 24 hours of request. Returning customer calls/e-mails, etc. within 24 hours.

Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	100%	100%	100%

Objective: Evaluate all city infrastructure regarding planning, management and financial resources.

Objective: Maintain and improve infrastructure that enhances the economic vitality of the community.

Objective: Deliver timely life-cycle capital improvement projects.

Action #1: Support other departments in relation to evaluation of infrastructure, maintaining and upgrading infrastructure to meet the needs of the citizens of Ashland.

Performance Measure #1: Timely delivery of capital improvement projects based on priority recommendations from the water, wastewater and transportation system plans.

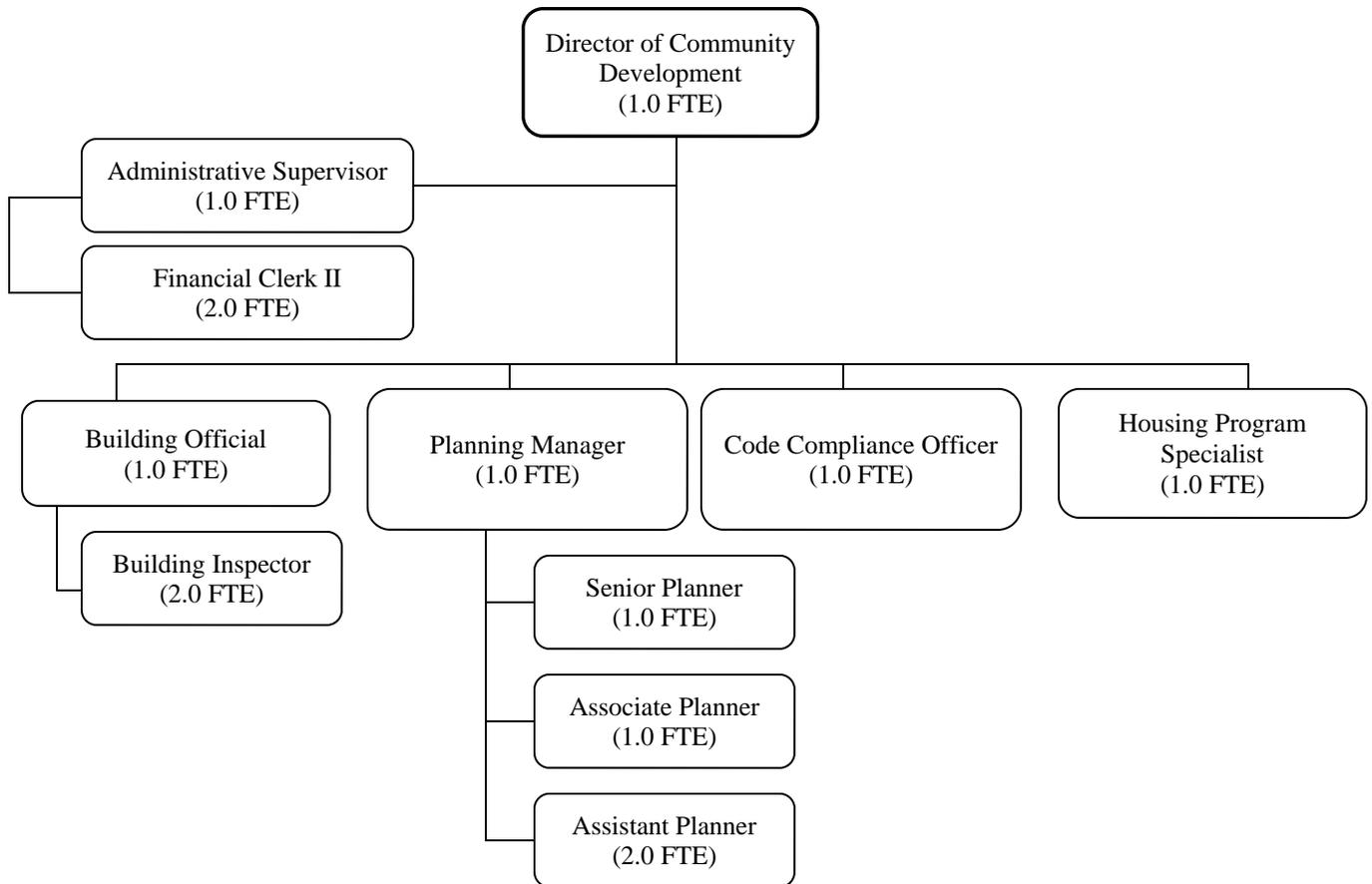
Measure	FY2012	FY2013	FY2014 /15 Target
Measure #1	75%	74%	100%

Public Works Department - Administration and Engineering Division

Description	CENTRAL SERVICES FUND PUBLIC WORKS DEPARTMENT SUPPORT AND ADMINISTRATION DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 710						
Personnel Services						
510 Salaries and Wages	\$ 744,086	\$ 813,990	\$ 909,715	\$ 1,837,840	\$ 1,837,840	\$ 1,837,840
520 Fringe Benefits	332,235	379,751	463,950	1,039,770	1,039,770	1,039,770
Total Personnel Services	1,076,321	1,193,741	1,373,665	2,877,610	2,877,610	2,877,610
Materials and Services						
601 Supplies	26,024	40,956	48,000	97,190	97,190	97,190
602 Rental, Repair, Maintenance	31,563	23,200	24,000	50,440	50,440	50,440
603 Communications	4,121	4,556	9,650	19,700	19,700	19,700
604 Contractual Services	24,781	9,857	26,500	60,000	60,000	60,000
605 Misc. Charges and Fees	126,249	105,083	105,000	210,000	210,000	210,000
606 Other Purchased Services	7,177	7,607	17,600	47,480	47,480	47,480
Total Materials and Services	219,915	191,259	230,750	484,810	484,810	484,810
Capital Outlay						
703 Equipment	-	-	10,300	-	-	-
Total Capital Outlay	-	-	10,300	-	-	-
	\$ 1,296,236	\$ 1,385,000	\$ 1,614,715	\$ 3,362,420	\$ 3,362,420	\$ 3,362,420



Community Development Department 14.0 FTE



Community Development Department

Department Overview

The Community Development Department is comprised of two divisions -- Planning and Building Safety -- as well as the Housing Program and the Community Development Block Grant Program. The Planning Division is responsible for carrying out the Community's vision for land use planning as presented in Ashland's Comprehensive Plan. To this end, staff evaluates new programs, creates long-range plans, crafts implementing standards and reviews development applications all with an eye toward fulfilling the aspirations of the Plan. The department manages city-wide code compliance activities that include enforcement of conditions of approval for all land use applications, follow-up on building code and land use violations, and seeking voluntary compliance with other sections of Ashland's Municipal Code. Administration of Ashland's Housing Program is another priority for the department. The Housing Program is involved in all aspects of planning, organizing and directing affordable housing related projects and activities. Finally, the Building Safety Division provides complete building plan review and inspection services, as well as offering comprehensive, pre-development code explanations. The breadth of service, understanding and application of state building codes allows the Building Safety Division to coordinate public education efforts aimed at providing classes to contractors, design professionals and inspectors on recent code changes.

Successes Over the Past Year

- Adoption of amendments to wireless communication facilities standards to address collocation requirements and independent contractor analysis.
- Managed completion of an urban renewal feasibility study for the downtown/railroad property and east Ashland areas.
- Adoption of amendments to Ashland's historic district design standards with improved graphics and revisions for consistency with the Secretary of Interior's Standards for Rehabilitation.
- Adoption of a package of Green Code amendments that removed barriers for citizens interested in local food production, as well as increased opportunities for energy efficiency and water conservation.
- Completed Regional Problem Solving (RPS) process which included revised population allocations for Ashland.
- Adoption of amendments to the drive-up window code, which included incentives for existing, non-conforming financial institutions located in the Historic District to develop or redevelop in line with district design standards.

- Received \$135,000 in State grants for the Normal Neighborhood Plan, Unified Code and for preparation of promotional materials for historic preservation.
- The Housing Program has set a goal of having 10% of newly developed housing units secured as affordable to lower and moderate income households. Cumulatively over the last four years, 39% of all new units (85 of 217) have been added to the Ashland Affordable Housing program.
- Through coordination with Ashland's regional partners, energy efficiency improvements were completed on several homes in Ashland during 2012.
- Housing Program supported a one-day homeless services event called Project Homeless Connect, put on by the Jackson County Homeless Task Force, that served more than 520 homeless individuals and those at risk of homelessness.
- CDBG funds were awarded to St. Vincent DePaul to provide rent and down payment assistance to 63 people at risk of homelessness. The Maslow Project was awarded CDBG funds and served over 20 homeless children within the Ashland School District.
- The Building Division performed more than 5,100 inspections with a staff of just three inspectors. The Southern Oregon University (SOU) North Campus Village project, valued at over \$40 million accounted for 743 of those inspections.
- The Building Division issued 969 permits during 2012 with the assistance from front counter staff.
- "Over the Counter" day, an expedited plan review and permit issuance service provided every Thursday morning, has proven to be a successful program much appreciated by the building community for its ease of same day plan submital and pick-up.
- The CDBG program allocated more than \$155,000 in block grant funds.

Significant Issues in the Biennium Ahead

The Planning Division will focus on efforts to complete the Unified Land Use Ordinance and the Normal Neighborhood Plan. Other initiatives will include improving land use hand-outs subsequent to completion of the Unified Land Use Ordinance, preparing promotional materials for historic building preservation, preparing code amendments related to vacation home rentals and the keeping of animals within city limits. Additionally, staff is expected to initiate an evaluation of parking issues and zoning within the downtown area, as well as examine innovative ways to promote carefully designed infill projects along major transportation routes through encouraging a healthy concentration of housing and business in proximity to existing and planned transit routes.

In the Building Division, the SOU North Campus Village project should wrap up early this summer with several other exciting projects on the horizon, including a complete remodel of SOU's Science Building slated for late 2013 and a new Student Activity Center in 2014. New housing activity has risen modestly in the past year and this trend is expected to continue. A large multi-family project is planned for the upper North Mountain area, as well as redevelopment of the Shop-n-Kart/BiMart complex, starting with a new retail store. In the downtown, a new multiple occupancy building on Lithia Way and the potential for a similar project directly across the street could test division plan review and inspections services.

Research into new permit software and electronic plan review program remains ongoing with the goal of improving permit tracking and internal review functions, while increasing mobile field operations and web-based customer services. Division vehicles will soon be equipped with hands-free cell phone devices to enhance the division's ability to serve customers and create greater efficiency.

Disaster Response has been the topic of the past year with recent Emergency Operations Center exercises. The Building Safety Division has been busy preparing for the unthinkable through organization and training. The Division now has two ATC 20.1 State of Oregon registered inspectors ready to answer the call. The certification allows inspectors to focus on post earthquake safety evaluation, providing rapid and detailed evaluation procedures for earthquake-damaged buildings. The Division will continue to increase its competency in post disaster techniques, as these efforts will better align the City of Ashland with the National Hazards Mitigation Plan (NHMP).

It's likely that any continued focus and emphasis by the Council on addressing Ashland's homeless populations will require staff resources from the Housing Program. It is anticipated that the Housing Specialist will be active in coordinating actions with non-profit organizations that provide direct services to homeless individuals.

In 2009-2010 the City received a one-time award of a CDBG-R (Recovery) grant, which was directed toward energy efficiency improvements to low income housing. This grant has now been fully expended and without the dedication of additional CDBG funds or other City resources, any further achievement of this goal in 2014-15 will be largely reliant on the performance of housing partners in the region including ACCESS Inc., the Housing Authority of Jackson County, and the US Department of Agriculture.

Fiscal Issues and Conditions

The Community Development Department is funded by the General Fund. However, permit revenues recorded in the General Fund are projected to account for 36.8% of the Planning and Building Divisions' requirements in the 2013-15 biennium. Housing and commercial building construction activity is expected to continue to show signs of improvement. This is supported by the measureable increase in the numbers of walk-in customers in FY2013, which reached a four-year high. A challenge for FY2013-FY2015 will be to maintain responsive customer service with current staffing levels, given the increase in development activity and new challenges presented by the division's code compliance responsibilities. At the same time, the list and demand for long range planning projects remains robust. If development activity continues its upswing, staff resources will need to be shifted to processing current development inquiries and applications, thereby reducing resources available for long-range planning projects.

The Housing Program staff position is funded through the General Fund and a CDBG program administrative allowance. The City of Ashland has experienced several years of declining CDBG funding levels and the Department of Housing and Urban Development has projected a 5% reduction of CDBG funding in the next fiscal year. All direct awards of funding through Ashland's CDBG program to service providers and affordable housing developers are paid in full by the revenues received through this federal program. Future reductions in Ashland's annual CDBG allocation will be reflected in reduced grant amounts to service providers and affordable housing providers.

Community Development Department

Description	2011 Actual	2012 Actual	2013 Amended	COMMUNITY DEVELOPMENT DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 44,444	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	456,001	1,277,054	481,000	1,447,575	1,447,575	1,447,575
Intergovernmental	264,999	220,753	173,011	461,646	461,646	461,646
Charges for Services	30,163	76,951	33,750	85,900	85,900	85,900
Other General Resources	1,176,723	411,164	1,440,453	2,594,168	2,594,168	2,629,168
	\$ 1,972,330	\$ 1,985,922	\$ 2,128,214	\$ 4,589,289	\$ 4,589,289	\$ 4,624,289
Department Total By Function						
Personnel Services	\$ 1,077,382	\$ 1,226,678	\$ 1,301,108	\$ 2,935,394	\$ 2,935,394	\$ 2,935,394
Materials and Services	894,948	759,244	827,106	1,688,895	1,653,895	1,653,895
	\$ 1,972,330	\$ 1,985,922	\$ 2,128,214	\$ 4,624,289	\$ 4,589,289	\$ 4,589,289
Department Total By Fund						
General Fund	\$ 1,730,536	\$ 1,781,351	\$ 1,922,279	\$ 4,156,454	\$ 4,121,454	\$ 4,121,454
CD Block Fund	241,794	204,571	205,935	467,835	467,835	467,835
	\$ 1,972,330	\$ 1,985,922	\$ 2,128,214	\$ 4,624,289	\$ 4,589,289	\$ 4,589,289

Position Profile	2011 Actual	2012 Actual	2013 Amended	Adopted Biennial Budget	
				Year 1	Year 2
Planning Division					
Director of Community Development	0.90	0.90	0.90	0.90	0.90
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00				
Administrative Supervisor		1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Assistant Planner	2.00	2.00	2.00	2.00	2.00
Housing Program Specialist	1.00	1.00	1.00	1.00	1.00
Financial Clerk II	1.00	1.00	1.00	1.00	1.00
Code Compliance Officer				1.00	1.00
Building Division					
Director of Community Development	0.10	0.10	0.10	0.10	0.10
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.50	1.60	2.00	2.00	2.00
Financial Clerk II	1.00	1.00	1.00	1.00	1.00
	12.50	12.60	13.00	14.00	14.00

Planning Division

The act of planning will continue to have a profound influence on the future of Ashland and the entire Rogue Valley. Past planning efforts have shaped the city we live and work in and the patterns of everyday life in Ashland. Ashland's Planning Division through its active citizenry has helped create a community of lasting value and continues to assist in developing a unique community vision implemented through far reaching goals, long range plans and design standards. The Community Development Department plays an important role in exploring new opportunities to engage citizens in local planning initiatives, and also provides key staff support for the Planning Commission and other advisory commissions including the City's Historic Commission, Housing Commission, Tree Commission, as well as committing staff support to the Transportation Commission and Homelessness Steering Committee. This division has two main work units: Current Planning and Long-Range Planning.

Current Planning

The Department's current planning section reviews building and zoning permit applications to ensure compliance with Ashland's development standards. These proposals include a wide range of requests, such as land divisions, the design and layout of multi-family apartments, as well as commercial building and mixed-use projects. City land use codes aim to address a variety of complex issues, including impacts associated with development adjacent and within floodplains, wetlands, riparian zones and on hillsides, opportunities for protection of significant natural areas, integration of multiple forms of transportation in development projects, and protection of Ashland's four nationally recognized historic districts by discouraging incompatible development and redevelopment.

Performance Management

Performance Measure #1: Percent of land use applications complete at filing.

Performance Measure #2: Average review time to process a land use application.

Measure	2012 Goal	2012 Results	2013 Goal	2014 Goal
Measure #1	> 80%	92%	> 85%	> 85%
Measure #2	< 45 days – Type I < 120 days – Type II	42 days – Type I 92 days – Type II	< 45 days – Type I < 120 days – Type II	< 45 days – Type I < 120 days – Type II

Community Development Department - Planning Division

The current planning section also tracks the following measures of activity:

Planning Division Permit Activity								
								7 months
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Zoning Permit [Sign, Fence, Home]	146	130	206	136	133	179	229	92
Pre-App	43	86	78	68	65	57	55	51
Type I	18	28	51	41	18	47	49	47
Type II	10	5	4	3	2	4	4	2
Type III	1	0	7	4	4	2	3	0
Misc PAs [Staff, Tree]	43	58	57	3	0	1	12	29
Misc Planning Approvals [Admin, DemOrd, Leg, TreeV, Zone]	38	28	32	45	34	28	19	8
Totals:	299	335	435	300	256	318	371	229

Number of Walk-In Customers (Tri-Annual Totals)							
	Jan-11	May-11	Sep-11	Jan-12	May-12	Sep-12	Jan-13
Front Office							185
Planning	55	130	111	90	118	137	89
Building	84	163	157	114	144	154	33
Housing	2	7	3	4	1	3	2
Code Compliance	0	2	6	1	3	1	1
Totals:	141	302	277	209	266	295	310

Incoming/Outgoing Phone Activity								
	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Total
Number of Calls	2,071	2,143	1,763	1,898	1,518	1,439	1,790	12,622
Total Time	79.7 hours	94.5 hours	75.9 hours	88.3 hours	69.6 hours	60.2 hours	83.5 hours	551.7 hours

Community Development Department - Planning Division

Description	GENERAL FUND					
	COMMUNITY DEVELOPMENT DEPARTMENT					
	PLANNING DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 502,605	\$ 542,089	\$ 563,288	\$ 1,260,989	\$ 1,260,989	\$ 1,260,989
520 Fringe Benefits	252,172	288,002	311,020	715,795	715,795	715,795
Total Personnel Services	754,777	830,091	874,308	1,976,784	1,976,784	1,976,784
Materials and Services						
601 Supplies	10,114	8,491	14,750	29,100	29,100	29,100
602 Rental, Repair, Maintenance	12,655	12,023	13,798	16,098	16,098	16,098
603 Communications	1,736	1,716	3,850	7,700	7,700	7,700
604 Contractual Services	41,412	48,180	60,000	145,000	110,000	110,000
605 Misc. Charges and Fees	298,699	245,338	245,380	502,240	502,240	502,240
606 Other Purchased Services	14,415	17,639	26,700	48,400	48,400	48,400
608 Commissions	1,874	2,342	3,750	6,500	6,500	6,500
610 Programs	5,669	6,230	17,000	34,000	34,000	34,000
Total Materials and Services	386,574	341,959	385,228	789,038	754,038	754,038
	\$ 1,141,351	\$ 1,172,050	\$ 1,259,536	\$ 2,765,822	\$ 2,730,822	\$ 2,730,822

Community Development Department - Planning Division

Long Range Planning

The Planning Division’s Long-Range section assists the community in meeting policy objectives and developing innovative plans that reflect the values of its citizens and anticipate changes that will likely affect the future of the City. This work includes periodically updating the document that symbolizes Ashland’s vision of land use for the community, the Comprehensive Plan, as well as crafting specific plans for neighborhoods and business areas. Long range projects are often supplemented by state grant funds for enlisting additional technical and design expertise. Below is a partial list of projects that the Planning Division will likely address over the next 12 to 24 months:

Performance Management

The Department’s long range planning efforts were evaluated by analyzing a variety of projects that took place in 2012 including wireless communication facilities, urban renewal feasibility study, historic district design standards, green code amendments and completion of the Regional Problem Solving Process. As part of the Normal Avenue Neighborhood Plan design workshops, participants were invited to complete a workshop evaluation on the quality and relevance of the workshops in order to measure whether the level of interactivity was appropriate, and if the workshop objectives were clearly stated and achieved.

Performance Measure #1: Percent of long range plans completed within 18 months.

Performance Measure #2: Percent of customers surveyed who were satisfied with the long range public participation process.

Measure	2012 Goal	2012 Results	2013 Goal	2014 Goal
Measure #1	80%	100%	100%	100%
Measure #2	50%	72.6%	75%	75%

Community Development Department - Housing Program

Housing Program

With a specific focus on affordable housing activities, administration of the Housing Program includes working closely with the Community Development Director, the Housing Commission, the Planning Commission and the City Council to accomplish the objectives identified by Council Goals and the Housing Work Plan. One full-time Housing Specialist is employed to carry out these activities.

To increase the City of Ashland’s affordable housing stock, the City has created incentives to encourage the construction of a range of housing options, including a waiver of System Development Charges, Community Development and Engineering Fees, direct subsidy in the form of Community Development Block Grants and dedication of City property for housing construction. The Housing Specialist also offers technical support to housing providers in their ongoing efforts to seek additional funding. In recent years, issues surrounding the area’s homeless population have been at the forefront of City discussions.

Performance Measure #1: Award and delivery of CDBG funds to eligible projects.

Performance Measure #2: Percent of newly developed housing units secured as affordable to lower and moderate income households.

Performance Measure #3: Energy renovation improvements for housing units occupied by low-income or special needs populations.

Performance Measure #4: Number of homeless individuals, or those at risk of homelessness, receiving direct benefits from City supported activities.

Performance Management

The Housing Division supports the following Council goal:
Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.

Measure	2012 Goal	2012 Results	2013 Goal	2014 Goal
Measure #1	100%	53.3%	100%	100%
Measure #2	10%	12%	10%	10%
Measure #3	5-10 units	2	5-10 units	5-10 units
Measure #4	>300 Households	583	>350 Households	>350 Households

Community Development Department - Code Compliance Program

Code Compliance Program

Although it is not a separate division or program for budgetary purposes, approximately one third of each Assistant Planner's time is directed to City code compliance issues (.7 FTE). Even with the decentralization of code compliance responsibilities, public safety and potential hazards remain top priorities, but every effort is made to follow-up on general land use and zoning violations within a reasonable amount of time.

Performance Management

From January 2012 through December 2012, 126 complaints were filed with the Planning Division. 2011 was the first year that citizens were able to file a complaint form through the Community Development Department web page. The past year, citizens continued to take advantage of the online complaint form, with 52% of the total number of complaints being filed on line.

Of the total number of complaints, approximately 7% posed a public safety or potential hazard to the public. This was a significant reduction from the previous year. Complaints related to public safety were acted on directly or forwarded to the appropriate city department with on-site verification and staff contact within 24 hours. The majority of general land use and zoning complaints associated with building safety and land use were logged in and an initial site visit conducted within 72 hours of receipt. The program fell short of its goal of a 100% response rate to "general" category complaints within 72 hours of receipt. This was primarily due to a steady increase in permit activity over the past three years that has placed a greater demand on staff time.

Performance Measure #1: 24 hour response to land use ordinance complaints related to public safety and potential hazards.

Performance Measure #2: 72 hour response to complaints related to general land use and zoning requirements.

Performance Measure #3: Number of complaints logged in via the City's webpage and automated submission.

Measure	2012 Goal	2012 Results	2013 Goal	2014 Goal
Measure #1	100%	100%	100%	100%
Measure #2	100%	85%	100%	100%
Measure #3	50%	52%	>50%	>50%

Community Development Department - Building Safety Division

Building Safety Division

In accordance with Oregon State law, the Building Safety Division provides fair, consistent and comprehensive building inspection and fire/life safety plan review services including code interpretation and enforcement for all Ashland adopted codes. These critical functions ensure building safety for the citizens of Ashland through permit issuance, plan review, records, and inspection for structural, mechanical, electrical, plumbing, photovoltaic (solar) systems, energy efficiency and the American's with Disability Act. Also included are the International Existing Building Code and Ashland's Demolition ordinance.

The Master Permit Program continues to increase the Division's ability to better serve large facility customers, which include but is not limited to Southern Oregon University, Ashland School District, Ashland Community Hospital and Oregon Shakespeare Festival. It has proven to be an effective, excellent permit and inspection tool, saving both time and department resources while still allowing the Building Safety Division to continue to provide necessary services.

In an effort to increase the commitment to our customers, the Division continues to sponsor code related training and continuing education. These classes are in cooperation with other jurisdictions in the Rogue Valley with the intent of providing a consistent and uniform approach to the latest construction methods and building code enforcement.

Performance Management

The Building Division supports the following Council goal: **Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.**

Performance Measure #1: Percent of plan reviews completed within a 3-week period.

Performance Measure #2: Percent of permits issued over-the-counter (OTC) and online.

Measure	2012 Goal	2012 Results	2013 Goal	2014 Goal
Measure #1	> 81%	92% - Residential 71% - Commercial*	> 85%	> 85%
Measure #2	Maintain or expand walk-in and online permit services	60% - OTC 21% - Online	Maintain or expand walk-in and online permit services	Maintain or expand walk-in and online permit services

***Commercial building permits are not subject to plan review completion timelines in accordance with State statute.**

In addition, the Building Division tracks year-over-year permit activity:

Building Division Permit Activity								7 months
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Single Family	75	58	28	18	27	42	24	28
Multi-Family	23	8	6	1	10	1	6	3
Commercial	19	26	23	15	5	11	10	4
Tenant Improvement	21	27	40	45	23	37	40	15
Over-the-Counter [C-Elec, C-Mech, C-Plumb, Addn, Alter, Struct]	975	845	849	726	692	806	781	488
Misc Building Permits [AccRes, Alarm, Bkflow, Common, Demo, Elec, Excav, FireSp, FireSs, Manu, Mech, Mixed, Move, Pool, WtrHtr]	200	181	148	97	116	113	114	72
Totals:	1,313	1,145	1,094	902	873	1,010	975	610

Community Development Department - Building Safety Division

Description	GENERAL FUND					
	COMMUNITY DEVELOPMENT DEPARTMENT					
	BUILDING DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 110						
Personnel Services						
510 Salaries and Wages	\$ 195,556	\$ 250,427	\$ 251,540	\$ 575,340	\$ 575,340	\$ 575,340
520 Fringe Benefits	85,493	108,909	142,760	322,170	322,170	322,170
Total Personnel Services	281,049	359,336	394,300	897,510	897,510	897,510
Materials and Services						
601 Supplies	2,613	3,664	5,335	10,000	10,000	10,000
602 Rental, Repair, Maintenance	34,979	35,840	36,948	36,242	36,242	36,242
603 Communications	1,963	1,883	3,550	5,600	5,600	5,600
604 Contractual Services	21,957	3,628	15,000	15,000	15,000	15,000
605 Misc. Charges and Fees	243,171	198,735	198,710	407,080	407,080	407,080
606 Other Purchased Services	3,453	6,215	8,900	19,200	19,200	19,200
Total Materials and Services	308,136	249,965	268,443	493,122	493,122	493,122
	\$ 589,185	\$ 609,301	\$ 662,743	\$ 1,390,632	\$ 1,390,632	\$ 1,390,632

Community Development Department - CDBG

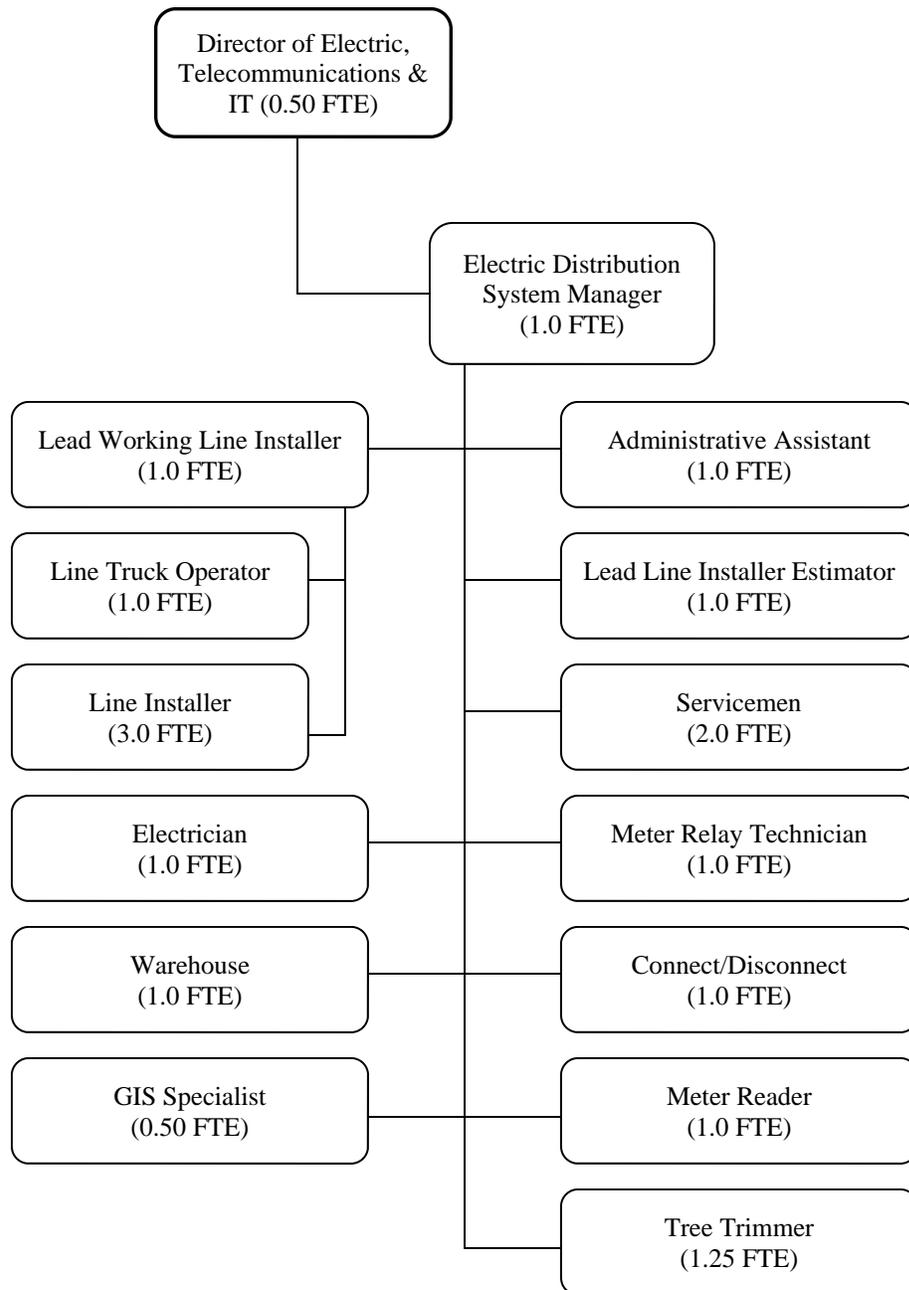
Community Development Block Grants

The City of Ashland is an entitlement city for Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD). This will be the sixteenth year the City has received these funds that must be used to assist low and moderate income neighborhoods and households. The City anticipates an annual award of \$164,479 to allocate to eligible activities.

Description	COMMUNITY DEVELOPMENT BLOCK GRANT FUND COMMUNITY DEVELOPMENT DEPARTMENT COMMUNITY DEVELOPMENT BLOCK GRANT DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 250						
Personnel Services						
510 Salaries and Wages	\$ 31,640	\$ 24,276	\$ 20,440	\$ 38,830	\$ 38,830	\$ 38,830
520 Fringe Benefits	9,916	12,975	12,060	22,270	22,270	22,270
Total Personnel Services	41,556	37,251	32,500	61,100	61,100	61,100
Materials and Services						
606 Other Purchased Services	823	626	700	1,400	1,400	1,400
609 Grants	199,415	166,694	172,735	405,335	405,335	405,335
Total Materials and Services	200,238	167,320	173,435	406,735	406,735	406,735
	\$ 241,794	\$ 204,571	\$ 205,935	\$ 467,835	\$ 467,835	\$ 467,835



Electric Department 17.25 FTE



Electric Department

Electric Overview

The Electric Department, also known as the Electric Utility, is responsible for the safe and reliable delivery of electricity to residents, businesses, educational, medical and commercial enterprises within the urban growth boundary of Ashland. Ashland has owned the Electric Utility since 1909 and it is the second oldest municipal electric utility in Oregon. Given the centrality of electricity to our daily lives, the Electric Utility provides an essential service to the citizens of Ashland.

The Electric Utility gets its energy locally from Reeder Gulch hydro generating station, net-metered accounts (primarily solar), and regionally from the Bonneville Power Administration (BPA) through transmission lines owned by BPA and Pacific Power.

With 17 FTE employees, the Electric Department maintains the Reeder Gulch generating station; provides electric service to over 11,000 customers; services 75 miles of underground and 55 miles of overhead lines; maintains 2,600 power poles, 2,000 transformers, and 1,850 streetlights. In addition, the department is responsible for the operation and maintenance of the distribution side of Mountain Avenue and Nevada Street substations.

The utility owns and maintains a fleet of trucks and has its own warehouse facility, including an inventory of wire, transformers, meters and other items needed to keep the system in first-class operating condition and to quickly respond to service needs.

The Department proactively performs routine maintenance of its system to provide a safe and reliable system with minimal outages. The Department trims trees along more than 65 road miles annually to minimize tree-related outages. Each year, the Department performs a visual safety inspection of 50% of the infrastructure and a detailed inspection of 10% of the entire system.

The Electric Department also provides community services such as funding the installation and removal of holiday decorations and hanging community banners. In addition, the department funds a variety of assistance programs for citizens who may need assistance with their utility bills: Ashland Low Income Energy Assistance Program (ALIEAP), Senior Utility Discount, and Emergency HEAT Assistance.

The Electric Department is completely self-funded and does not receive any general funds or financing. All operating and capital costs are paid through electric rate structures.

The Electric Department supports a broad range of services, including:

- Provides safe reliable electricity at a competitive rate.

- Responds to outages around the clock, in all types of weather, in a timely and safe manner.

- Provides funding for Conservation to improve energy efficiency of homes, businesses and our community.

- Supports our community through customer assistance programs and community service.

Successes in The Past Year

- Fully staffed the Electric Department including Operations Manager and Director. (These two key positions were filled after several years of vacancies and generous stand in by managers from other City departments.)

- Completed and established a procedure for regulatory inspections of the system.

- Completed a pole “test and treat” program comprising 10% of the distribution poles.

- Completed the year with no safety accidents or incidents.

- Developed and implemented a tree trimming program to efficiently prune trees interfering with overhead power lines thereby improving reliability.

- Completed the undergrounding of the business feeder at the intersection of Hersey and N. Main Street.

- Worked with Southern Oregon University to provide an economical and reliable electric infrastructure to serve their new Campus Village.

Significant Issues in the Biennium Ahead

- Managing energy costs within the Bonneville Power Administration framework.

- Completing the inventory of the electric infrastructure and ensuring the integrity of the data. Data will be entered in the City standard GIS and data management systems.

- Performing a Ten-Year System Study to analyze the current electrical distribution system; identifying and prioritizing findings into a Ten-Year Capital Improvement Plan.

- Developing and maintaining regulatory compliance schedules and providing adequate funding from within the Electric Department to support developed schedules.

Significant Issues in the Biennium Ahead (Continued)

- Enabling Smart Grid technologies. The department will evaluate new commercial and consumer services available through the use of Smart Grid technologies while balancing customers concerns regarding radio frequency transmissions.

Fiscal Issues and Conditions

The Department’s income for operating and capital costs is derived from rate structures. The Department draws no monies from the City’s General Fund and has no current debt. In addition, the Electric Department contributes to general fund, central services, conservation programs and customer assistance programs and pays the largest share of AFN debt of any City department. This budget is built on an assumption of a 6.3% rate increase effective October 1, 2013, and a similar rate increase a year after that in order to cover the cost of anticipated increases in BPA wholesale power cost projections include a 1.5% growth in kilowatt hours (kWh) used. In the absence of increased revenue, the department will have to decrease planned maintenance and capital projects intended to improve system reliability.

Performance Management

The Electric Department supports the following Council goal: **Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet urgent, immediate and future needs of Ashland.**

Objective: Deliver timely life-cycle capital improvement projects

Action: Perform an analysis of the current electrical distribution system and provide recommendations for a 10-year system improvement plan.

Performance Measure #1: Develop a ten year plan for improving and expanding the present system to achieve a cost effective distribution system that provides reliable service to its present and future customers.

Measure	FY 2014	FY 2015
Measure #1	Complete a capital plan for years 1-5	Complete a capital plan for years 6-10

Objective: Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs.

Action #1: Perform all mandated inspections and remediation to ensure all electrical facilities are inspected on required cyclic basis.

Action #2: Inspect existing lines on a cyclic basis so that all associated equipment, hardware, right-of-way, and structures are thoroughly examined and in compliance with regulatory requirements.

Performance Measures #1 and #2: Perform public safety inspections of the electric distribution system to identify hazards and right-of-way encroachments identified during a patrol. Inspections shall include all overhead lines and other accessible equipment.

Measure	FY 2014	FY 2015
Measure #1	50%	50%
Measure #2	10% of A2001 – North Main Circuit	10% of A2000 – Business Circuit

Objective: Evaluate all city infrastructure regarding planning, management, and financial resources.

Action: Implement systems to provide data, monitoring, grooming of electric demand and outage management. Complete implementation of SCADA outage management program for the primary distribution system

Performance Measure #1: Complete system GIS and inventory mapping.

Performance Measure #2: Evaluate software programs and install system

Measure	FY 2014	FY 2015
Measure #1	Inventory 100% of the electric distribution system	Import 100% of the infrastructure data into the City standard GIS and data management system
Measure #2	Evaluate software programs Select an outage management system	Purchase system Install an outage management system Integrate system with the City standard GIS and data management system

Electric Department

Performance Management (Continued)

Objective: Maintain and improve infrastructure that enhances the economic vitality of the community

Action: Provide the customers of the City of Ashland with a reliable electric distribution system that minimizes customer outages.

Performance Measures #1 and #2: Reduce the duration of customer outages due to equipment failures.

Measure	FY 2014	FY 2015
Measure #1	Outages with a duration of 2 hours or more shall affect no more than 10% of customers	Outages with a duration of 2 hours or more shall affect no more than 9% of customers
Measure #2	Outages with a duration of 2 hours or less shall affect no more than 85% of customers	Outages with a duration of 2 hours or less shall affect no more than 83% of customers

*Note – Outage percentages are currently estimates. New outage management system is scheduled for FY15.

Position Profile	Adopted Biennial Budget				
	2011 Actual	2012 Actual	2013 Amended	Year 1	Year 2
Operations Division					
Assistant City Administrator		0.50			
Director of Information Technology/Electric			0.50	0.50	0.50
Electric Director	1.00				
Electric Distribution System Manag	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
GIS Specialist	0.50	0.50	0.50	0.50	0.50
Leadworking Line Installer	2.00	2.00	2.00	2.00	2.00
Line Installer\Service Person	3.00	4.00	4.00	4.00	4.00
Line Truck Driver	2.00	1.00	1.00	1.00	1.00
Meter Repair/Relay Technician	1.00	1.00	1.00	1.00	1.00
Meter Reader	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Connect/Disconnect	1.00	1.00	1.00	1.00	1.00
Warehouse	1.00	1.00	1.00	1.00	1.00
Estimator/Line Installer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/ Line Installer - Tem	0.25	0.25	0.25	0.25	0.25
Conservation Division					
Conservation Analyst*	3.00	3.00	3.50		
Account Clerk I					
	20.75	20.25	20.75	17.25	17.25

* Transferred from Electric to Administration

Electric Department

Description	2011 Actual	2012 Actual	2013 Amended	ELECTRIC DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Intergovernmental Revenue	\$ 187,436	\$ 125,153	\$ 200,000	\$ 300,000	\$ 300,000	\$ 300,000
Charges for Services	12,238,716	12,527,979	13,319,040	28,745,000	28,745,000	28,745,000
Interest	10,817	11,957	15,000	22,000	22,000	22,000
Miscellaneous Revenues	154,772	534,471	180,000	384,000	384,000	384,000
Other General Resources	(246,067)	203,911	2,163,357	(246,471)	(246,471)	(246,471)
	<u>\$ 12,345,674</u>	<u>\$ 13,403,471</u>	<u>\$ 15,877,397</u>	<u>\$ 29,204,529</u>	<u>\$ 29,204,529</u>	<u>\$ 29,204,529</u>
Department Total By Function						
Personnel Services	\$ 2,026,766	\$ 2,345,900	\$ 2,583,185	\$ 4,597,996	\$ 4,597,996	\$ 4,597,996
Materials and Services	9,926,103	10,563,345	11,284,918	23,161,533	23,161,533	23,161,533
Capital Outlay	367,969	469,662	1,985,000	1,445,000	1,445,000	1,445,000
Debt Service	24,836	24,564	24,294	-	-	-
	<u>\$ 12,345,674</u>	<u>\$ 13,403,471</u>	<u>\$ 15,877,397</u>	<u>\$ 29,204,529</u>	<u>\$ 29,204,529</u>	<u>\$ 29,204,529</u>
Department Total By Fund						
Water Fund	\$ 175,495	\$ 145,716	\$ 195,070	\$ -	\$ -	\$ -
Electric Fund	12,170,179	13,257,755	15,682,327	29,204,529	29,204,529	29,204,529
	<u>\$ 12,345,674</u>	<u>\$ 13,403,471</u>	<u>\$ 15,877,397</u>	<u>\$ 29,204,529</u>	<u>\$ 29,204,529</u>	<u>\$ 29,204,529</u>

* Conservation Divisions resided in the Electric Department in 2011, 2012, and 2013 and the expenses are included in the Electric Department summary. In the 2013-15 Biennium, the Conservation Divisions reside in Administration and the expenses are included in the Administration Department summary.

Electric Department

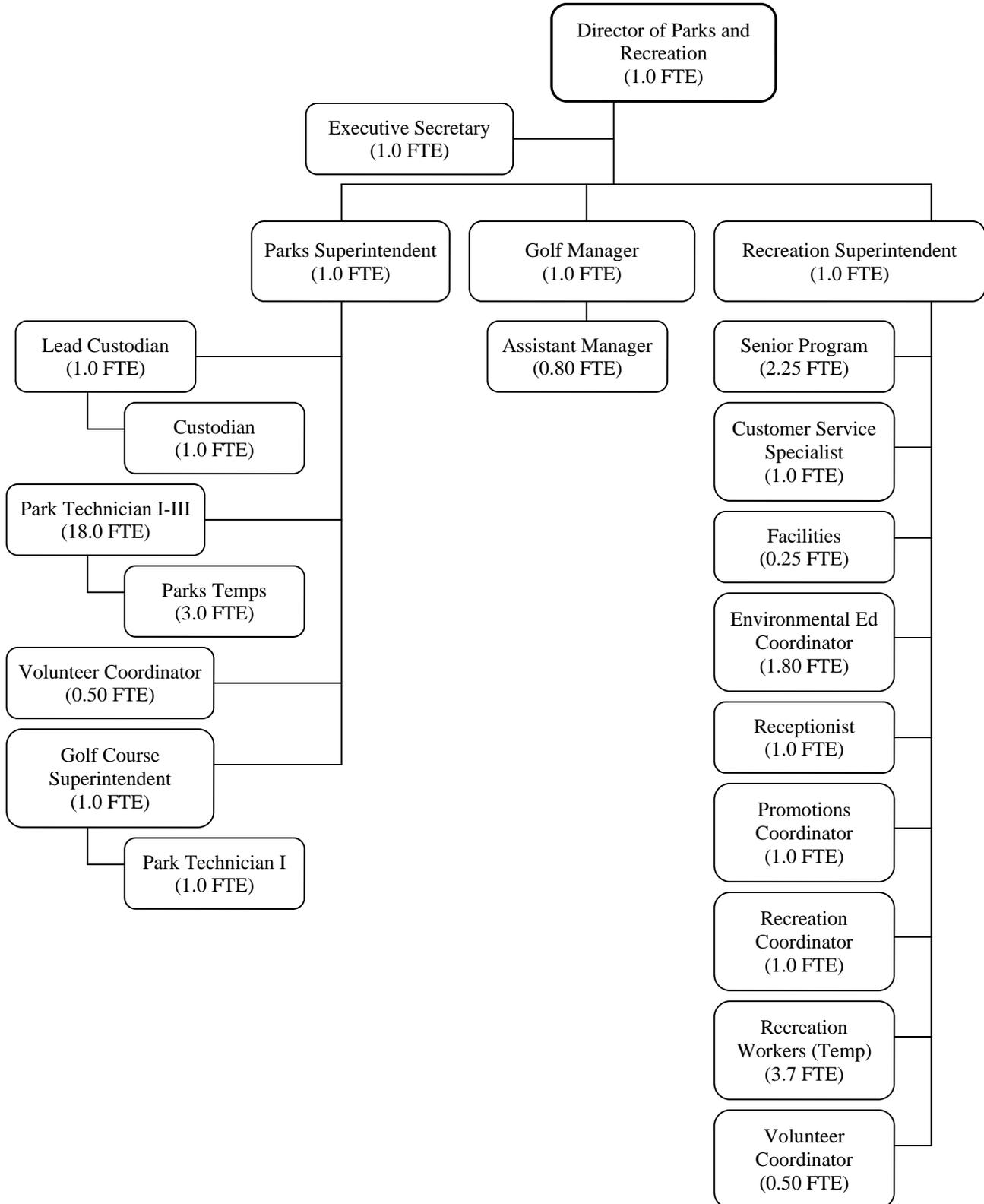
ELECTRIC FUND ELECTRIC DEPARTMENT SUPPLY DIVISION						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 690						
Materials and Services						
602 Rental, Repair, Maintenance	\$ 6,051	\$ 1,323	\$ 30,000	\$ 60,600	\$ 60,600	\$ 60,600
605 Misc. Charges and Fees	355,204	355,300	355,300	691,670	691,670	691,670
606 Other Purchased Services	5,212,557	5,578,028	5,951,000	12,876,103	12,876,103	12,876,103
Total Materials and Services	5,573,812	5,934,651	6,336,300	13,628,373	13,628,373	13,628,373
Capital Outlay						
704 Improvements Other Than Bldgs.	-	-	1,400,000	-	-	-
Total Capital Outlay	-	-	1,400,000	-	-	-
	\$ 5,573,812	\$ 5,934,651	\$ 7,736,300	\$ 13,628,373	\$ 13,628,373	\$ 13,628,373

ELECTRIC FUND ELECTRIC DEPARTMENT TRANSMISSION DIVISION						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 690						
Materials and Services						
606 Other Purchased Services	\$ 814,013	\$ 852,382	\$ 971,773	\$ 2,177,635	\$ 2,177,635	\$ 2,177,635
Total Materials and Services	\$ 814,013	\$ 852,382	\$ 971,773	\$ 2,177,635	\$ 2,177,635	\$ 2,177,635

ELECTRIC FUND ELECTRIC DEPARTMENT DISTRIBUTION DIVISION						
Description	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Fund# 690						
Personnel Services						
510 Salaries and Wages	\$ 1,236,431	\$ 1,441,171	\$ 1,500,450	\$ 3,033,716	\$ 3,033,716	\$ 3,033,716
520 Fringe Benefits	545,428	655,063	767,080	1,564,280	1,564,280	1,564,280
Total Personnel Services	1,781,859	2,096,234	2,267,530	4,597,996	4,597,996	4,597,996
Materials and Services						
601 Supplies	45,246	29,352	51,100	76,624	76,624	76,624
602 Rental, Repair, Maintenance	348,770	294,489	413,750	824,595	824,595	824,595
603 Communications	12,101	7,748	20,500	43,160	43,160	43,160
604 Contractual Services	55,943	90,020	86,000	236,812	236,812	236,812
605 Misc. Charges and Fees	1,269,750	1,590,576	1,574,800	3,201,274	3,201,274	3,201,274
606 Other Purchased Services	96,562	87,610	97,900	217,250	217,250	217,250
610 Programs	4,235	3,342	6,000	10,100	10,100	10,100
612 Franchises	1,227,662	1,250,417	1,300,000	2,745,710	2,745,710	2,745,710
Total Materials and Services	3,060,269	3,353,554	3,550,050	7,355,525	7,355,525	7,355,525
Capital Outlay						
704 Improvements Other Than Bldgs.	367,969	469,662	585,000	1,445,000	1,445,000	1,445,000
Total Capital Outlay	367,969	469,662	585,000	1,445,000	1,445,000	1,445,000
	\$ 5,210,097	\$ 5,919,450	\$ 6,402,580	\$ 13,398,521	\$ 13,398,521	\$ 13,398,521

Parks and Recreation Department

43.80 FTE



Parks and Recreation Department

Department Overview

The Parks and Recreation Department is responsible for the maintenance and operations of 785 acres of parkland and a variety of recreational facilities and programs throughout the City of Ashland. The department is governed by a five-member elected Parks Commission with a mission of providing and promoting recreational opportunities and preserving and maintaining public lands. The Commission is responsible for three main divisions: **Parks Division, Recreation Division** and **Golf Division**.

The goal of the Parks and Recreation Department is to maintain and expand park, recreational, and educational opportunities and provide high quality, efficient and safe services with positive experiences for guests and other participants while maintaining community participation in the decision-making processes and protecting the environment. Some of the many services the department provides include:

- Parks and open spaces that are safe and well maintained;
- Opportunities for recreational and educational activities for all ages and abilities;
- Management and oversight of the Daniel Meyer Pool, North Mountain Park Nature Center, Ashland Rotary Centennial Ice Rink, Ashland Senior Center and the Oak Knoll Golf Course;
- Volunteer opportunities throughout the parks and recreation system;
- Management of 463 acres of forest land and 30 miles of trails.

Successes Over the Past Year

- Ashland Creek Fellowship Trail: Completed in conjunction with new trail easement along Ashland Creek.
- Ashland Parks Youth Conservation Corps: Implemented new program utilizing high school students as volunteers in parks; issued 25 community service hours per student toward graduation.
- Central Irrigation System: Completed system upgrade in compliance with FCC regulations.
- Daniel Meyer Pool: Demolished old solar trellis and patios and built a new exposed aggregate patio to accommodate upgraded sun shade structure.
- Daniel Meyer Pool: Refurbished storage shed.
- Forestry: Treated and retreated 64 acres of Parks woodland/open space for fire management and forest health.
- Forestry: Partnered with Ashland Fire Resiliency to refurbish and install nine watershed bulletin boards at four trailheads.
- Garfield Park: Installed new playground.
- Garfield Park, YMCA Park, Oak Knoll Golf Course, Hunter Park: Completed asphalt overlays.
- Grant: Received OWEB grant through Bear Creek Watershed Council.
- Hunter Park: Completed sidewalk restoration project.
- Hunter Park: Constructed new outdoor patio with concrete ping pong table.
- Hunter Park: Constructed Grubbs Memorial including exposed aggregate patio with bench and light along Central Ashland bike path.
- Lithia Park: Refurbished Lower Duck Pond bridge.
- Lithia, Hunter and Garfield parks: Resurfaced tennis and basketball courts.
- Lithia Park: Rebuilt deteriorated guardrail for safety and stream bank protection at upper trailhead/parking area.
- Mutt Mitts: Installed 22 new dog waste disposal stations with garbage cans/holders throughout the parks system.
- North Mountain Park Nature Center: Completed building addition.
- North Mountain Park Nature Center: Constructed new recycling area pad with tile mosaic and refurbished recycling containers and signs.
- Oak Knoll Golf Course: Rebuilt greens #7 & #8 and replaced irrigation and drainage systems.
- Oak Knoll Golf Course: Refurbished the bridge on green #4.
- Oredson-Todd Woods: Rebuilt trail and cribbing system along Clay Creek.

Successes Over the Past Year (Continued)

- ORPA Conference: At statewide conference in September, Nature Center co-directors Kari Gies and Linda Chesney received Environmental Impact Award; were acknowledged as parks and recreation professionals achieving excellence in leading their agency and community toward a more environmentally sustainable future. Conference attendees were also provided with a tour of North Mountain Park, the Nature Center, and Siskiyou Mountain Park.
- Parks Policy: Dog-friendly parks policy permanently established.
- Senior Center: 400 applications processed through the ALIEP program administered through the Senior Center and City of Ashland Utilities Department.
- Sherwood Park: Removed unsafe restroom.
Volunteer Program: Over 12,000 volunteer hours completed; equivalent to 6 FTE.

Fiscal Issues and Conditions

Funds for the proposed budget will be transferred from the General Fund to the Park and Recreation Fund. This represents a significant change in the 100-plus-year history of funding for Ashland Parks and Recreation. Revenues generated through fees and charges will remain within the department and account for about 17% of revenues in the fund. The Parks ending fund balance will be reduced to 12.5%, with the city providing any additional funds needed to current service levels in the coming biennium.

Changes of note in the biennium budget include:

- Switching to a self-insured health benefits program and budgeting for health insurance on a per-FTE basis generates significant savings on health benefits costs in the Parks & Recreation fund.
- A decrease in Materials and Services is due to the deletion of a transfer (\$263,000 in the current fiscal year) into the City of Ashland General Fund.
- An increase in Capital Outlay results from moving the Parks CIP and deferred maintenance projects into the Parks budget. Historically the CIP was housed in the Public Works budget.
- A 30% increase in the Park Patrol line item to step up enforcement levels.

The Parks and Recreation Fund includes general activities within Parks programs. Revenues for the department include grants, charges for service and donations. Revenues are expected to remain stable and rates are expected to increase slightly each year.

The Parks Capital Improvement Program fund accounts for revenues from interfund transfers and depreciation charges used for construction of parks and recreation facilities, equipment acquisition, replacement and deferred maintenance. This fund will reflect transfers from the General Fund and the City CIP to accomplish deferred maintenance, CIP projects, and equipment replacement.

(Note: The Youth Activities Levy was discontinued at the conclusion of FY '13.)

Significant Issues in the Biennium Ahead

Looking toward the 2015-2017 biennium, the Commission is concerned about sustainable City funding that would allow Parks to continue providing services at the same levels to which the community has become accustomed. The mayor has appointed an Ad-Hoc Committee of two Parks Commissioners and three City Councilors to look at short-term and long-term funding strategies for the Parks and Recreation Department.

Parks and Recreation Department

Position Profile	Adopted Biennial Budget				
	2011 Actual	2012 Actual	2013 Amended	Year 1	Year 2
Administration Division					
Director	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Golf Division					
Golf Manager	1.00	1.00	1.00	1.00	1.00
Assistant Manager		0.80	0.80	0.80	0.80
Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Park Technician I	1.00	0.80	1.00	1.00	1.00
Operations Division					
Parks Superintendent	1.00	1.00	1.00	1.00	1.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator	1.00	1.00	0.50	0.50	0.50
Park Worker	5.00				
Park Technician I	6.00	12.20	12.00	12.00	12.00
Park Technician II	6.00	3.00	3.00	3.00	3.00
Park Technician III	2.00	3.00	3.00	3.00	3.00
Temps	3.00	3.00	3.00	3.00	3.00
Recreation Division					
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator			0.50	0.50	0.50
Facilities		0.25	0.25	0.25	0.25
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Environmental Ed Coordinator	2.00	1.80	1.80	1.80	1.80
Promotions Coordinator	1.00	1.00	1.00	1.00	1.00
Senior Program Director	0.80	1.00	1.00	1.00	1.00
Senior Center Specialist	0.80	0.70	0.70	0.70	0.70
Senior Center Info/Ref Specialist	0.35	0.55	0.55	0.55	0.55
Customer Service Specialist	2.00	1.00	1.00	1.00	1.00
Receptionist-Nature Center		1.00	1.00	1.00	1.00
Temps	3.70	3.70	3.70	3.70	3.70
	43.65	43.80	43.80	43.80	43.80

Parks and Recreation Department

Description	2011 Actual	2012 Actual	2013 Amended	PARKS & RECREATION DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Department Total Resources						
Taxes	\$ 4,210,320	\$ 4,349,737	\$ 4,453,000	\$ -	\$ -	\$ -
Intergovernmental Revenue - CIP	21,139	33,117	-	3,929,000	3,929,000	3,929,000
Charges for Services	1,101,358	968,435	833,000	1,852,633	1,852,633	1,852,633
Charges for Service - General Fund	-	-	-	8,856,000	8,856,000	8,856,000
Interest	16,096	20,698	12,900	30,100	30,100	30,100
Miscellaneous Revenues	47,889	22,127	23,500	69,000	69,000	69,000
Sale of Assets	-	13,522	-	-	-	-
Other general resources	(593,618)	(54,889)	1,004,410	1,144,367	1,144,367	1,244,367
	\$ 4,803,184	\$ 5,352,747	\$ 6,326,810	\$ 15,881,100	\$ 15,881,100	\$ 15,981,100
Department Total By Function						
Personnel Services	\$ 2,686,349	\$ 2,961,302	\$ 3,311,210	\$ 6,829,190	\$ 6,829,190	\$ 6,829,190
Materials and Services	1,953,706	2,270,149	2,335,600	4,114,910	4,114,910	4,114,910
Capital Outlay	163,129	121,296	630,000	4,937,000	4,937,000	4,937,000
	\$ 4,803,184	\$ 5,352,747	\$ 6,276,810	\$ 15,881,100	\$ 15,881,100	\$ 15,881,100
Department Total by Fund						
Parks and Recreation Fund	\$ 4,728,421	\$ 5,284,451	\$ 5,681,810	\$ 11,030,100	\$ 11,030,100	\$ 11,030,100
Parks Capital Improvements Fund	43,987	68,296	595,000	4,851,000	4,851,000	4,851,000
Youth Activities Levy Fund	30,776	-	-	-	-	-
	\$ 4,803,184	\$ 5,352,747	\$ 6,276,810	\$ 15,881,100	\$ 15,881,100	\$ 15,881,100

Parks and Recreation Department - Parks Division

Parks Division

The Parks Division operates, maintains, constructs, and plans parks and recreational facilities within its system. It develops new parks, administers open space areas, and rehabilitates existing infrastructure items. The Parks Division houses the Parks and Recreation Administration budget, park patrol, forestry, horticulture, trails, natural resources, and construction programs.

The Parks Division supports the Parks Commission goal: **Maintain and expand park, recreational, and educational opportunities; provide high quality, efficient and safe services with positive experiences for guests and other participants while maintaining community participation in the decision-making processes and protecting the environment.**

Parks Division programs help meet the following objectives:

- Preserve natural areas, protect and enhance our environment
- Evaluate current conditions of facilities and identify deficiencies that need correction.
- Contribute to the economic viability of our community.
- Ensure continued safety within the parks and recreation system.

Park Police / Patrol Section

- Provide a safe environment for community members using the parks and recreation system.
- Increase enforcement of park regulations

Description	PARKS & RECREATION FUND PARKS & RECREATION DEPARTMENT PARKS DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Personnel Services						
510 Salaries and Wages	\$ 1,122,347	\$ 1,189,583	\$ 1,236,640	\$ 2,476,170	\$ 2,476,170	\$ 2,476,170
520 Fringe Benefits	641,357	730,977	790,470	1,665,160	1,665,160	1,665,160
Total Personnel Services	1,763,704	1,920,560	2,027,110	4,141,330	4,141,330	4,141,330
Materials and Services						
601 Supplies	56,783	77,838	60,500	122,160	122,160	122,160
602 Rental, Repair, Maintenance	830,346	736,240	809,000	1,543,700	1,543,700	1,543,700
603 Communications	17,809	20,360	18,800	36,100	36,100	36,100
604 Contractual Services	195,968	220,383	545,500	573,000	573,000	573,000
605 Misc. Charges and Fees	393,000	784,064	437,000	918,600	918,600	918,600
606 Other Purchased Services	19,695	25,041	24,000	48,500	48,500	48,500
Total Materials and Services	1,513,601	1,863,926	1,894,800	3,242,060	3,242,060	3,242,060
Capital Outlay						
703 Equipment	45,775	10,000	-	-	-	-
704 Improvements	49,055	43,000	35,000	86,000	86,000	86,000
Total Capital Outlay	94,830	53,000	35,000	86,000	86,000	86,000
	\$ 3,372,135	\$ 3,837,486	\$ 3,956,910	\$ 7,469,390	\$ 7,469,390	\$ 7,469,390

Forestry, Trails, Natural Resources & Construction

This program manages 463 acres of forest land and 30 miles of trails. Goals include:

- Managing for biological diversity of native plants and animals (mix of plant and animal versus a single community) and controlling non-native problematic species.
- Preserving / improving wildlife habitat.
- Managing for environmental values (air and water quality, soil health).
- Providing for and managing recreational use of park-lands.
- Reducing fire danger on Parks-managed forest lands in

cooperation with Ashland Fire, USFS, the Forest Lands Commission, and other agencies.

- Encouraging and maintaining a healthy ecosystem while incorporating multiple values of ecosystem health.
- Expanding trails opportunities by working with the Planning Department, AWTA, USFS, volunteers, and others.
- Improving trails for safety, access, water erosion mitigation, and ADA possibilities.
- Providing and creating functional and effective natural areas and obtaining all necessary permits.
- Providing other services to produce high levels of public satisfaction.
- Performing construction work on Parks projects, including infrastructure improvements.

Performance Management

	Actual 2009	Actual 2010	Actual 2011	Targeted 2012	Actual 2012	Targeted 2013/14
Acres treated/ retreated for fuels reduction	40	30	90	55.4	64.48	40
Number of piles burned	400	300	1000	420	705	400
Piles chipped *	700	600	500	400	400	400
Miles of trail maintained	25	25.5	26	27	29	30
Number of reported injuries	0	0	0	0	0	0
Noxious weeds treated in acres	25	20	35	81	120	120
Weed abatement program in acres	10	10	10	19	19	19

*Chipping piles have replaced burning when viable.

Parks and Recreation Department - Parks Division

Horticulture Program

This program, which includes urban forestry along with environmental and ornamental horticulture, is responsible for maintaining trees within the urban setting that are safe, functional and aesthetically pleasing to park users. Staff manages healthy, diverse, and functionally effective natural areas (including riparian corridors and swales) that enhance habitats for wildlife and control erosion while providing aesthetic and educational values to park users. Goals of this program include:

- Providing parks that are well-canopied with trees and relatively safe for park users.
- Planting appropriate species to enhance the effectiveness of natural areas.
- Controlling erosion.
- Managing native species.
- Controlling problematic non-native species.

- Enhancing users’ appreciation of park environments.
- Being historically sensitive about types of plants used in historic parks.
- Integrating aspects of environmental horticulture with ornamental horticulture – e.g., using ornamental plants that are also used by wildlife.

The Horticulture program also includes Athletic and Park Turf programs. The Parks Division maintains 46 acres of athletic fields at North Mountain Park and Hunter Park. Athletic fields include two baseball fields, two softball fields, one soccer field and two Little League fields. Goals of this program include:

- Implementing appropriate turf management principles and schedules for maintaining turf areas.
- Maintaining vigorous and healthy stands of turf that are safe and appropriate for park users.
- Mowing in such a manner as to ensure healthy and safe turf areas.

Performance Management

	2009	2010	2011	2012	Target 2013/14
Trees Maintained	5,000	5,000	5,100	5,140	5,140
Contract pruning and removal	100	100	140	144	140
In-house pruning and removal	50	50	123	123	120
Number of new trees planted	100	40	33	43	43
Ornamental beds maintained	50	50	50	50	50
Number of plants planted	15,000	*13,000	*13,000	*13,000	*13,000

Note: Above numbers are approximate

* Some annual beds have been changed to ornamental colorspot shrubs to reduce material and labor costs

Parks and Recreation Department - Recreation Division

Recreation Division

The Recreation Division provides recreational and educational opportunities for all ages including aquatics, health and fitness classes, senior services and programs, environmental education programs, and lifetime activities. The division oversees operations of the Daniel Meyer Pool, Ashland Rotary Centennial Ice Rink, North Mountain Park Nature Center, Ashland Senior Center, indoor and outdoor facility rentals and adult and youth recreation programs. The department also assists in coordinating and operating special events including Rogue Valley Earth Day, the Ashland Community Bike Swap, Migratory Bird Day, and the Annual Bear Creek Festival. Goals include:

- Providing high quality recreation programs for the community at an affordable cost.
- Providing opportunities for recreational and educational activities.
- Establishing appropriate fees based on direct costs of activities.
- Promoting lifetime activities.

The Recreation Division supports the Parks Commission goal:

Maintain and expand park, recreational, and educational opportunities; provide high quality, efficient and safe services with positive experiences for guests and other participants while maintaining community participation in the decision-making processes and protecting the environment.

Recreation programs help meet the following objectives:

- Provide opportunities for community members to interact and improve health and social well-being for our community.
- Provide ongoing evaluation of recreation programs to ensure current and future relevance.
- Contribute to the economic viability of our community.
- Support education related to environmental issues.

Description	2011 Actual	2012 Actual	2013 Amended	PARKS & RECREATION FUND PARKS & RECREATION DEPARTMENT RECREATION DIVISION		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Personnel Services						
510 Salaries and Wages	\$ 526,171	\$ 534,381	\$ 589,160	\$ 1,253,560	\$ 1,253,560	\$ 1,253,560
520 Fringe Benefits	236,120	241,570	367,120	723,020	723,020	723,020
Total Personnel Services	762,291	775,951	956,280	1,976,580	1,976,580	1,976,580
Materials and Services						
601 Supplies	25,433	34,955	32,500	74,600	74,600	74,600
602 Rental, Repair, Maintenance	38,050	30,454	33,300	72,200	72,200	72,200
603 Communications	1,951	1,607	2,000	5,800	5,800	5,800
604 Contractual Services	114,338	91,624	106,200	193,400	193,400	193,400
605 Misc. Charges and Fees	7,799	6,545	7,000	18,850	18,850	18,850
606 Other Purchased Services	100,278	91,455	102,500	206,400	206,400	206,400
Total Materials and Services	287,849	256,640	283,500	571,250	571,250	571,250
	\$ 1,050,140	\$ 1,032,591	\$ 1,239,780	\$ 2,547,830	\$ 2,547,830	\$ 2,547,830

Parks and Recreation Department - Recreation Division

Daniel Meyer Pool - Aquatics Program

The Daniel Meyer Pool is a 25-yard seasonal outdoor pool located in Hunter Park. The pool is open from mid-June through mid-September and employs approximately fourteen seasonal lifeguards and swim instructors. Programs include lap swim, swim lessons, adapted aquatics programs, water aerobics, water polo and open swim. Goals include:

- Teaching children to swim

- Providing a form of exercise that is safe and fun
- Providing the number of lifeguards required to meet safety standards
- Providing a clean and attractive facility
- Providing high levels of customer satisfaction
- Reduce or eliminating accidents

Performance Management

Pool	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013/14
Recovery Rate	38%	33%	36%	32%	34%
Lesson Participants	520*	385	247	242	260

*Starfish swim lesson program replaced the Red Cross program. Sessions were reformatted from one week to two weeks and provided more skills development. A decrease in numbers does not indicate a lack of user interest; rather, it shows a reformatting in ages / strengths that allows students to successfully graduate from the program. Additional programs provided include swim team and water polo camps.

Note:

Ashland Parks and Recreation has made significant efforts to work with the aquatics community and promote their participation in discussions regarding the future of aquatics in Ashland. The Parks Department will continue to be involved in this process.

Volunteer Program ("VIP" / "Volunteers in Parks")

In November of 2010, a Volunteer and Events Coordinator was hired to develop a VIP ("Volunteers in Parks") program. Volunteers continue to play a pivotal role in the success of programs and services offered throughout the department. Program goals include:

- Supporting our integrated pest management policy (pesticide-free parks)
- Managing all volunteers utilized throughout the department
- Safely allowing volunteer opportunities with staff management (tracking waivers and checking in / out)

Performance Management

VOLUNTEER PROGRAM	Actual 2011	Actual 2012	Target 2013/14
NMP Nature Center	3,547.75	3,321	
Ashland Senior Program	1,161	3,838	
Recreation (ice rink, pool & Events)	344.15	449	
Parks and Trails	3,626	4,518	
Total Volunteer	8,680.90	12,126	12,400
FTE Equivalent	4.17	5.84	

Ashland Rotary Centennial Ice Rink

The Ashland Rotary Centennial Ice Rink is a 65 x outdoor seasonal ice rink located in a parking lot across from Lithia Park. The ice rink employs approximately twelve seasonal staff and operates from mid-November through the end of February. Goals include:

- Providing a clean and attractive facility
- Providing a high level of customer satisfaction
- Providing a form of exercise that is safe and fun during the winter season
- Providing an appropriate number of rink guards to ensure patron safety
- Reducing or eliminating accidents

Performance Management

Ice Rink	Actual 2009	Actual 2010	Actual 2011	Estimated 2012	Target 2013/14
Recovery Rate	66%	62%	69%	71%	74%
# of Seasonal Employees	10	8	10	10	10

*Shortened season due to Ice Rink Construction.

Ashland Senior Program

The Ashland Senior Program strives to provide a support system for older residents of Ashland, helping them to live more independently and continue as contributing members of the community. The Senior Center provides a venue for social interaction through recreational and health-related activities along with educational opportunities. Senior Center offerings include:

- Information and referral services for those ages 60+
- Meals program (Food and Friends), providing home deliveries and daily meals at the Center
- Senior food boxes
- Assistance with Senior Utility Discount, Ashland Low Income Energy Assistance Program, and emergency HEAT assistance
- A limited number of RVTD bus passes and Valley Lift vouchers to income-eligible seniors, age 62 and older
- Assistance with links and referrals to many other community resources for seniors

North Mountain Park Nature Center

The Nature Center oversees activities in the areas of environmental education, recreation, stewardship, and sustainability. In the area of environmental education, programs are offered for school groups and the community in local natural and cultural history along with demonstrations in eco-friendly practices. Recreation and stewardship activities utilize hands-on exhibits, demonstration gardens, and interpretive trails.

The Nature Center also assists with coordinating projects and education at other sites. Outreach includes work parties at Lithia Park, educational programs at Briscoe Geology Park (and many other park and public lands), and oversight of four community gardens in Ashland. In 2012 the Nature Center provided:

- 72 school programs (over 1,800 students) teaching about water and plants of the Rogue Valley, compass and survival skills, and geology programs.
- 113 community programs, including vegetable harvesting, building a solar oven, birding basics, exploring Ashland Parks' trails, land navigation, rain harvesting, plant propagation, and many others.

Parks and Recreation Department - Recreation Division

Facility Rentals Program

The Recreation Division oversees facility rentals for all indoor facilities, including Pioneer Hall, the Ashland Community Center, and the Ashland Senior Center. Outdoor facilities managed include ball field and lighting rentals and picnic area rentals in Lithia Park and various neighborhood parks. Goals include:

- Providing facilities for community use that are clean and attractive.
- Providing excellence in customer service.

Performance Management

Facility	Actual 08/09	Actual 09/10	Actual 10/11	Actual 11/12
Community Center Rentals	110	93%	94%	96%
Pioneer Hall Rentals	120	81%	76%	69%
Hunter Park Rentals	18	83%	80%	85%
Lithia Park Reservations	110	3%	4%	3%
The Grove Rentals	50	38.5%	25%	36%

* (Numbers represent unduplicated users)

* *Moved to occupancy percentage rate in 2010*

Parks and Recreation Department - Golf Division

Golf Division

The Golf Division operates, maintains, and constructs facilities and provides professional services for the nine-hole Oak Knoll Golf Course. Goals of the course include:

- Increasing overall use of the golf facility
- Making needed course improvements
- Improving customer satisfaction
- Expanding types of usage

The Golf Division supports the Parks Commission goal: **Maintain and expand park, recreational, and educational opportunities; provide high quality, efficient and safe services with positive experiences for guests and other participants while maintaining community participation in the decision-making processes and protecting the environment.**

Golf Division programs help meet the following objectives:

- Provide opportunities for community members to interact and improve health and social well-being for our community.
- Contribute to the economic viability of our community.
- Provide ongoing evaluation of recreation programs to ensure current and future relevance.

Performance Management

Golf	Actual FY09/10	Actual FY10/11	Actual FY 11/12	Target FY 13/14
Total rounds/golf	18,093	16,820	17,528	17,900
Recovery Rate	74%	96%	72.5%	80%

Description	PARKS & RECREATION FUND PARKS & RECREATION DEPARTMENT GOLF DIVISION					
	2011 Actual	2012 Actual	2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Personnel Services						
510 Salaries and Wages	\$ 114,711	\$ 173,749	\$ 207,610	\$ 429,760	\$ 429,760	\$ 429,760
520 Fringe Benefits	45,643	91,042	120,210	281,520	281,520	281,520
Total Personnel Services	160,354	264,791	327,820	711,280	711,280	711,280
Materials and Services						
601 Supplies	35,842	46,135	38,600	80,400	80,400	80,400
602 Rental, Repair, Maintenance	74,131	85,872	100,700	187,400	187,400	187,400
603 Communications	609	4,795	500	1,800	1,800	1,800
604 Contractual Services	604	672	2,000	2,000	2,000	2,000
605 Misc. Charges and Fees	-	-	3,500	7,000	7,000	7,000
606 Other Purchased Services	10,294	12,109	12,000	23,000	23,000	23,000
Total Materials and Services	121,480	149,583	157,300	301,600	301,600	301,600
Capital Outlay						
704 Improvements	24,312	-	-	-	-	-
Total Capital Outlay	24,312	-	-	-	-	-
	\$ 306,146	\$ 414,374	\$ 485,120	\$ 1,012,880	\$ 1,012,880	\$ 1,012,880

Parks and Recreation Department

Parks Capital Improvement Program

This program's revenues from Interfund transfers and equipment replacement charges that are used for construction of parks and recreation facilities, for equipment acquisition and replacement, and other related expenditures.

Significant Budget Changes

- Transfers from the general fund to accomplish deferred maintenance.
- Transfers from City CIP to accomplish CIP Projects.

Description	2011 Actual	2012 Actual	2013 Amended	PARKS CAPITAL IMPROVEMENTS FUND PARKS & RECREATION DEPARTMENT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Capital Outlay						
703 Equipment	\$ 43,987	\$ 68,296	\$ 245,000	\$ 335,000	\$ 335,000	\$ 335,000
704 Improvements	-	-	350,000	4,516,000	4,516,000	4,516,000
Total Capital Outlay	<u>43,987</u>	<u>68,296</u>	<u>595,000</u>	<u>4,851,000</u>	<u>4,851,000</u>	<u>4,851,000</u>
	<u>\$ 43,987</u>	<u>\$ 68,296</u>	<u>\$ 595,000</u>	<u>\$ 4,851,000</u>	<u>\$ 4,851,000</u>	<u>\$ 4,851,000</u>

Non-Departmental Activities

Debt Service

The State of Oregon, Department of Revenue requires that due dates and amounts of Debt Service for General Obligation Bonds be listed in the budget document. The following table represents the General Obligation Debt for the City of

New General Obligation debt service, backed by Full Faith and Credit of the City could be approved by Council during the budget period. At the time of the budget preparation only Parks projects may require such funding.

Ashland, including the 2004 Revenue Bond that is backed by the Full Faith and Credit of the City of Ashland.

City Component	2011 Actual	2012 Actual	GENERAL OBLIGATION DEBT SERVICE			
			2013 Amended	2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Debt Service Fund						
New Debt Service - Parks projects	\$ -	\$ -	\$ -	\$ 389,000	\$ 389,000	\$ 389,000
Fire Station #2 - Principal	-	155,000	115,000	235,000	235,000	235,000
Fire Station #2 - Interest	-	53,018	87,788	168,676	168,676	168,676
* 2004 Revenue Bonds - Principal Payment	630,000	660,000	695,000	1,505,000	1,505,000	1,505,000
* 2004 Revenue Bonds - Interest Payment	407,095	768,074	375,619	82,165	82,165	82,165
* 2004 Revenue Bonds - Interest Payment	392,012	-	358,012	-	-	-
2005 Refunding Series - Principal Payment	275,000	290,000	190,000	405,000	405,000	405,000
2005 Refunding Series - Interest Payment	52,682	95,742	42,437	147,500	147,500	147,500
2005 Refunding Series - Interest Payment	52,687	-	42,438	-	-	-
2013 AFN Refinancing - Principal Payment	-	-	-	470,000	470,000	470,000
2013 AFN Refinancing - Interest Payment	-	-	-	485,439	485,439	485,439
2013 Full Faith & Credit - Principal Payment	-	-	-	60,000	60,000	60,000
2013 Full Faith & Credit - Interest Payment	-	-	-	20,463	20,463	20,463
Total Debt Service Fund	\$ 1,809,476	\$ 2,021,909	\$ 1,906,294	\$ 3,968,243	\$ 3,968,243	\$ 3,968,243
Water Fund						
2009 Full Faith & Credit - Principal Payment	\$ 16,810	\$ 17,653	\$ 18,537	\$ 40,402	\$ 40,402	\$ 40,402
2009 Full Faith & Credit - Interest Payment	16,523	15,680	14,796	26,265	26,265	26,265
2009 Full Faith & Credit - Principal Payment	17,226	18,089	18,997	40,402	40,402	40,402
2009 Full Faith & Credit - Interest Payment	16,107	15,244	14,337	26,264	26,264	26,264
2013 Full Faith & Credit - Principal Payment	-	-	-	73,350	73,350	73,350
2013 Full Faith & Credit - Interest Payment	-	-	-	25,804	25,804	25,804
Total Water Fund	\$ 66,666	\$ 66,666	\$ 66,667	\$ 232,487	\$ 232,487	\$ 232,487
Wastewater Fund						
2009 Full Faith & Credit - Principal Payment	\$ 7,204	\$ 7,566	\$ 7,945	\$ 17,316	\$ 17,316	\$ 17,316
2009 Full Faith & Credit - Interest Payment	7,081	6,720	6,341	11,257	11,257	11,257
2009 Full Faith & Credit - Principal Payment	7,383	7,751	8,141	17,315	17,315	17,315
2009 Full Faith & Credit - Interest Payment	6,903	6,534	6,145	11,256	11,256	11,256
2013 Full Faith & Credit - Principal Payment	-	-	-	70,000	70,000	70,000
2013 Full Faith & Credit - Interest Payment	-	-	-	23,931	23,931	23,931
Total Wastewater Fund	\$ 28,571	\$ 28,571	\$ 28,572	\$ 151,075	\$ 151,075	\$ 151,075
Total General Obligation Debt Service	\$ 1,904,713	\$ 2,117,146	\$ 2,001,533	\$ 4,351,805	\$ 4,351,805	\$ 4,351,805

Non-Departmental Activities

Interfund Loans

All interfund operating loans, which are not paid back by the end of the budget period must be budgeted for repayment in the following one. There are two loans from FY 2012-2013 are budgeted for repayment in year one of the biennium. One is from the Airport Fund to the Equipment Fund for a \$19,000 maintenance loan and the other is \$370,000 from the Debt Service to the Central Service Fund for prepayment of debt. Since it is known in advance, staff has included a new loan from the Reserve Fund to create the Health Benefits Fund. Repayment is anticipated by the end of the biennium.

Description	2011 Actual	2012 Actual	2013 Amended	INTERFUND LOANS		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Other Financing Uses						
Reserve	\$ -	\$ -	\$ -	\$ 500,000	\$ 900,000	\$ 900,000
Airport	-	-	-	19,000	19,000	19,000
CIP - Admin Services	208,000	208,000	208,000	-	-	-
Debt Service Fund	-	-	-	370,000	370,000	370,000
Water Fund	-	200,000	200,000	-	150,000	150,000
Central Services Fund	-	-	364,795	-	-	-
Health Benefits Fund	-	-	-	510,000	510,000	510,000
Equipment Fund	550,000	-	19,000	-	-	-
	<u>\$ 758,000</u>	<u>\$ 408,000</u>	<u>\$ 791,795</u>	<u>\$ 1,399,000</u>	<u>\$ 1,949,000</u>	<u>\$ 1,949,000</u>

Operating Transfers Out

Transfers from one fund to another are shown on this page as expenditures and also in each receiving fund as revenues.

Description	2011 Actual	2012 Actual	2013 Amended	OPERATING TRANSFERS OUT		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Other Financing Uses						
902 General Fund	\$ 361,000	\$ 150,500	\$ 500	\$ 1,149,000	\$ 1,149,000	\$ 192,824
Reserve Fund	-	-	-	-	190,000	190,000
Street Fund	-	-	-	-	-	-
Capital Improvements Fund:						
S.D.C. - Parks	11,488	-	-	-	-	-
CIP/Open Space - Admin Services	619,563	47,800	36,135	466,900	466,900	466,900
Cemetery Trust Fund	5,298	4,805	20,000	10,600	10,600	10,600
Total City	997,349	203,105	56,635	1,626,500	1,816,500	860,324
Parks and Recreation Funds:						
Parks Division	-	-	350,000	922,000	922,000	922,000
Total Parks and Recreation Funds	-	-	350,000	922,000	922,000	922,000
	\$ 997,349	\$ 203,105	\$ 406,635	\$ 2,548,500	\$ 2,738,500	\$ 1,782,324

Non-Departmental Activities

Operating Contingencies

In general, budgeted operating contingencies meet minimum policy requirements. In some areas a higher level may be budgeted to meet business practices such as in the Telecommunications, Insurances and Health Benefits funds.

In FY 2013 \$2,060,000 in Operating Contingencies was budgeted. At the time of preparing this budget \$199,786 had been approved by Council for transfer and use in other appropriation areas. Since contingency appropriations are transferred to the necessary expenditure category, no prior period

“actual” expenditures are presented, only the current budget period’s unused contingency and the total amounts proposed for the coming period.

Description	2013 Amended	OPERATING CONTINGENCIES		
		2013-15 Proposed	2013-15 Approved	2013-15 Adopted
Operating Contingencies				
905 General Fund	\$ 367,214	\$ 1,041,000	\$ 1,041,000	\$ 1,041,000
Street Fund	100,000	215,000	215,000	215,000
Airport Fund	5,000	10,000	10,000	10,000
Capital Improvements Fund	22,000	200,000	200,000	200,000
Water Fund	300,000	403,000	403,000	403,000
Wastewater Fund	160,000	440,000	440,000	440,000
Electric Fund	425,000	923,000	923,000	923,000
Telecommunications Fund	100,000	150,000	150,000	150,000
Central Services Fund	150,000	104,000	104,000	104,000
Insurance Services Fund	150,000	300,000	300,000	300,000
Health Insurance Fund		500,000	500,000	500,000
Equipment Fund	31,000	156,000	156,000	156,000
Total City	1,810,214	4,442,000	4,442,000	4,442,000
Parks and Recreation Fund	50,000	100,000	100,000	100,000
Total Parks	50,000	100,000	100,000	100,000
Total	\$ 1,860,214	\$ 4,542,000	\$ 4,542,000	\$ 4,542,000

Non-Departmental Activities

Unappropriated Ending Fund Balance

The total balance presented represents the anticipated amount at the end of the budget period. The table and graph presents elements of ending fund balance at the end of the prior fiscal years and, for information purposes, estimates at the mid-point of the Biennium. The Unappropriated Ending Fund Balance in the 2013-2015 total column is the amount anticipated to begin the following budget period.

Description	2010 Actual	2011 Actual	2012 Actual	UNAPPROPRIATED ENDING FUND BALANCES		
				2013-15 Proposed	2013-15 Approved	2013-15 Adopted
General Fund	\$ 2,474,570	\$ 2,938,555	\$ 3,495,819	\$ 1,030,159	\$ 777,434	\$ 777,434
Forfeiture funds	129,510	187,864	224,361	-	-	-
Housing	140,035	23,367	148,426	-	-	-
Tax proceeds	82,546	128,676	197,027	-	-	-
Parking	170,197	232,497	247,725	-	-	-
Unreserved	1,952,282	2,366,151	2,678,280	-	-	-
	<u>2,474,570</u>	<u>2,938,555</u>	<u>3,495,819</u>	<u>1,030,159</u>	<u>777,434</u>	<u>777,434</u>
Community Block Grant Fund	37,424	34,424	33,798	-	-	-
Reserve Fund	148,072	509,502	1,013,910	1,044,910	454,910	454,910
Street Fund:						
S.D.C. - Storm Drain	(\$490,944)	(\$408,915)	(\$365,689)	(\$561,601)	(\$561,601)	(561,601)
S.D.C. - Transportation	2,606,915	2,389,207	2,352,315	1,907,378	1,907,378	1,907,378
Project Balances	-	307,170	1,175,713	2,835,002	2,835,002	2,835,002
LID Project Balance	164,194	6,735	(57,041)	(17,041)	(17,041)	(17,041)
General Operations/Other	540,352	(57,897)	(62,006)	(3,103,878)	(3,103,878)	(3,103,878)
	<u>2,820,517</u>	<u>2,236,300</u>	<u>3,043,292</u>	<u>1,059,860</u>	<u>1,059,860</u>	<u>1,059,860</u>
Airport Fund	32,160	60,083	83,710	64,468	64,468	64,468
Capital Improvements Fund:						
S.D.C. Parks	353,695	364,909	411,399	448,909	448,909	448,909
Open Space	292,115	327,185	159,606	262,961	262,961	262,961
General Operations/Other	1,492,366	1,440,567	3,878,280	1,178,438	1,178,438	1,178,438
	<u>2,138,176</u>	<u>2,132,661</u>	<u>4,449,285</u>	<u>1,890,308</u>	<u>1,890,308</u>	<u>1,890,308</u>
Debt Service Fund	762,199	809,249	982,650	606,593	606,593	606,593
Water Fund:						
S.D.C. - Reimbursements	739,834	681,897	\$952,643	1,047,605	1,047,605	1,047,605
S.D.C. - Improvements	935,358	886,575	841,302	345,562	345,562	345,562
Bond Proceeds Reserve	-	-	-	-	-	-
General Operations/Other	176,693	643,926	914,961	2,666,149	2,516,149	2,166,149
	<u>1,851,885</u>	<u>2,212,398</u>	<u>2,708,906</u>	<u>4,059,316</u>	<u>3,909,316</u>	<u>3,559,316</u>
Wastewater Fund:						
S.D.C. - Reimbursements	\$1,484,091	\$1,550,441	\$1,630,236	\$1,701,236	\$1,701,236	1,701,236
S.D.C. - Improvements	487,665	277,059	84,067	(\$1,510,859)	(\$1,510,859)	(1,510,859)
Debt & F&B Restricted	875,490	875,490	875,490	1,111,750	1,111,750	1,111,750
General Operations/Other	648,763	547,123	205,016	1,003,484	1,003,484	1,003,484
	<u>3,496,009</u>	<u>3,250,113</u>	<u>2,794,809</u>	<u>2,305,611</u>	<u>2,305,611</u>	<u>2,305,611</u>
Electric Fund	2,054,733	2,476,295	2,418,100	590,117	590,117	590,117
Telecommunications Fund	953,315	517,916	586,943	30,968	30,968	30,968
Central Services Fund	266,820	491,546	984,409	392,031	392,031	392,031
Insurance Services Fund	640,110	605,943	761,552	429,287	429,287	429,287
Health Benefits Fund	-	-	-	(313,282)	86,718	86,718
Equipment Fund	1,760,305	1,858,969	2,479,905	1,112,781	1,280,781	1,280,781
Cemetery Trust Fund	807,797	831,603	861,244	937,744	937,744	937,744
Total City	20,244,092	20,965,557	26,698,332	15,240,871	14,816,146	14,466,146
Parks & Recreation Fund	1,787,781	2,214,031	2,242,228	666,289	666,289	666,289
Ashland Youth Activities Fund	22,534	9,899	20,326	-	-	-
Parks Capital Improvement Fund	252,864	432,867	449,132	302,132	302,132	302,132
Total Parks and Recreation Funds	2,063,179	2,656,797	2,711,686	968,421	968,421	968,421
	<u>\$ 22,307,271</u>	<u>\$ 23,622,354</u>	<u>\$ 29,410,018</u>	<u>\$ 16,209,292</u>	<u>\$ 15,784,567</u>	<u>\$ 15,434,567</u>
Reserved or Restricted	\$ 10,366,303	\$ 10,620,878	\$ 12,530,734	\$ 10,589,436	\$ 9,999,436	\$ 9,999,436
Operating	11,940,968	13,001,476	16,879,284	5,619,856	5,785,131	5,435,131
	<u>\$ 22,307,271</u>	<u>\$ 23,622,354</u>	<u>\$ 29,410,018</u>	<u>\$ 16,209,292</u>	<u>\$ 15,784,567</u>	<u>\$ 15,434,567</u>



Resources and Long-Term Plan

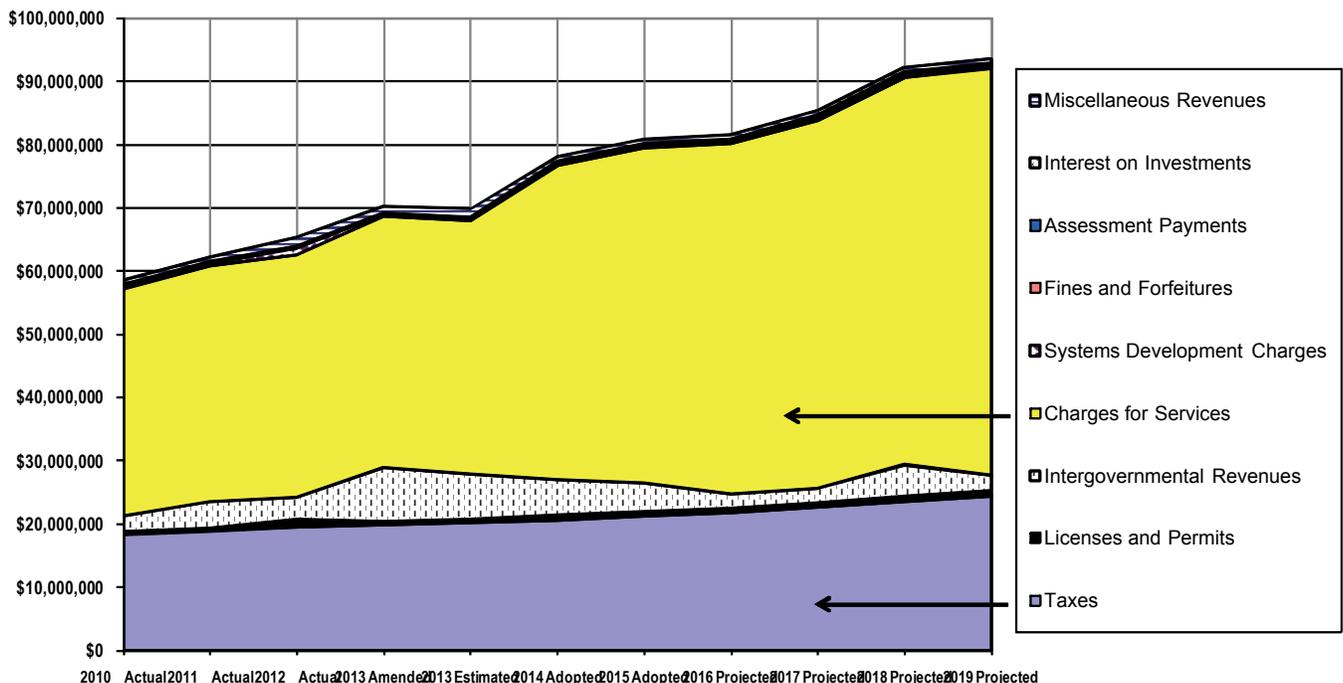
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Resources and Long - Term Plan

RESOURCE SUMMARY								
	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2013 Estimate for the Year	Biennium Adopted Budget		
						Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
Revenues:								
Taxes	\$18,319,252	\$18,837,938	\$19,388,666	\$19,824,473	\$20,133,819	\$20,474,421	\$21,219,662	\$41,694,083
Licenses and Permits	474,379	482,275	1,340,102	508,000	574,610	847,275	698,417	1,545,692
Intergovernmental Revenues	2,483,776	4,224,162	3,450,632	8,593,594	7,164,117	5,607,107	4,501,250	10,108,357
Charges for Services	35,891,184	37,267,024	38,338,530	39,620,254	39,952,354	49,662,569	53,032,192	102,694,761
Systems Development Charges	300,287	352,322	1,001,838	303,000	369,344	305,000	305,000	610,000
Fines and Forfeitures	183,266	183,240	168,305	155,000	156,200	166,000	173,000	339,000
Assessment Payments	3,292	17,867	43,542	10,000	20,000	146,000	126,000	272,000
Interest on Investments	255,998	157,315	211,370	167,800	148,844	166,700	173,000	339,700
Miscellaneous Revenues	670,446	627,311	1,453,515	1,086,962	1,278,271	644,902	650,592	1,295,494
Total Revenues	58,581,880	62,149,454	65,396,500	70,269,083	69,797,559	78,019,974	80,879,113	158,899,087
Budgetary Resources:								
Working Capital Carryover	19,935,261	22,307,271	23,622,354	24,873,472	29,410,019	29,998,454		29,998,454
Other Financing Sources:								
Bond & Bank Loan Proceeds	-	324,400	3,060,434	7,928,930	6,509,001	2,456,000	7,039,500	9,495,500
Interfund Loan	80,000	758,000	408,000	791,795	791,795	1,039,000	910,000	1,949,000
Operating Transfers In	469,360	997,349	203,105	406,635	391,635	955,362	826,962	1,782,324
Total Budgetary Resources	20,484,621	24,387,020	27,293,893	34,000,832	37,102,450	34,448,816	8,776,462	43,225,278
Total Resources	\$79,066,501	\$86,536,474	\$92,690,393	\$104,269,915	\$106,900,009	\$112,468,790	89,655,575	\$202,124,365
Working capital carryover available in the second year of the biennium of 2013-15							18,803,122	
Total available resources for the second year of the biennium							\$108,458,697	

City Wide Revenue Trend

(2010-2012 Actual, 2013 Amended & Estimated, BN 2013-15 Adopted, BN 2015-17 & 2017-19 Projected)



2013-15 biennial budget

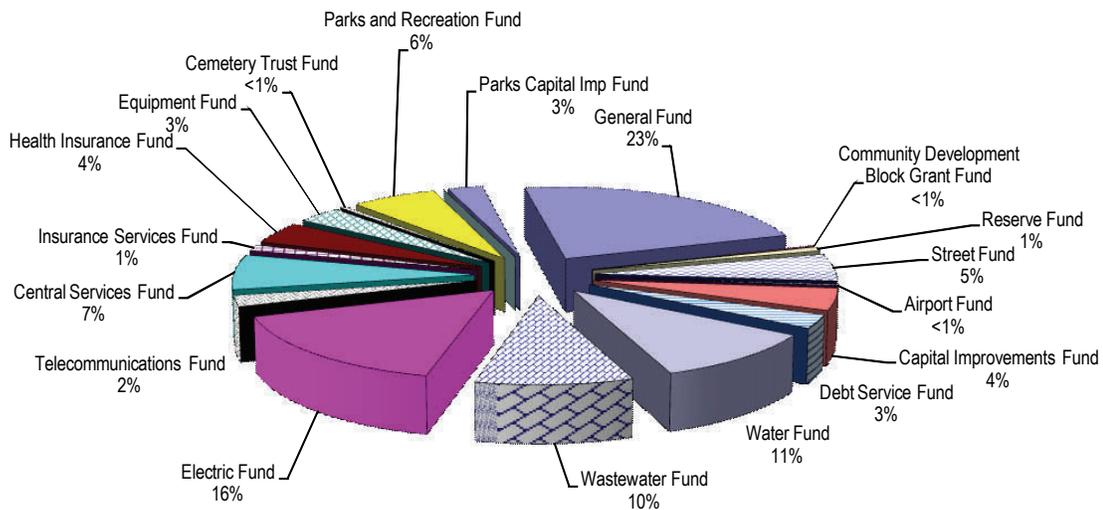
RESOURCE SUMMARY	Biennium Projected Budget			Biennium Projected Budget		
	Year 1	Year 2	Total	Year 1	Year 2	Total
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019
Revenues:						
Taxes	\$21,744,800	\$22,591,200	\$44,336,000	\$23,470,100	\$24,383,600	\$47,853,700
Licenses and Permits	726,000	755,000	1,481,000	785,000	816,000	1,601,000
Intergovernmental Revenues	2,225,045	2,286,345	4,511,390	5,086,410	2,415,045	7,501,455
Charges for Services	55,327,857	58,138,957	113,466,814	61,262,360	64,417,160	125,679,520
Systems Development Charges	310,300	315,700	626,000	321,400	327,300	648,700
Fines and Forfeitures	180,000	187,000	367,000	194,000	202,000	396,000
Assessment Payments	126,000	126,000	252,000	126,000	126,000	252,000
Interest on Investments	251,300	259,200	510,500	269,700	274,700	544,400
Miscellaneous Revenues	680,702	693,602	1,374,304	706,302	719,602	1,425,904
Total Revenues	81,572,004	85,353,004	166,925,008	92,221,272	93,681,407	185,902,679
Budgetary Resources:						
Working Capital Carryover	19,851,567		19,851,567	21,544,451		21,544,451
Other Financing Sources:						
Bond & Bank Loan Proceeds	10,899,000	14,667,075	25,566,075	12,606,735	1,681,500	14,288,235
Interfund Loan	419,570	428,160	847,730	140,920	145,150	286,070
Operating Transfers In	1,356,700	1,458,600	2,815,300	1,532,900	1,537,100	3,070,000
Total Budgetary Resources	32,526,837	16,553,835	49,080,672	35,825,006	3,363,750	39,188,756
Total Resources	\$114,098,841	101,906,839	\$216,005,680	\$128,046,278	97,045,157	\$225,091,435
Working capital carryover available in the second year of each biennium		18,106,579			18,923,186	
Total available resources for the second year of each biennium		<u>\$120,013,418</u>			<u>\$115,968,343</u>	

The approved budget is one biennial total amount shown in the biennial column. The individual fiscal years are shown beside the biennial column for clarity. There is no Working Capital Carryover (WCC) for the second fiscal year of the Biennium. WCC is a resource available at the start of the Biennial period. The WCC is shown for the second year of the biennium for comparison purposes.

Long - Term Plan Fund Totals

FUND TOTALS	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
General Fund	\$16,617,044	\$17,589,233	\$18,587,069	\$18,290,087	\$19,381,632	\$24,353,234	\$21,567,116	\$45,920,350
Community Development Block Grant Fund	484,441	276,218	238,369	205,935	138,254	274,451	193,384	467,835
Reserve Fund	148,072	509,502	1,013,910	1,018,502	1,019,910	1,026,910	518,000	1,544,910
Street Fund	5,536,688	6,221,994	6,629,914	9,046,024	8,565,523	7,191,114	3,854,966	11,046,080
Airport Fund	218,776	158,214	172,981	226,762	228,036	233,150	145,700	378,850
Capital Improvements Fund	3,242,703	5,247,086	6,762,234	7,863,003	6,935,225	5,464,641	3,428,027	8,892,668
Debt Service Fund	2,953,381	3,333,599	3,116,960	3,804,867	3,777,171	3,151,255	2,373,422	5,524,677
Water Fund	6,859,536	7,208,488	7,958,022	11,959,058	14,360,552	11,804,793	9,437,000	21,241,793
Wastewater Fund	8,541,876	8,890,486	8,668,516	10,445,666	10,824,624	10,488,833	9,018,100	19,506,933
Electric Fund	14,341,980	14,646,474	15,675,855	17,184,441	16,093,500	16,927,310	15,333,000	32,260,310
Telecommunications Fund	2,757,100	2,912,902	2,452,347	2,279,860	2,457,538	2,443,435	2,001,376	4,444,811
Central Services Fund	5,872,035	6,009,152	6,694,773	6,688,999	7,215,259	7,630,555	6,572,910	14,203,465
Insurance Services Fund	1,380,007	1,303,619	1,536,779	1,387,198	1,531,257	1,584,162	769,705	2,353,867
Health Insurance Fund	-	-	-	-	-	4,506,855	4,406,855	8,913,710
Equipment Fund	2,575,872	3,932,625	4,252,182	4,747,594	4,944,396	4,753,410	1,850,831	6,604,241
Cemetery Trust Fund	814,968	836,901	866,049	912,603	891,744	917,444	30,900	948,344
Total by Fund	72,344,479	79,076,493	84,625,960	96,060,599	98,364,621	102,751,552	81,501,292	184,252,844
Parks and Recreation Fund	6,403,188	6,942,452	7,526,679	7,372,249	7,678,030	6,702,206	6,016,183	12,718,389
Ashland Youth Activities Levy Fund	65,970	40,675	20,326	-	28,326	-	-	-
Parks Capital Imp Fund	252,864	476,854	517,428	837,067	829,032	3,015,032	2,138,100	5,153,132
Total Parks	6,722,022	7,459,981	8,064,433	8,209,316	8,535,388	9,717,238	8,154,283	17,871,521
Grand total	\$79,066,501	\$86,536,474	\$92,690,393	\$104,269,915	\$106,900,009	\$112,468,790	89,655,575	\$202,124,365
Working capital carryover available in the second year of the biennium of 2013-15							18,803,122	
Total available resources for the second year of the biennium							\$108,458,697	

2013-15 Adopted Biennium Budget by Fund



2013-15 biennial budget

FUND TOTALS	Biennium Projected			Biennium Projected		
	Year 1	Year 2	Total	Year 1	Year 2	Total
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019
General Fund	\$24,444,034	\$23,530,800	\$47,974,834	\$23,754,634	\$25,450,200	\$49,204,834
Community Development Block Grant Fund	212,745	212,745	425,490	251,467	212,745	464,212
Reserve Fund	463,910	418,000	881,910	492,910	115,000	607,910
Street Fund	6,401,960	4,253,500	10,655,460	9,779,960	4,310,900	14,090,860
Airport Fund	219,568	152,300	371,868	264,964	167,900	432,864
Capital Improvements Fund	5,919,808	2,919,175	8,838,983	4,981,683	2,291,200	7,272,883
Debt Service Fund	3,350,891	2,845,998	6,196,889	3,537,419	2,924,098	6,461,517
Water Fund	15,019,816	17,577,900	32,597,716	22,711,366	10,365,800	33,077,166
Wastewater Fund	13,177,511	10,905,200	24,082,711	13,923,269	8,983,600	22,906,869
Electric Fund	17,593,117	16,865,000	34,458,117	20,535,429	18,552,000	39,087,429
Telecommunications Fund	2,207,368	2,206,400	4,413,768	2,193,491	2,432,400	4,625,891
Central Services Fund	7,196,031	6,829,800	14,025,831	6,222,231	7,097,700	13,319,931
Insurance Services Fund	1,572,287	924,000	2,496,287	1,807,287	1,111,000	2,918,287
Health Insurance Fund	5,115,979	4,129,261	9,245,240	5,219,172	4,255,264	9,474,436
Equipment Fund	3,397,351	2,056,160	5,453,511	4,037,431	2,281,150	6,318,581
Cemetery Trust Fund	968,844	31,300	1,000,144	1,020,244	31,700	1,051,944
Total by Fund	107,261,220	95,857,539	203,118,759	120,732,957	90,582,657	211,315,614
Parks and Recreation Fund	6,502,289	6,015,000	12,517,289	6,978,289	6,426,000	13,404,289
Ashland Youth Activities Levy Fund	-	-	-	-	-	-
Parks Capital Imp Fund	335,332	34,300	369,632	335,032	36,500	371,532
Total Parks	6,837,621	6,049,300	12,886,921	7,313,321	6,462,500	13,775,821
Grand total	\$114,098,841	101,906,839	\$216,005,680	\$128,046,278	97,045,157	\$225,091,435
		18,106,579			18,923,186	
		\$120,013,418			\$115,968,343	

General Fund

General Fund Narrative

Ashland's diverse tax revenues are emphasized in this General Fund budget with five classifications of taxes. All property taxes received represent 55% of this category and 44% of all proposed General Fund resources for the biennium. Electrical utility users tax and Franchises comprise 13.1% and 12.6%, respectively, of the 2013 total proposed resources. Highlighted below are significant revenue items.

Current Property Taxes. This is the revenue generated by the proposed Levies of the City of Ashland's permanent tax rate as defined by Measure 50.

Electric Utility Users Tax. The Electric Utility Users Tax is equal to 25 percent of the electric bill.

Cable TV Franchise. The 5 percent franchise tax on cable TV is split, with 70 percent going to the General Fund and the balance to the Street Fund. Most of the General Fund tax is dedicated to support the public access TV channel with Southern Oregon University.

Electric Franchise. The electric franchise fee is equal to 10 percent of electric revenues.

Natural Gas Franchise. The total franchise fee as shown in this budget is 5 percent of the gas utility's gross receipts. The amount received is subject to rate changes and weather. It is expected to remain flat or decrease a little.

Telephone Franchise. This line item is expected to remain flat in future years due to trends toward other communication methods.

Water Franchise. The water franchise fee paid to the General Fund is equal to 6 percent of revenues, and has no specific restrictions in use.

Wastewater Franchise. The wastewater franchise fee is paid to the General Fund is equal to 8 percent of revenues.

Hotel-Motel Tax. The tax is 9% and proceeds support General Fund operations and Economic, Cultural, Tourism and Sustainability Grants. The revenue included in this document is expected to increase by 4%.

Planning and Zoning Fees. Revenue is intermittent due to changes in development. An increase is anticipated in the first half of the biennium but is expected to decrease in 2014-2015. The proposed budget is showing an estimated increase of 5% in revenues. However, the fees will remain flat. This revenue source still falls behind and has not bounced back to prior year levels.

State Liquor Tax, Cigarette Tax, and State Revenue Sharing. Estimates are based on per capita information compiled

by the League of Oregon Cities. Total Inter-governmental Revenues have leveled off and are trended to increase proportionately with population growth.

Ambulance Revenues. Ambulance revenues are based on transports and revenue is budgeted at a slight increase each year.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 2,582,714	\$ 2,296,666	\$ 2,185,456	\$ 2,474,570	\$ 2,938,555	\$ 2,624,349	\$ 3,495,819	\$ 3,259,706
	Taxes								
	Property Taxes								
	Current	3,617,992	3,822,781	4,260,072	4,465,037	4,197,627	4,328,000	4,494,450	18,758,386
	Prior	146,770	117,342	156,968	164,767	215,510	150,000	185,000	710,000
	Electric Utility User Tax	2,375,368	2,468,371	2,557,225	2,602,776	2,626,738	2,786,000	2,811,000	6,124,000
	Franchises	2,388,315	2,573,355	2,586,004	2,766,220	2,633,228	2,765,710	2,793,803	5,909,221
	License	207,324	207,182	203,654	204,865	210,341	207,450	207,900	432,000
	Hotel/Motel Tax	1,507,603	1,639,281	1,880,596	1,917,750	1,910,756	1,995,100	1,991,395	4,225,000
410	Total Taxes	10,243,372	10,828,312	11,644,519	12,121,415	11,794,200	12,232,260	12,483,548	36,158,607
	Licenses and Permits								
	Planning and Zoning Fees	514,135	475,198	235,974	246,857	804,126	264,000	310,000	816,900
	Building Permits	330,780	250,375	211,345	209,144	472,928	217,000	233,610	670,675
	Fire Permits	41,729	42,878	27,060	26,274	63,048	27,000	31,000	58,117
420	Total Licenses and Permits	886,644	768,451	474,379	482,275	1,340,102	508,000	574,610	1,545,692
	Intergovernmental Revenue								
	Forfeiture				-	-	46,800	46,800	-
	Federal	33,924	49,640	36,947	67,769	104,721	84,500	25,000	10,625
	State	628,178	587,516	564,834	588,048	503,762	571,640	597,900	1,266,420
430	Total Intergovernmental Revenue	662,102	637,156	601,781	655,817	608,483	702,940	669,700	1,277,045
	Charges for Services								
	Police	141,368	93,304	62,610	73,091	74,005	57,500	77,200	162,600
	Court	291,461	332,373	387,657	446,650	317,880	330,025	360,000	720,050
	Legal		-	5,440	5,851	3,981	3,000	900	2,000
	Fire and Rescue	899,325	863,324	885,339	899,242	978,090	1,021,400	923,280	2,034,150
	Cemetery	29,274	27,897	20,007	34,668	37,505	29,000	20,100	58,000
	Planning Division Services	49,581	28,751	19,130	19,591	55,294	19,750	28,500	53,900
	Building Division Services	30,051	33,785	16,170	10,572	21,657	14,000	15,150	32,000
	Rent	97	60	82	-	158	100	-	-
	Miscellaneous		-	-	-	-	263,000	263,000	-
440	Total Charges for Services	1,441,157	1,379,494	1,396,435	1,489,665	1,488,570	1,737,775	1,688,130	3,062,700
	Fines								
	Court Fines	150,346	156,092	183,266	183,239	168,305	155,000	156,200	339,000
450	Total Fines	150,346	156,092	183,266	183,239	168,305	155,000	156,200	339,000
	Interest on Investments								
	Interest on Pooled Investments	113,937	30,277	31,611	19,619	25,170	20,000	20,000	43,000
470	Total Interest on Investments	113,937	30,277	31,611	19,619	25,170	20,000	20,000	43,000
	Miscellaneous Revenues								
	Sale of Land	-	-	-	-	-	-	-	-
	Donations	690	3,641	18,890	19,791	18,628	4,600	18,962	8,000
	Miscellaneous Income	90,513	105,702	73,536	137,544	200,251	285,163	269,663	116,000
480	Total Miscellaneous Revenues	91,203	109,343	92,426	157,335	218,879	289,763	288,625	124,000
	Other Financing Sources								
	Interfund Loan	-	-	-	-	-	-	-	-
	Operating Transfers In:								
	From Capital Improvements	-	-	-	-	-	-	-	100,000
	From CDBG	-	-	-	-	-	-	-	-
	From Debt Service Fund	-	-	-	-	-	-	-	-
	From Cemetery Trust	33,180	14,798	7,171	5,298	4,805	20,000	5,000	10,600
490	Total Other Financing Sources	33,180	14,798	7,171	5,298	4,805	20,000	5,000	110,600
	Total General Fund	\$ 16,204,655	\$ 16,220,589	\$ 16,617,044	\$ 17,589,233	\$ 18,587,069	\$ 18,290,087	\$ 19,381,632	\$ 45,920,350

General Fund Long - Term Plan

GENERAL FUND # 110				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$2,185,456	\$2,474,570	\$2,938,555	\$2,624,349	\$3,495,819	\$3,259,706	\$2,594,256	\$3,259,706
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$11,644,519	\$12,121,415	\$11,794,200	\$12,232,260	\$12,483,548	\$17,714,683	\$18,443,924	\$36,158,607
Licenses and Permits	474,379	482,275	1,340,102	508,000	574,610	847,275	698,417	1,545,692
Intergovernmental Revenue	601,781	655,817	608,483	702,940	669,700	634,145	642,900	1,277,045
Charges for Services	1,396,435	1,489,665	1,488,570	1,737,775	1,688,130	1,543,225	1,519,475	3,062,700
Fines and Forfeitures	183,266	183,240	168,305	155,000	156,200	166,000	173,000	339,000
Interest on Pooled Investments	31,611	19,619	25,170	20,000	20,000	21,000	22,000	43,000
Miscellaneous Revenues	92,426	157,334	218,879	289,763	288,625	62,000	62,000	124,000
Operating Transfers In	7,171	5,298	4,805	20,000	5,000	105,200	5,400	110,600
Total Revenues	14,431,588	15,114,663	15,648,514	15,665,738	15,885,813	21,093,528	21,567,116	42,660,644
TOTAL RESOURCES	\$16,617,044	\$17,589,233	\$18,587,069	\$18,290,087	\$19,381,632	\$24,353,234	\$24,161,372	\$45,920,350
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Administration - Economic Development Division	\$177,370	\$182,882	\$90,543	\$361,956	\$319,437	\$218,552	\$334,913	\$553,465
Administration - Library	344,788	355,133	365,786	388,022	388,022	400,000	412,000	812,000
Admin. - Municipal Court - Personnel Services	304,525	318,655	332,885	317,273	317,273	381,710	391,780	773,490
Admin. - Municipal Court - Materials & Services	114,944	113,831	97,622	107,554	107,554	110,130	111,350	221,480
Admin. Services - Social Services Grant	118,605	118,568	121,004	125,125	125,125	127,588	130,100	257,688
Admin. Services - Economic and Cultural Grants	555,817	571,455	602,293	678,360	678,360	704,236	728,990	1,433,226
Admin. Services - Band - Personnel Services	3,660	3,659	3,659	3,800	3,800	3,800	3,800	7,600
Admin. Services - Band - Materials & Services	53,060	52,555	47,988	54,700	53,500	55,870	56,920	112,790
Admin. Services - Miscellaneous	44,604	61,012	70,988	47,000	47,000	495,957	114,251	610,208
Parks Contracted Services	-	-	-	-	-	3,798,000	5,058,000	8,856,000
Police - Personnel Services	3,477,895	3,595,531	3,991,645	4,177,445	4,115,522	4,464,580	4,549,021	9,013,601
Police - Materials & Services	1,985,267	1,602,032	1,545,862	1,616,658	1,544,015	1,676,785	1,701,270	3,378,055
Police - Capital Outlay	-	34,820	107,593	273,963	227,163	-	-	-
Fire and Rescue - Personnel Services	3,545,968	3,695,636	3,942,540	4,407,214	4,435,664	4,780,660	4,961,770	9,742,430
Fire and Rescue - Materials & Services	1,468,499	1,547,499	1,500,491	1,535,361	1,567,051	1,653,881	1,657,173	3,311,054
Fire and Rescue - Capital Outlay	1,438	8,600	1,066	-	-	-	-	-
Public Works - Cemetery - Personnel Services	158,891	169,928	201,479	190,873	187,008	200,313	208,153	408,466
Public Works - Cemetery - Materials & Services	125,719	127,346	136,245	138,920	137,835	140,870	143,215	284,085
Public Works - Cemetery - Capital Outlay	8,108	-	-	12,000	12,000	-	12,000	12,000
Community Dev.-Planning - Personnel Services	657,561	754,777	830,091	874,308	842,958	969,784	1,007,000	1,976,784
Community Dev.-Planning - Materials & Services	355,263	386,574	341,959	385,228	367,163	375,079	378,959	754,038
Community Dev.- Capital Outlay	47,834	-	-	-	-	-	-	-
Community Dev.-Building - Personnel Services	281,499	281,049	359,336	394,300	380,426	442,040	455,470	897,510
Community Dev.-Building - Materials & Services	310,659	308,136	249,965	268,443	264,550	244,881	248,241	493,122
Operating Transfers Out	500	361,000	150,500	500	500	1,262	191,562	192,824
Operating Contingency policy is 3% of operating expenditures	-	-	-	367,214	-	513,000	528,000	1,041,000
Total Expenditures	14,142,474	14,650,678	15,091,250	16,726,217	16,121,926	21,758,978	23,383,938	45,142,916
Unappropriated Ending Fund Balance	2,474,570	2,938,555	3,495,819	1,563,870	3,259,706	2,594,256	777,434	777,434
TOTAL REQUIREMENTS	\$16,617,044	\$17,589,233	\$18,587,069	\$18,290,087	\$19,381,632	\$24,353,234	\$24,161,372	\$45,920,350
Annual Revenues Over (Under) Expenditures	\$289,114	\$463,985	\$557,264	(\$1,060,479)	(\$236,113)	(\$665,450)	(\$1,816,822)	(\$2,482,272)
Ending Fund Balance Reconciliation:								
Unappropriated Ending Fund Balance Plus Contingencies	\$2,474,570	\$2,938,555	\$3,495,819	\$1,931,084	\$3,259,706	\$3,107,256	\$1,305,434	\$1,818,434
Minus restricted forfeiture funds	(129,510)	(187,864)	(224,361)	(150,000)	(100,000)	-	-	-
Minus housing trust funds	(19,652)	(23,367)	(148,426)	-	(148,426)	(148,426)	(148,426)	(148,426)
Minus other - Tourism & Public Art	(82,546)	(128,676)	(175,797)	(35,000)	(175,563)	-	-	-
Minus funds earmarked - parking district purposes	(170,197)	(232,497)	(247,725)	(150,000)	(232,497)	(247,725)	(247,725)	(247,725)
Other restricted	-	-	(21,230)	-	-	(22,230)	(22,230)	(22,230)
Unassigned Ending Fund Balance	2,072,665	2,366,151	2,678,280	1,596,084	2,603,220	2,688,875	887,053	1,400,053
Fund Balance Policy	1,442,000	1,813,000	1,877,000	1,877,000	1,906,000	2,099,000	2,156,000	2,156,000
Excess (deficiency)	\$630,665	\$553,151	\$801,280	(\$280,916)	\$697,220	\$589,875	(\$1,268,947)	(\$755,947)

2013-15 biennial budget

GENERAL FUND # 110	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$1,818,434	(\$15,966)	\$1,818,434	(\$717,366)	(\$2,508,766)	(\$717,366)	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$19,378,000	\$20,153,000	\$39,531,000	\$20,959,000	\$21,797,000	\$42,756,000	Assumes permanent tax rate is levied in 2015-2016
Licenses and Permits	726,000	755,000	1,481,000	785,000	816,000	1,601,000	104.0%
Intergovernmental Revenue	669,000	696,000	1,365,000	724,000	753,000	1,477,000	104.0%
Charges for Services	1,580,000	1,643,000	3,223,000	1,709,000	1,777,000	3,486,000	104.0%
Fines and Forfeitures	180,000	187,000	367,000	194,000	202,000	396,000	104.0%
Interest on Pooled Investments	23,000	24,000	47,000	25,000	26,000	51,000	104.0%
Miscellaneous Revenues	64,000	67,000	131,000	70,000	73,000	143,000	104.0%
Operating Transfers In	5,600	5,800	11,400	6,000	6,200	12,200	104.0%
Total Revenues	22,625,600	23,530,800	46,156,400	24,472,000	25,450,200	49,922,200	
TOTAL RESOURCES	\$24,444,034	\$23,514,834	\$47,974,834	\$23,754,634	\$22,941,434	\$49,204,834	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Administration	\$345,000	\$355,000	\$700,000	\$366,000	\$377,000	\$743,000	103.0%
Administration - Library	424,000	437,000	861,000	450,000	464,000	914,000	Requires library levy renewal for 2017-18
Admin. - Municipal Court - Personnel Services	407,000	423,000	830,000	440,000	458,000	898,000	104.0%
Admin. - Municipal Court - Materials & Services	115,000	118,000	233,000	122,000	126,000	248,000	103.0%
Admin. Services - Social Services Grant	134,000	138,000	272,000	142,000	146,000	288,000	103.0%
Admin. Services - Economic and Cultural Grants	751,000	774,000	1,525,000	797,000	821,000	1,618,000	103.0%
Admin. Services - Band - Personal Services	4,000	4,200	8,200	4,400	4,600	9,000	104.0%
Admin. Services - Band - Materials & Services	59,000	61,000	120,000	63,000	65,000	128,000	103.0%
Admin. Services - Miscellaneous	118,000	122,000	240,000	126,000	130,000	256,000	103.0%
Parks Contracted Services	4,800,000	5,000,000	9,800,000	5,200,000	5,350,000	10,550,000	N/A
Police - Personnel Services	4,731,000	4,920,000	9,651,000	5,117,000	5,322,000	10,439,000	104.0%
Police - Materials & Services	1,752,000	1,805,000	3,557,000	1,859,000	1,915,000	3,774,000	103.0%
Police - Capital Outlay	-	-	-	-	-	-	100.0%
Fire and Rescue - Personnel Services	5,160,000	5,366,000	10,526,000	5,581,000	5,804,000	11,385,000	104.0%
Fire and Rescue - Materials & Services	1,707,000	1,758,000	3,465,000	1,811,000	1,865,000	3,676,000	103.0%
Fire and Rescue - Capital Outlay	-	-	-	-	-	-	103.0%
Public Works - Cemetery - Personnel Services	216,000	225,000	441,000	234,000	243,000	477,000	104.0%
Public Works - Cemetery - Materials & Services	148,000	152,000	300,000	157,000	162,000	319,000	103.0%
Public Works - Cemetery - Capital Outlay	12,000	12,000	24,000	12,000	12,000	24,000	100.0%
Community Dev.-Planning - Personnel Services	1,047,000	1,089,000	2,136,000	1,133,000	1,178,000	2,311,000	104.0%
Community Dev.-Planning - Materials & Services	390,000	402,000	792,000	414,000	426,000	840,000	103.0%
Community Dev.- Capital Outlay	-	-	-	-	-	-	100.0%
Community Dev.-Building - Personal Services	474,000	493,000	967,000	513,000	534,000	1,047,000	104.0%
Community Dev.-Building - Materials & Services	256,000	264,000	520,000	272,000	280,000	552,000	103.0%
Operating Transfers Out	862,000	862,000	1,724,000	862,000	862,000	1,724,000	
Operating Contingency policy is 3% of operating expenditures	548,000	568,000	1,116,000	588,000	610,000	1,198,000	
Total Expenditures	24,460,000	25,348,200	49,808,200	26,263,400	27,154,600	53,418,000	
Unappropriated Ending Fund Balance	(15,966)	(1,833,366)	(1,833,366)	(2,508,766)	(4,213,166)	(4,213,166)	
TOTAL REQUIREMENTS	\$24,444,034	\$23,514,834	\$47,974,834	\$23,754,634	\$22,941,434	\$49,204,834	
Annual Revenues Over (Under) Expenditures	(\$1,834,400)	(\$1,817,400)	(\$3,651,800)	(\$1,791,400)	(\$1,704,400)	(\$3,495,800)	
Ending Fund Balance Reconciliation:							
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Unappropriated Ending Fund Balance Plus Contingencies	\$532,034	-\$1,265,366	-\$717,366	-\$1,920,766	-\$3,603,166	-\$3,015,166	
Minus restricted forfeiture funds	-	-	-	-	-	-	
Minus housing trust funds	-	-	-	-	-	-	
Minus other - Tourism & Public Art	-	-	-	-	-	-	
Minus funds earmarked - parking district purposes	-	-	-	-	-	-	
Other restricted	-	-	-	-	-	-	
Unassigned Ending Fund Balance	532,034	-1,265,366	-717,366	-1,920,766	-3,603,166	-3,015,166	
Fund Balance Policy	2,262,000	2,353,000	2,353,000	2,447,000	2,544,000	2,544,000	
Excess (deficiency)	(\$1,729,966)	(\$3,618,366)	(\$3,070,366)	(\$4,367,766)	(\$6,147,166)	(\$5,559,166)	Proposed Biennium Fund Balance Policy 10% of annual revenues

Community Development Block Grant

CDBG Narrative

The City of Ashland is an entitlement city for Community Development Block Grant funds from the Department of Housing and Urban Development (HUD). This will be the fifteenth year the City has received these funds that must be used to assist low and moderate income neighborhoods and households.

The City of Ashland anticipates an annual allocation of over \$200,000 in Community Development Block Grant funds for program expenses by the Department of Housing and Urban Development (HUD). Additionally the City will utilize and carryover as a resource in the following budget period.

In recent years CDBG funds have been applied to numerous affordable housing projects in Ashland. Most recently the City has allocated available CDBG funds in support of a 60 unit low income housing development being built by the Housing Authority of Jackson County.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 12,033	\$ 44,705	\$ 69,618	\$ 37,424	\$ 34,424	\$ 34,424	\$ 33,798	\$ 21,189
	Intergovernmental Revenues								
	Federal	65,880	150,425	414,823	238,794	203,945	171,511	104,456	446,646
430	Total Intergovernmental	65,880	150,425	414,823	238,794	203,945	171,511	104,456	446,646
	Other Resources								
	Misc	-	-	-	-	-	-	-	-
	Interest on Investments	4,984	-	-	-	-	-	-	-
	Interfund Loan	-	-	-	-	-	-	-	-
470	Total Other	4,984	-	-	-	-	-	-	-
	Total CDBG Fund	\$ 82,897	\$ 195,130	\$ 484,441	\$ 276,218	\$ 238,369	\$ 205,935	\$ 138,254	\$ 467,835

Community Development Block Grant Long - Term Plan

CDBG FUND # 250	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$69,618	\$37,424	\$34,424	\$34,424	\$33,798	\$21,189	\$0	\$21,189
Revenues								
	<i>Years summed for biennium</i>							
Intergovernmental Revenue	\$414,823	\$238,794	\$203,945	\$171,511	\$104,456	\$253,262	\$193,384	\$446,646
Miscellaneous	-	-	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-	-	-
Interfund Loan	-	-	-	-	-	-	-	-
Total Revenues	414,823	238,794	203,945	171,511	104,456	253,262	193,384	446,646
TOTAL RESOURCES	\$484,441	\$276,218	\$238,369	\$205,935	\$138,254	\$274,451	\$193,384	\$467,835
REQUIREMENTS								
Expenditures								
	<i>Years summed for biennium</i>							
Personnel Services	\$36,760	\$41,556	\$37,251	\$32,500	\$32,500	\$30,550	\$30,550	\$61,100
Materials and Services	410,257	200,238	167,320	173,435	84,565	243,901	162,834	406,735
Interfund Loan	-	-	-	-	-	-	-	-
Total Expenditures	447,017	241,794	204,571	205,935	117,065	274,451	193,384	467,835
Unappropriated Ending Fund Balance	37,424	34,424	33,798	-	21,189	-	-	-
TOTAL REQUIREMENTS	\$484,441	\$276,218	\$238,369	\$205,935	\$138,254	\$274,451	\$193,384	\$467,835
Annual Revenues Over (Under) Expenditures	(\$32,194)	(\$3,000)	(\$626)	(\$34,424)	(\$12,609)	(\$21,189)	\$0	(\$21,189)

2013-15 biennial budget

CDBG FUND # 250	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$0	\$19,361	\$0	\$38,722	\$58,083	\$38,722	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Intergovernmental Revenue	\$212,745	\$212,745	\$425,490	\$212,745	\$212,745	\$425,490	100.0%
Miscellaneous	-	-	-	-	-	-	
Interest on Investments	-	-	-	-	-	-	
Interfund Loan	-	-	-	-	-	-	
Total Revenues	212,745	212,745	425,490	212,745	212,745	425,490	
TOTAL RESOURCES	\$212,745	\$232,106	\$425,490	\$251,467	\$270,828	\$464,212	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Personnel Services	\$30,550	\$30,550	\$61,100	\$30,550	\$30,550	\$61,100	100.0%
Materials and Services	162,834	162,834	325,668	162,834	162,834	325,668	100.0%
Interfund Loan	-	-	-	-	-	-	
Total Expenditures	193,384	193,384	386,768	193,384	193,384	386,768	
Unappropriated Ending Fund Balance	19,361	38,722	38,722	58,083	77,444	77,444	No Fund Balance Policy
TOTAL REQUIREMENTS	\$212,745	\$232,106	\$425,490	\$251,467	\$270,828	\$464,212	
Annual Revenues Over (Under) Expenditures	\$19,361	\$19,361	\$38,722	\$19,361	\$19,361	\$38,722	

Reserve Fund

Reserve Fund Narrative

This reserve fund was established during the FY 2009-10 budget process per resolution 2010-18 identifying sources and uses, adopted by Council on June 15, 2010. No routine or regular revenue stream has been identified. Transfers from the Street, General and Parks & Recreation Funds have been approved by City Council.

Repayment of a proposed interfund loan to the Health Benefits Fund is a budgeted resource in year two of the biennium.

Interest earnings is an ongoing revenue stream.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
	Working Capital Carryover	\$ -	\$ -	\$ -	\$ 148,072	\$ 509,502	\$ 1,012,502	\$ 1,013,910	\$ 1,019,910
	Charges for Service								
	Other Charges	-	-	-	-	349,000	-	-	-
	Total Charges for Service	-	-	-	-	349,000	-	-	-
	Interest on Investments								
	Interest on Investments	-	-	508	930	5,408	6,000	6,000	15,000
	Total Interest on Investments	-	-	508	930	5,408	6,000	6,000	15,000
	Other Financing Sources								
	Interfund Loan			-	-	-	-	-	510,000
	Operating Transfers In:								
	From General Fund			-	-	150,000	-	-	-
	From Street Fund			147,564	360,500	-	-	-	-
	From Central Services Fund	-	-	-	-	-	-	-	-
	Total Transfers In	-	-	147,564	360,500	150,000	-	-	-
	Total Reserve Fund	\$ -	\$ -	\$ 148,072	\$ 509,502	\$ 1,013,910	\$ 1,018,502	\$ 1,019,910	\$ 1,544,910

Reserve Fund Long - Term Plan

RESERVE FUND # 255	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013	FY 2013	Biennium Adopted Budget		
				Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES						<i>Years summed for biennium</i>		
Working Capital Carryover	\$0	\$148,072	\$509,502	\$1,012,502	\$1,013,910	\$1,019,910	\$336,910	\$1,019,910
Revenues								
Charges for Service	\$0	\$0	\$349,000	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	-	-	-	-	-	-	-	-
Interest on Investments	508	930	5,408	6,000	\$6,000	7,000	8,000	15,000
Intefund Loan	-	-	-	-	-	-	510,000	510,000
Operating Transfers In	147,564	360,500	150,000	-	-	-	-	-
Total Revenues	148,072	361,430	504,408	6,000	6,000	7,000	518,000	525,000
TOTAL RESOURCES	\$148,072	\$509,502	\$1,013,910	\$1,018,502	\$1,019,910	\$1,026,910	\$854,910	\$1,544,910
REQUIREMENTS						<i>Years summed for biennium</i>		
Expenditures								
Intefund Loan	\$0	\$0	\$0	\$0	\$0	\$500,000	\$400,000	\$900,000
Operating Transfers Out	-	-	-	-	-	190,000	-	190,000
Total Expenditures	-	-	-	-	-	690,000	400,000	1,090,000
Unappropriated Ending Fund Balance	148,072	509,502	1,013,910	1,018,502	1,019,910	336,910	454,910	454,910
TOTAL REQUIREMENTS	\$148,072	\$509,502	\$1,013,910	\$1,018,502	\$1,019,910	\$1,026,910	\$854,910	\$1,544,910
Annual Revenues Over (Under) Expenditures	\$148,072	\$361,430	\$504,408	\$6,000	\$6,000	(\$683,000)	\$118,000	(\$565,000)

2013-15 biennial budget

RESERVE FUND # 255	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Working Capital Carryover	\$454,910	\$63,910	\$454,910	\$481,910	\$392,910	\$481,910	
Revenues							
Charges for Service	\$0	\$0	\$0	\$0	\$0	\$0	100.0%
Intergovernmental Revenue	-	-	-	-	-	-	
Interest on Investments	9,000	10,000	19,000	11,000	12,000	23,000	100.0%
Interfund Loan	-	408,000	408,000	-	103,000	103,000	
Operating Transfers In	-	-	-	-	-	-	100.0%
Total Revenues	9,000	418,000	427,000	11,000	115,000	126,000	
TOTAL RESOURCES	\$463,910	\$481,910	\$881,910	\$492,910	\$507,910	\$607,910	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Interfund Loan	\$400,000	\$0	\$400,000	\$100,000	\$0	\$100,000	
Operating Transfers Out	-	-	-	-	-	-	100.0%
Total Expenditures	400,000	-	400,000	100,000	-	100,000	
Unappropriated Ending Fund Balance	63,910	481,910	481,910	392,910	507,910	507,910	
TOTAL REQUIREMENTS	\$463,910	\$481,910	\$881,910	\$492,910	\$507,910	\$607,910	
Annual Revenues Over (Under) Expenditures	(\$391,000)	\$418,000	\$27,000	(\$89,000)	\$115,000	\$26,000	

Street Fund Narrative

This special revenue fund accounts for street and storm water operations and related capital projects. Major revenue sources are gas tax, utility fees and grants.

Taxes-Cable TV Franchise. The 5 percent cable TV franchise fee is split, with 30 percent placed in the Street Fund and the balance in the General Fund. It is expected to stabilize at a lower level recognizing industry changes to internet-based televisions.

Taxes- Franchise. Water and Wastewater Franchise payments (2% of annual Fund Revenues) were suspended in 2011.

Intergovernmental Revenues. The primary source of Intergovernmental Revenue, the State Gasoline Tax is budgeted at approximately \$57.25 per capita, in 2013-2014 and \$58.68 in 2014-2015. Changes in delivery practices and hybrid vehicle use may cause a reduction in overall revenue allocated.

Charges for Service-Storm Drain Utility Fee. This fee is calculated on the impervious area for commercial customers. Residential customers pay a flat fee per month. The City updated the storm drain data and adopted a rate design in 1994. A master plan study is in process and may impact the fees charged.

Charges for services-Transportation Utility Fee. All fees collected are for the purposes of providing adequate operations, administration and maintenance of the local transportation network including streets, pedestrian facilities, handicapped access and bicycle facilities. A master plan study is in process and may impact the fees charged.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 2,377,220	\$ 2,170,470	\$ 2,402,258	\$ 2,820,516	\$ 2,236,300	\$ 2,332,094	\$ 3,043,292	\$ 3,185,314
	Taxes								
	Franchises	188,030	198,994	200,906	52,848	53,314	50,000	23,000	46,000
410	Total Taxes	188,030	198,994	200,906	52,848	53,314	50,000	23,000	46,000
	Intergovernmental Revenues								
	State:								
	Grants	-	-	-	-	-	-	682,696	1,143,166
	Gas Tax	941,646	832,861	887,873	1,012,073	1,098,164	1,137,000	1,108,770	2,220,000
	County and Other	1,100	5,622	2,630	307,170	868,543	2,175,707	290,642	-
430	Total Intergovernmental	942,746	838,483	890,503	1,319,243	1,966,707	3,312,707	2,082,108	3,363,166
	Charges for Services								
	RVTD Services	4,621	4,462	8,022	9,162	17,719	16,000	20,957	40,000
	Public Works Services	2,120	-	-	8,627	-	-	-	-
	Sales:								
	Storm Drain Utility Fee	499,863	566,985	581,346	588,704	589,690	619,000	589,400	1,232,200
	Transportation Utility Fee	1,185,832	1,245,153	1,282,254	1,301,964	1,306,620	1,364,000	1,334,085	2,789,400
440	Total Charges for Services	1,692,436	1,816,600	1,871,622	1,908,457	1,914,029	1,999,000	1,944,442	4,061,600
	Storm Drain	36,653	16,930	15,279	19,256	25,471	15,000	33,438	30,000
	Transportation	130,833	55,713	60,822	60,805	356,267	50,000	83,500	100,000
	System Development Charges	167,486	72,643	76,101	80,061	381,738	65,000	116,938	130,000
	Assessments and Consortiums								
	UnBonded Assessments								
	UnAssessed Principal	67,195	25,587	3,292	17,867	43,542	10,000	20,000	20,000
460	Total Assessments and Consortiums	67,195	25,587	3,292	17,867	43,542	10,000	20,000	20,000
	Interest on Investments								
	Interest on Pooled Investments	110,992	28,782	30,607	17,900	20,908	12,000	12,000	20,000
470	Total Interest on Investments	110,992	28,782	30,607	17,900	20,908	12,000	12,000	20,000
	Miscellaneous Revenues								
	Miscellaneous Income	400	8,919	61,399	5,101	13,376	55,000	121,662	220,000
480	Total Miscellaneous Revenues	400	8,919	61,399	5,101	13,376	55,000	121,662	220,000
	Other Financing Sources								
	Loan Proceeds	-	-	-	-	-	1,210,223	1,202,081	-
490	Total Other Financing Sources	-	-	-	-	-	1,210,223	1,202,081	-
	Total Street Fund	\$ 5,546,505	\$ 5,160,478	\$ 5,536,688	\$ 6,221,993	\$ 6,629,914	\$ 9,046,024	\$ 8,565,523	\$ 11,046,080

Street Fund Long - Term Plan

STREET FUND - SUMMARY # 260				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$2,402,258	\$2,820,517	\$2,236,300	\$2,332,094	\$3,043,292	\$3,185,314	\$1,403,337	\$3,185,314
Revenues								
						<i>Years summed for biennium</i>		
Taxes	\$200,906	\$52,848	\$53,314	\$50,000	\$23,000	\$23,000	\$23,000	\$46,000
Intergovernmental Revenue	890,503	1,319,243	1,966,707	3,312,707	2,082,108	1,776,700	1,586,466	3,363,166
Charges for Services	1,871,622	1,908,457	1,914,029	1,999,000	1,944,442	2,001,100	2,060,500	4,061,600
Systems Development Charges (SDC)	76,101	80,061	381,738	65,000	116,938	65,000	65,000	130,000
Assessment Revenues	3,292	17,867	43,542	10,000	20,000	20,000	-	20,000
Interest on Investments	30,607	17,900	20,908	12,000	12,000	10,000	10,000	20,000
Miscellaneous Revenues	61,399	5,101	13,376	55,000	121,662	110,000	110,000	220,000
Bond Proceeds	-	-	-	1,210,223	1,202,081	-	-	-
Total Revenues	3,134,430	3,401,477	4,393,614	6,713,930	5,522,231	4,005,800	3,854,966	7,860,766
TOTAL RESOURCES	\$5,536,688	\$6,221,994	\$6,629,914	\$9,046,024	\$8,565,523	\$7,191,114	\$5,258,303	\$11,046,080
REQUIREMENTS								
						<i>Years summed for biennium</i>		
Expenditures								
Street Operations - Personnel Services	\$557,241	\$596,273	\$634,010	\$700,740	\$667,732	\$713,830	\$727,920	\$1,441,750
Street Operations - Materials & Services	1,093,227	1,123,597	1,080,852	1,152,740	1,072,441	1,231,480	1,213,770	2,445,250
Street Operations - Capital Outlay	145,064	1,081,984	882,055	3,870,230	2,255,136	2,247,444	1,025,266	3,272,710
Street Operations - Debt Service	-	-	-	-	-	172,187	169,563	341,750
Grounds Maintenance	183,183	184,217	191,922	219,400	227,917	233,500	235,500	469,000
Storm Water Operations - Personnel Services	247,813	259,764	250,494	284,170	266,209	283,550	292,180	575,730
Storm Water Operations - Materials & Services	272,561	274,033	245,761	264,840	276,400	263,340	266,760	530,100
Storm Water Operations - Capital Outlay	10,340	52,727	56,685	259,250	253,800	105,000	36,400	141,400
Storm Water Operations -Debt Service	-	-	-	-	-	13,367	12,950	26,317
SDC Projects	40,928	237,773	137,525	474,661	360,574	407,079	120,134	527,213
Local Improvement District - Projects	18,250	175,326	107,318	-	-	-	-	-
New Debt Service	-	-	-	50,000	-	-	-	-
Operating Transfers Out	147,564	-	-	-	-	-	-	-
Operating Contingency policy is 3% of operating expenditures	-	-	-	100,000	-	117,000	98,000	215,000
Total Expenditures	2,716,171	3,985,694	3,586,622	7,376,031	5,380,209	5,787,777	4,198,443	9,986,220
Unappropriated Ending Fund Balance	2,820,517	2,236,300	3,043,292	1,669,993	3,185,314	1,403,337	1,059,860	1,059,860
TOTAL REQUIREMENTS	\$5,536,688	\$6,221,994	\$6,629,914	\$9,046,024	\$8,565,523	\$7,191,114	\$5,258,303	\$11,046,080
Annual Revenues Over (Under) Expenditures	\$418,259	(\$584,217)	\$806,992	(\$662,101)	\$142,022	(\$1,781,977)	(\$343,477)	(\$2,125,454)
Storm Drain and Transportation Balances:								
						<i>Balance at end of period</i>		
Storm Drain Balance	(\$1,260,177)	(\$1,123,241)	(\$1,074,991)	(\$1,069,175)	(\$1,085,101)	(\$1,074,991)	(\$1,009,331)	(\$1,009,331)
Transportation Balance	4,743,312	3,894,481	3,718,670	5,674,484	3,858,013	3,718,670	3,844,333	3,844,333
Other	(662,618)	(534,940)	399,613	(2,935,316)	412,402	(1,240,342)	(1,775,142)	(1,775,142)
Total Ending Fund Balance	\$2,820,517	2,236,300	\$3,043,292	\$1,669,993	\$3,185,314	\$1,403,337	\$1,059,860	\$1,059,860
Ending Fund Balance Reconciliation:								
						<i>Balance at end of period</i>		
Unappropriated Ending Fund Balance Plus Contingencies	\$2,820,517	\$2,236,300	\$3,043,292	\$1,769,993	\$3,185,314	\$1,520,337	\$1,157,860	\$1,274,860
Minus SDC Balances	(2,115,971)	(1,980,292)	(1,986,626)	(1,576,965)	(1,742,990)	(1,400,911)	(1,345,777)	(1,345,777)
Minus LID Balances	(164,194)	(6,735)	57,041	47,041	37,041	17,041	17,041	17,041
Minus Project Balances	(1,367,164)	(1,098,118)	(1,711,204)	(3,724,257)	(2,020,862)	(667,964)	(370,621)	(467,621)
Unassigned Ending Fund Balance	(826,812)	(848,845)	(597,497)	(3,484,188)	(541,497)	(531,497)	(541,497)	(521,497)
Fund Balance Policy (Policy is 15% annual revenues)	458,000	496,000	595,000	487,000	627,000	487,000	496,000	496,000
Excess (deficiency)	(\$1,284,812)	(\$1,344,845)	(\$1,192,497)	(\$3,971,188)	(\$1,168,497)	(\$1,018,497)	(\$1,037,497)	(\$1,017,497)

2013-15 biennial budget

STREET FUND - SUMMARY # 260	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$1,274,860	\$1,623,460	\$1,274,860	\$2,206,960	\$2,497,260	\$2,206,960	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			Includes prior biennium unused contingency
Taxes	\$23,700	\$24,400	\$48,100	\$25,100	\$25,900	\$51,000	103.0%
Intergovernmental Revenue	1,143,300	1,177,600	2,320,900	3,949,665	1,249,300	5,198,965	103.0%
Charges for Services	2,121,800	2,184,800	4,306,600	2,249,700	2,316,600	4,566,300	103.0%
Systems Development Charges (SDC)	68,300	71,700	140,000	75,300	79,100	154,400	
Assessment Revenues	-	-	-	-	-	-	Calculated for projects
Interest on Investments	30,000	30,000	60,000	30,000	30,000	60,000	103.0%
Miscellaneous Revenues	110,000	110,000	220,000	110,000	110,000	220,000	102.0%
Bond Proceeds	1,630,000	655,000	2,285,000	1,133,235	500,000	1,633,235	
Total Revenues	5,127,100	4,253,500	9,380,600	7,573,000	4,310,900	11,883,900	
TOTAL RESOURCES	\$6,401,960	\$5,876,960	\$10,655,460	\$9,779,960	\$6,808,160	\$14,090,860	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Street Operations - Personnel Services	\$757,000	\$787,300	\$1,544,300	\$818,800	\$851,600	\$1,670,400	Calculated for projects
Street Operations - Materials & Services	1,250,200	1,287,700	2,537,900	1,326,300	1,366,100	2,692,400	Includes Bus Service
Street Operations - Capital Outlay	1,635,000	660,000	2,295,000	3,875,000	505,000	4,380,000	
Street Operations - Debt Service	90,025	89,525	179,550	89,525	89,625	179,150	
Grounds Maintenance	242,600	249,900	492,500	257,400	265,100	522,500	
Storm Water Operations - Personnel Services	303,900	316,100	620,000	328,700	341,800	670,500	
Storm Water Operations - Materials & Services	274,800	283,000	557,800	291,500	300,200	591,700	
Storm Water Operations - Capital Outlay	-	-	-	-	-	-	
Storm Water Operations -Debt Service	475	475	950	475	475	950	
SDC Projects	20,000	20,000	40,000	20,000	20,000	40,000	Calculated for projects
Local Improvement District - Projects	-	-	-	-	-	-	Calculated for projects
New Debt Service	90,500	90,000	180,500	90,000	90,100	180,100	
Operating Transfers Out	-	-	-	-	-	-	Bancroft Debt
Operating Contingency policy is 3% of operating expenditures	114,000	87,000	207,000	185,000	86,000	219,000	
Total Expenditures	4,778,500	3,871,000	8,655,500	7,282,700	3,916,000	11,146,700	
Unappropriated Ending Fund Balance	1,623,460	2,005,960	1,999,960	2,497,260	2,892,160	2,944,160	
TOTAL REQUIREMENTS	\$6,401,960	\$5,876,960	\$10,655,460	\$9,779,960	\$6,808,160	\$14,090,860	
Annual Revenues Over (Under) Expenditures	\$348,600	\$382,500	\$725,100	\$290,300	\$394,900	\$737,200	
Storm Drain and Transportation Balances:							
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Storm Drain Balance	(\$928,231)	(\$847,431)	(\$847,431)	(\$767,031)	(\$687,031)	(\$687,031)	
Transportation Balance	4,252,933	4,416,833	4,518,833	4,700,274	4,739,815	4,847,815	
Other	(1,701,242)	(1,563,442)	(1,671,442)	(1,435,983)	(1,160,624)	(1,216,624)	
Total Ending Fund Balance	\$1,623,460	\$2,005,960	\$1,999,960	\$2,497,260	\$2,892,160	\$2,944,160	
Ending Fund Balance Reconciliation:							
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Unappropriated Ending Fund Balance Plus Contingencies	\$1,737,460	\$2,092,960	\$2,206,960	\$2,682,260	\$2,978,160	\$3,163,160	
Minus SDC Balances	(1,394,077)	(1,445,777)	(1,445,777)	(1,501,077)	(1,560,177)	(1,560,177)	
Minus LID Balances	\$17,041	\$17,041	17,041	\$17,041	\$17,041	17,041	
Minus Project Balances	(812,021)	(1,005,021)	(1,107,021)	(1,313,562)	(1,374,003)	(1,482,003)	
Unassigned Ending Fund Balance	(451,597)	(340,797)	(328,797)	(115,338)	61,021	138,021	
Fund Balance Policy (Policy is 15% annual revenues)	510,000	525,000	525,000	540,000	555,000	555,000	
Excess (deficiency)	(\$961,597)	(\$865,797)	(\$853,797)	(\$655,338)	(\$493,979)	(\$416,979)	

Street Fund Long - Term Plan - Continued

STREET FUND - Operational Detail # 260				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$969,120	\$1,367,164	\$790,948	\$2,766,984	\$535,491	\$1,029,922	\$1,145,768	\$1,029,922
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$200,906	\$52,848	\$53,314	\$50,000	\$23,000	\$23,000	\$23,000	\$46,000
Intergovernmental Revenue	890,503	1,012,073	1,098,164	1,137,000	1,108,770	1,110,000	1,110,000	2,220,000
Storm Drain Fees	581,346	588,704	589,690	619,000	589,400	607,000	625,200	1,232,200
Transportation Fees	1,282,254	1,301,964	1,306,620	1,364,000	1,334,085	1,374,100	1,415,300	2,789,400
Miscellaneous Service	8,022	17,789	17,719	16,000	20,957	20,000	20,000	40,000
Interest on Investments	30,607	17,900	7,439	6,000	6,000	-	-	-
Miscellaneous Revenues	61,399	5,101	13,376	55,000	121,662	110,000	110,000	220,000
Total Revenues	3,055,037	2,996,379	3,086,322	3,247,000	3,203,874	3,244,100	3,303,500	6,547,600
TOTAL RESOURCES	\$4,024,157	\$4,363,543	\$3,877,270	\$6,013,984	\$3,739,365	\$4,274,022	\$4,449,268	\$7,577,522
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Street Operations - Personnel Services	\$557,241	\$596,273	\$634,010	\$700,740	\$667,732	\$713,830	\$727,920	\$1,441,750
Street Operations - Materials & Services	1,093,227	1,123,597	1,080,852	1,152,740	1,072,441	1,231,480	1,213,770	2,445,250
Street Operations - Capital Outlay	145,064	1,081,984	882,055	4,500	52,444	15,000	5,000	20,000
Street Operations - Debt Service	-	-	-	50,000	50,000	172,187	169,563	341,750
Grounds Maintenance	183,183	184,217	191,922	219,400	227,917	233,500	235,500	469,000
Storm Water Operations - Personnel Services	247,813	259,764	250,494	284,170	266,209	283,550	292,180	575,730
Storm Water Operations - Materials & Services	272,561	274,033	245,761	264,840	276,400	263,340	266,760	530,100
Storm Water Operations - Capital Outlay	10,340	52,727	56,685	259,250	96,300	105,000	36,400	141,400
Storm Water Operations - Debt service	-	-	-	-	-	13,367	12,950	26,317
New Debt Service	-	-	-	50,000	-	-	-	-
Operating Transfers Out	147,564	-	-	-	-	-	-	-
Operating Contingency policy is 3% of operating expenditures	-	-	-	100,000	-	97,000	99,000	196,000
Total Expenditures	2,656,993	3,572,595	3,341,779	3,085,640	2,709,443	3,128,254	3,059,043	6,187,297
Unappropriated Ending Fund Balance	1,367,164	790,948	535,491	2,928,344	1,029,922	1,145,768	1,390,225	1,390,225
TOTAL REQUIREMENTS	\$4,024,157	\$4,363,543	\$3,877,270	\$6,013,984	\$3,739,365	\$4,274,022	\$4,449,268	\$7,577,522
Annual Revenues Over (Under) Expenditures	\$398,044	(\$576,216)	(\$255,457)	\$161,360	\$494,431	\$115,846	\$244,457	\$360,303
Operations Ending Fund Balance Reconciliation:								
<i>Balance at end of period</i>								
Storm Drain Balance	(\$769,233)	(\$714,326)	(\$620,891)	(\$519,736)	(\$574,100)	(\$513,990)	(\$447,730)	(\$447,730)
Transportation Balance Plus Contingencies	2,136,397	1,505,274	1,156,382	3,548,080	1,604,022	1,756,758	1,936,955	2,033,955
Operating Ending Fund Balance Plus Contingencies	1,367,164	790,948	535,491	3,028,344	1,029,922	1,242,768	1,489,225	1,489,225
Fund Balance Policy (Policy is 15% annual revenues)	306,000	449,000	463,000	487,000	481,000	487,000	496,000	496,000
Excess (deficiency)	\$1,061,164	\$341,948	\$72,491	\$2,541,344	\$548,922	\$755,768	\$993,225	\$993,225

2013-15 biennial budget

STREET FUND - Operational Detail # 260	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$1,586,225	\$1,828,625	\$1,586,225	\$2,225,625	\$2,324,166	\$2,225,625	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$23,700	\$24,400	\$48,100	\$25,100	\$25,900	\$51,000	103.0%
Intergovernmental Revenue	1,143,300	1,177,600	2,320,900	1,212,900	1,249,300	2,462,200	103.0%
Storm Drain Fees	644,000	663,300	1,307,300	683,200	703,700	1,386,900	103.0%
Transportation Fees	1,457,800	1,501,500	2,959,300	1,546,500	1,592,900	3,139,400	103.0%
Miscellaneous Service	20,000	20,000	40,000	20,000	20,000	40,000	100.0%
Interest on Investments	-	-	-	-	-	-	103.0%
Miscellaneous Revenues	110,000	110,000	220,000	110,000	110,000	220,000	102.0%
Total Revenues	3,398,800	3,496,800	6,895,600	3,597,700	3,701,800	7,299,500	
TOTAL RESOURCES	\$4,985,025	\$5,325,425	\$8,481,825	\$5,823,325	\$6,025,966	\$9,525,125	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Street Operations - Personnel Services	\$757,000	\$787,300	\$1,544,300	\$818,800	\$851,600	\$1,670,400	104.0%
Street Operations - Materials & Services	1,250,200	1,287,700	2,537,900	1,326,300	1,366,100	2,692,400	103.0%
Street Operations - Capital Outlay	5,000	5,000	10,000	5,000	5,000	10,000	100.0%
Street Operations - Debt Service	90,025	89,525	179,550	89,525	89,625	179,150	
Grounds Maintenance	242,600	249,900	492,500	257,400	265,100	522,500	103.0%
Storm Water Operations - Personnel Services	303,900	316,100	620,000	328,700	341,800	670,500	104.0%
Storm Water Operations - Materials & Services	274,800	283,000	557,800	291,500	300,200	591,700	103.0%
Storm Water Operations - Capital Outlay	-	-	-	-	-	-	100.0%
Storm Water Operations - Debt service	475	475	950	475	475	950	
New Debt Service	130,400	182,800	313,200	273,459	313,459	586,918	
Operating Transfers Out	-	-	-	-	-	-	Bancroft Debt
Operating Contingency policy is 3% of operating expenditures	102,000	105,000	207,000	108,000	111,000	219,000	
Total Expenditures	3,156,400	3,306,800	6,463,200	3,499,159	3,644,359	7,143,518	
Unappropriated Ending Fund Balance	1,828,625	2,018,625	2,018,625	2,324,166	2,381,607	2,381,607	
TOTAL REQUIREMENTS	\$4,985,025	\$5,325,425	\$8,481,825	\$5,823,325	\$6,025,966	\$9,525,125	
Annual Revenues Over (Under) Expenditures	\$242,400	\$190,000	\$432,400	\$98,541	\$57,441	\$155,982	
Operations Ending Fund Balance Reconciliation:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Storm Drain Balance	(\$382,430)	(\$318,230)	(\$318,230)	(\$255,230)	(\$193,530)	(\$193,530)	
Transportation Balance Plus Contingencies	2,313,055	2,441,855	2,543,855	2,687,396	2,686,137	2,794,137	
Operating Ending Fund Balance Plus Contingencies	1,930,625	2,123,625	2,123,625	2,432,166	2,492,607	2,492,607	
Fund Balance Policy (Policy is 15% annual revenues)	510,000	525,000	525,000	540,000	555,000	555,000	
Excess (deficiency)	\$1,420,625	\$1,598,625	\$1,598,625	\$1,892,166	\$1,937,607	\$1,937,607	

Street Fund Long - Term Plan - Continued

STREET FUND - Capital Detail # 260				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$1,433,138	\$1,453,353	\$1,445,352	(\$434,890)	\$2,501,771	\$2,099,362	\$221,539	\$2,099,362
Revenues						<i>Years summed for biennium</i>		
Intergovernmental Revenue	\$0	\$307,170	\$868,543	\$2,175,707	\$290,642	\$0	\$0	\$0
Other grants	-	-	-	-	682,696	666,700	476,466	1,143,166
Sys. Dev. Charges-Storm Water	15,279	19,256	25,471	15,000	33,438	15,000	15,000	30,000
Sys. Dev. Charges-Transportation	60,822	60,805	356,267	50,000	83,500	50,000	50,000	100,000
Assessment Revenues	3,292	17,867	43,542	10,000	20,000	20,000	-	20,000
Bond Proceeds - Storm Water Rev Bonds	-	-	-	-	158,648	-	-	-
Bond Proceeds - Transportation Rev Bonds	-	-	-	1,210,223	1,043,433	-	-	-
Interest on Investments	-	-	7,439	6,000	6,000	10,000	10,000	20,000
Total Revenues	79,393	405,098	1,301,262	3,466,930	2,318,357	761,700	551,466	1,313,166
TOTAL RESOURCES	\$1,512,531	\$1,858,451	\$2,746,614	\$3,032,040	\$4,820,128	\$2,861,062	\$773,005	\$3,412,528
Expenditures						<i>Years summed for biennium</i>		
Street Operations - CIP	\$0	\$0	\$0	\$3,865,730	\$2,202,692	\$2,232,444	\$1,020,266	\$3,252,710
Storm Water Operations - CIP	-	-	-	-	157,500	-	-	-
Storm Water - SDC	10,818	41,290	17,602	198,750	178,750	65,000	15,600	80,600
Transportation - SDC	30,110	196,483	119,923	275,911	181,824	342,079	104,534	446,613
Transportation - LID - Materials & Services	7,498	7,498	1,743	-	-	-	-	-
Transportation - LID - Capital Outlay - City Fees	10,752	167,828	105,575	-	-	-	-	-
Total Expenditures	59,178	413,099	244,843	4,340,391	2,720,766	2,639,523	1,140,400	3,779,923
Unappropriated Ending Fund Balance	1,453,353	1,445,352	2,501,771	(1,308,351)	2,099,362	221,539	(367,395)	(367,395)
TOTAL REQUIREMENTS	\$1,512,531	\$1,858,451	\$2,746,614	\$3,032,040	\$4,820,128	\$2,861,062	\$773,005	\$3,412,528
Annual Revenues Over (Under) Expenditures	\$20,215	(\$8,001)	\$1,056,419	(\$873,461)	(\$402,409)	(\$1,877,823)	(\$588,934)	(\$2,466,757)
Capital Ending Fund Balance Reconciliation:						<i>Balance at end of period</i>		
SDC Storm Balance	(\$490,944)	(\$408,915)	(\$365,689)	(\$549,439)	(\$511,001)	(\$561,001)	(\$561,601)	(\$561,601)
SDC Transportation Balance	2,606,915	2,389,207	2,352,315	2,126,404	2,253,991	1,961,912	1,907,378	1,907,378
Transportation Project Balance	-	307,170	1,175,713	695,913	989,792	(575,952)	(1,119,752)	(1,119,752)
LID Project Balance	164,194	6,735	(57,041)	(47,041)	(37,041)	(17,041)	(17,041)	(17,041)
Other	(826,812)	(848,845)	(603,527)	(3,534,188)	(597,527)	(587,527)	(577,527)	(577,527)
Capital Fund Balance	\$1,453,353	\$1,445,352	\$2,501,771	(\$1,308,351)	\$2,099,362	\$221,539	(\$367,395)	(\$367,395)

2013-15 biennial budget

STREET FUND - Capital Detail # 260	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							Comments
Working Capital Carryover	(\$367,395)	(\$289,095)	(\$367,395)	(\$207,395)	(\$122,095)	(\$207,395)	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
Other grants	-	-	-	2,736,765	-	2,736,765	E. Nevada St Grant/Loan
Sys. Dev. Charges-Storm Water	15,800	16,600	32,400	17,400	18,300	35,700	105.0%
Sys. Dev. Charges-Transportation	52,500	55,100	107,600	57,900	60,800	118,700	105.0%
Assessment Revenues	-	-	-	-	-	-	Calculated for projects
Bond Proceeds - Storm Water Rev Bonds	-	-	-	-	-	-	
Bond Proceeds - Transportation Rev Bonds	\$1,630,000	655,000	2,285,000	1,133,235	500,000	1,633,235	
Interest on Investments	30,000	30,000	60,000	30,000	30,000	60,000	103.0%
Total Revenues	1,728,300	756,700	2,485,000	3,975,300	609,100	4,584,400	
TOTAL RESOURCES	\$1,360,905	\$467,605	\$2,117,605	\$3,767,905	\$487,005	\$4,377,005	
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Street Operations - CIP	\$1,630,000	\$655,000	\$2,285,000	\$3,870,000	\$500,000	\$4,370,000	Calculated for projects
Storm Water Operations - CIP	-	-	-	-	-	-	Calculated for projects
Storm Water - SDC	-	-	-	-	-	-	Calculated for projects
Transportation - SDC	20,000	20,000	40,000	20,000	20,000	40,000	Calculated for projects
Transportation - LID - Materials & Services	-	-	-	-	-	-	103.0%
Transportation - LID - Capital Outlay - City Fees	-	-	-	-	-	-	Calculated for projects
Total Expenditures	1,650,000	675,000	2,325,000	3,890,000	520,000	4,410,000	
Unappropriated Ending Fund Balance	(289,095)	(207,395)	(207,395)	(122,095)	(32,995)	(32,995)	
TOTAL REQUIREMENTS	\$1,360,905	\$467,605	\$2,117,605	\$3,767,905	\$487,005	\$4,377,005	
Annual Revenues Over (Under) Expenditures	\$78,300	\$81,700	\$160,000	\$85,300	\$89,100	\$174,400	
Capital Ending Fund Balance Reconciliation:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
SDC Storm Balance	(\$545,801)	(\$529,201)	(\$529,201)	(\$511,801)	(\$493,501)	(\$493,501)	
SDC Transportation Balance	1,939,878	1,974,978	1,974,978	2,012,878	2,053,678	2,053,678	
Transportation Project Balance	(1,119,752)	(1,119,752)	(1,119,752)	(1,119,752)	(1,119,752)	(1,119,752)	
LID Project Balance	(17,041)	(17,041)	(17,041)	(17,041)	(17,041)	(17,041)	
Other	(547,527)	(517,527)	(517,527)	(487,527)	(457,527)	(457,527)	
Capital Fund Balance	(\$289,095)	(\$207,395)	(\$207,395)	(\$122,095)	(\$32,995)	(\$32,995)	

Airport Fund

Airport Fund Narrative

This fund is used to account for Airport operations and revenues from service charges, hangar rental, and lease fees. The fund may borrow internally or externally for projects as needed.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 55,339	\$ 86,891	\$ 99,978	\$ 32,160	\$ 60,083	\$ 77,462	\$ 83,711	\$ 101,550
	Charges for Services								
	Rent	108,513	104,907	118,223	125,835	112,506	130,000	124,825	268,800
440	Total Charges for Services	108,513	104,907	118,223	125,835	112,506	130,000	124,825	268,800
	Interest on Investments								
	Interest on Pooled Investments	2,361	1,005	575	219	392	300	500	1,000
470	Total Interest on Investments	2,361	1,005	575	219	392	300	500	1,000
	Other Financing Sources								
	Loan Proceeds	-	290,000	-	-	-	-	-	7,500
	Interfund Loan	-	-	-	-	-	19,000	19,000	-
490	Total Other Financing Sources	-	290,000	-	-	-	19,000	19,000	7,500
	Total Airport Fund	\$ 344,399	\$ 486,794	\$ 218,776	\$ 158,214	\$ 172,981	\$ 226,762	\$ 228,036	\$ 378,850

Airport Fund Long - Term Plan

AIRPORT FUND # 280	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$99,978	\$32,160	\$60,083	\$77,462	\$83,711	\$101,550	\$34,564	\$101,550
Revenues						<i>Years summed for biennium</i>		
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Services	118,223	125,835	112,506	130,000	124,825	131,100	137,700	268,800
Interest on Investments	575	219	392	300	500	500	500	1,000
Other Financing Sources	-	-	-	-	-	-	7,500	7,500
Interfund Loan	-	-	-	19,000	19,000	-	-	-
Total Revenues	118,798	126,054	112,898	149,300	144,325	131,600	145,700	277,300
TOTAL RESOURCES	\$218,776	\$158,214	\$172,981	\$226,762	\$228,036	\$233,150	\$180,264	\$378,850
REQUIREMENTS						<i>Years summed for biennium</i>		
Expenditures								
Materials and Services	\$68,080	\$59,595	\$50,734	\$83,950	\$87,950	\$71,050	\$72,260	\$143,310
Capital Outlay	-	-	-	-	-	65,000	-	65,000
Debt Service	38,536	38,536	38,536	38,536	38,536	38,536	38,536	77,072
Interfund Loan	80,000	-	-	-	-	19,000	-	19,000
Operating Contingency	-	-	-	5,000	-	5,000	5,000	10,000
Total Expenditures	186,616	98,131	89,270	127,486	126,486	198,586	115,796	314,382
Unappropriated Ending Fund Balance	32,160	60,083	83,711	99,276	101,550	34,564	64,468	64,468
TOTAL REQUIREMENTS	\$218,776	\$158,214	\$172,981	\$226,762	\$228,036	\$233,150	\$180,264	\$378,850
Annual Revenues Over (Under) Expenditures	(\$67,818)	\$27,923	\$23,628	\$21,814	\$17,839	(\$66,986)	\$29,904	(\$37,082)
Ending Fund Balance	\$32,160	\$60,083	\$83,711	\$99,276	\$101,550	\$34,564	\$64,468	\$64,468
Fund Balance Policy	19,000	13,000	11,000	15,000	14,000	13,000	14,000	14,000
Excess (deficiency)	\$13,160	\$47,083	\$72,711	\$84,276	\$87,550	\$21,564	\$50,468	\$50,468

2013-15 biennial budget

AIRPORT FUND # 280	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$74,468	\$82,461	\$74,468	\$105,064	\$102,507	\$105,064	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
Charges for Services	144,600	151,800	296,400	159,400	167,400	326,800	105.0%
Interest on Investments	500	500	1,000	500	500	1,000	100.0%
Other Financing Sources	-	-	-	-	-	-	
Interfund Loan	-	-	-	-	-	-	103.0%
Total Revenues	145,100	152,300	297,400	159,900	167,900	327,800	
TOTAL RESOURCES	\$219,568	\$234,761	\$371,868	\$264,964	\$270,407	\$432,864	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Materials and Services	\$74,000	\$76,000	\$150,000	\$78,000	\$80,000	\$158,000	103.0%
Capital Outlay	-	-	-	-	-	-	
Debt Service	38,537	38,537	77,074	38,537	38,537	77,074	T-hangar debt service to 2019
Interfund Loan	19,570	20,160	39,730	40,920	42,150	83,070	
Operating Contingency policy is 3% of operating expenditures	5,000	5,000	10,000	5,000	5,000	10,000	100.0%
Total Expenditures	137,107	139,697	276,804	162,457	165,687	328,144	
Unappropriated Ending Fund Balance	\$82,461	95,064	95,064	102,507	104,720	104,720	
TOTAL REQUIREMENTS	\$219,568	\$234,761	\$371,868	\$264,964	\$270,407	\$432,864	
Annual Revenues Over (Under) Expenditures	\$7,993	\$12,603	\$20,596	(\$2,557)	\$2,213	(\$344)	
Ending Fund Balance	\$82,461	\$95,064	\$95,064	\$102,507	\$104,720	\$104,720	
Fund Balance Policy (Policy is 10% annual revenues)	15,000	15,000	15,000	16,000	17,000	17,000	
Excess (deficiency)	\$67,461	\$80,064	\$80,064	\$86,507	\$87,720	\$87,720	

Capital Improvements Fund

CIP Fund Narrative

This fund accounts for facility maintenance and capital projects not includable in the enterprise funds. Primary revenues are internal charges, taxes and impact fees.

Prepared Food and Beverage Tax. Initially in March 1993 and then again in November 2009, the citizens approved a prepared food and beverage tax. One percent (1/5 of the revenues) of the tax is dedicated for purposes of acquisition, planning, development and major rehabilitation of City parks per the City of Ashland's Capital Improvement Plan. Of the twenty percent (20%) allocated to the Parks Account, twenty percent (20%) of the amount collected must be used for Open Space acquisition. The other 80% of the tax revenue dedicated to the Wastewater Treatment Plant upgrade and are shown in the Wastewater Fund. The tax sunsets in December 2030.

Charges for services. Fees from parking revenue are used to maintain the parking structure. Use of facilities fees (an internal charge) go toward facility maintenance and improvements.

System Development Charges. The City revised System Development Charges for water and wastewater in 2006 and transportation, storm drain, and parks during the 1996-97 fiscal year. This budget includes only the Parks SDCs. Other SDCs are shown in the appropriate operating department funds.

Assessment Payments. These are payments made on Local Improvement Projects by property owners prior to the City permanently financing the project. After the project is financed the payments are made to the Debt Fund. Property owners pay for the improvements upon completion of the project either over time or in full.

Charges for Services. Five years ago, the City revised the Facility use fee, to appropriately cover the cost of the Facilities Division of Public Works. Each department is now charged the fee for the operations, which includes payments for utilities, personnel for maintaining the facilities, as well as replacement costs such as reroofing and long term maintenance of all City buildings.

Intergovernmental Revenues. This budget shows a FAA grants for improvements to the airport.

Loan Proceeds. The biennium budget anticipates the need to finance Park improvements restricting portions of the Prepared Food and Beverage tax proceeds for future debt service.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 656,315	\$ 1,003,916	\$ 1,433,904	\$ 2,138,176	\$ 2,132,661	\$ 4,023,003	\$ 4,449,285	\$1,689,114
	Taxes								
	Food and Beverage Tax	391,717	373,791	395,952	398,224	426,757	443,000	465,701	926,300
410	Total Taxes	391,717	373,791	395,952	398,224	426,757	443,000	465,701	926,300
	Intergovernmental Revenues								
	Grants	-	-	196,058	1,428,253	99,591	490,000	490,000	792,500
430	Total Intergovernmental	-	-	196,058	1,428,253	99,591	490,000	490,000	792,500
	Charges for Services								
	Maintenance & Parking fees	83,987	83,951	69,444	58,345	42,456	50,000	50,000	100,000
	Use of Facilities Fee	900,179	1,105,178	1,105,526	1,105,526	928,627	930,000	928,627	1,857,254
440	Total Charges for Services	984,166	1,189,129	1,174,970	1,163,871	971,083	980,000	978,627	1,957,254
	Parks								
	System Development Charges	48,307	18,375	16,377	22,701	46,490	22,000	26,406	50,000
	Interest on Investments								
	Interest on Pooled Investments	41,154	14,151	17,836	14,784	23,917	12,000	12,000	27,000
470	Total Interest on Investments	41,154	14,151	17,836	14,784	23,917	12,000	12,000	27,000
	Miscellaneous Revenues								
	Donations								
	Miscellaneous Income	22,729	10,350	356	73,827	1,301	1,000	1,891	21,500
	Notes Receivable Payments	7,250	7,250	7,250	7,250	-	-	-	-
480	Total Miscellaneous Revenues	29,979	17,600	7,606	81,077	1,301	1,000	1,891	21,500
	Other Financing Sources								
	Loan Proceeds	-	-	-	-	3,060,434	1,892,000	511,315	3,429,000
490	Total Other Financing Sources	-	625,000	-	-	3,060,434	1,892,000	511,315	3,429,000
	Total Capital Improvements Fund	\$ 2,151,638	\$ 3,241,962	\$ 3,242,703	\$ 5,247,086	\$ 6,762,234	\$ 7,863,003	\$ 6,935,225	\$ 8,892,668

Capital Improvements Plan Fund Long - Term

CIP FUND - SUMMARY # 410				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$1,433,904	\$2,138,176	\$2,132,661	\$4,023,003	\$4,449,285	\$1,689,114	\$1,858,486	\$1,689,114
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$395,952	\$398,224	\$426,757	\$443,000	\$465,701	\$456,300	\$470,000	\$926,300
Intergovernmental Revenues	196,058	1,428,253	99,591	490,000	490,000	650,000	142,500	792,500
Charges for Services	1,174,971	1,163,871	971,083	980,000	978,627	978,627	978,627	1,957,254
System Dev. Charges	16,377	22,701	46,490	22,000	26,406	25,000	25,000	50,000
Interest on Investments	17,835	14,784	23,917	12,000	12,000	12,000	15,000	27,000
Miscellaneous Revenues	7,606	81,077	1,301	1,000	1,891	10,600	10,900	21,500
Other Financing Sources	-	-	3,060,434	1,892,000	511,315	1,643,000	1,786,000	3,429,000
Interfund Loan	-	-	-	-	-	-	-	-
Total Revenues	1,808,799	3,108,910	4,629,573	3,840,000	2,485,940	3,775,527	3,428,027	7,203,554
TOTAL RESOURCES	\$3,242,703	\$5,247,086	\$6,762,234	\$7,863,003	\$6,935,225	\$5,464,641	\$5,286,513	\$8,892,668
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Facilities - Personnel Services	\$178,899	\$188,405	\$195,628	\$202,420	\$199,720	\$210,620	\$215,270	\$425,890
Facilities - Materials and Services	349,533	392,993	428,106	453,060	413,506	445,635	399,935	845,570
Facilities - Capital Outlay	261,970	1,641,467	1,101,776	4,503,750	4,388,750	550,000	585,000	1,135,000
Parks SDC - Capital Outlay	-	-	-	-	-	-	-	-
Parks Open Space - Capital Outlay	-	52,509	326,419	1,892,000	-	2,143,000	1,786,000	3,929,000
Operating Transfers Out - SDC Debt	11,427	11,488	-	-	-	-	-	-
Operating Transfers Out - Open Space Debt	122,953	109,542	47,800	36,135	36,135	156,900	310,000	466,900
Operating Transfers Out - CIP Debt	179,745	510,021	-	-	-	-	-	-
Interfund Loan	-	208,000	208,000	208,000	208,000	-	-	-
Operating Contingency	-	-	-	22,000	-	100,000	100,000	200,000
Total Expenditures	1,104,527	3,114,425	2,312,949	7,317,365	5,246,111	3,606,155	3,396,205	7,002,360
Unappropriated Ending Fund Balance	2,138,176	2,132,661	4,449,285	545,638	1,689,114	1,858,486	1,890,308	1,890,308
TOTAL REQUIREMENTS	\$3,242,703	\$5,247,086	\$6,762,234	\$7,863,003	\$6,935,225	\$5,464,641	\$5,286,513	\$8,892,668
Annual Revenues Over (Under) Expenditures	\$704,272	(\$5,515)	\$2,316,624	(\$3,477,365)	(\$2,760,171)	\$169,372	\$31,822	\$201,194
Ending Fund Balance Reconciliation:								
<i>Balance at end of period</i>								
Unappropriated Ending Fund Balance Plus Contingencies	\$2,138,176	\$2,132,661	\$4,449,285	\$567,638	\$1,689,114	\$1,958,486	\$1,990,308	\$2,090,308
Minus SDC Restrictions	(353,696)	(364,909)	(411,399)	(103,421)	(398,909)	(423,909)	(448,909)	(448,909)
Minus Open Space Balance	(292,115)	(320,288)	(159,606)	(445,886)	(303,561)	(102,961)	(262,961)	(262,961)
Unassigned Ending Fund Balance	\$1,492,365	\$1,447,464	\$3,878,280	\$18,331	\$986,644	\$1,431,616	\$1,278,438	\$1,378,438
Fund Balance Policy (Policy is \$500,000)	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Excess (deficiency)	\$992,365	\$947,464	\$3,378,280	(\$481,669)	\$486,644	\$931,616	\$778,438	\$878,438

2013-15 biennial budget

CIP FUND - SUMMARY # 410	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$2,090,308	\$2,176,908	\$2,090,308	\$2,364,983	\$2,106,833	\$2,364,983	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$484,100	\$498,600	\$982,700	\$513,600	\$529,000	\$1,042,600	Food & beverage tax ends Dec 2030
Intergovernmental Revenues	-	-	-	-	-	-	Airport improvement grants
Charges for Services	1,008,000	1,038,200	2,046,200	1,069,300	1,101,400	2,170,700	
System Dev. Charges	25,000	25,000	50,000	25,000	25,000	50,000	
Interest on Investments	63,500	65,100	128,600	66,800	68,500	135,300	
Miscellaneous Revenues	10,900	11,200	22,100	11,500	11,800	23,300	
Other Financing Sources	2,238,000	1,281,075	3,519,075	930,500	555,500	1,486,000	
Interfund Loan	-	-	-	-	-	-	
Total Revenues	3,829,500	2,919,175	6,748,675	2,616,700	2,291,200	4,907,900	
TOTAL RESOURCES	\$5,919,808	\$5,096,083	\$8,838,983	\$4,981,683	\$4,398,033	\$7,272,883	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Facilities - Personnel Services	\$223,900	\$232,900	\$456,800	\$242,200	\$251,900	\$494,100	
Facilities - Materials and Services	411,900	424,300	836,200	437,000	450,100	887,100	
Facilities - Capital Outlay	280,000	280,000	560,000	280,000	280,000	560,000	
Parks SDC - Capital Outlay	-	22,025	22,025	220,250	220,250	440,500	
Parks Open Space - Capital Outlay	2,238,000	1,281,075	3,519,075	930,500	555,500	1,486,000	Depends on available food & beverage balance.
Operating Transfers Out - SDC Debt	-	-	-	-	-	-	
Operating Transfers Out - Open Space Debt	489,100	590,800	1,079,900	664,900	708,900	1,373,800	
Operating Transfers Out - CIP Debt	-	-	-	-	-	-	
Interfund Loan	-	-	-	-	-	-	
Operating Contingency	100,000	100,000	200,000	100,000	100,000	200,000	
Total Expenditures	3,742,900	2,931,100	6,674,000	2,874,850	2,566,650	5,441,500	
Unappropriated Ending Fund Balance	2,176,908	2,164,983	2,164,983	2,106,833	1,831,383	1,831,383	
TOTAL REQUIREMENTS	\$5,919,808	\$5,096,083	\$8,838,983	\$4,981,683	\$4,398,033	\$7,272,883	
Annual Revenues Over (Under) Expenditures	\$86,600	(\$11,925)	\$74,675	(\$258,150)	(\$275,450)	(\$533,600)	
Ending Fund Balance Reconciliation:							
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Unappropriated Ending Fund Balance Plus Contingencies	\$2,276,908	\$2,264,983	\$2,364,983	\$2,206,833	\$1,931,383	\$2,031,383	
Minus SDC Restrictions	(473,909)	(476,884)	(476,884)	(281,634)	(86,384)	(86,384)	
Minus Open Space Balance	(257,961)	(165,761)	(165,761)	(14,461)	165,439	165,439	
Unassigned Ending Fund Balance	\$1,545,038	\$1,622,338	\$1,722,338	\$1,910,738	\$2,010,438	\$2,110,438	
Fund Balance Policy (Policy is \$500,000)	500,000	500,000	500,000	500,000	500,000	500,000	
Excess (deficiency)	\$1,045,038	\$1,122,338	\$1,222,338	\$1,410,738	\$1,510,438	\$1,610,438	

Capital Improvements Plan Fund Long - Term - Continued

CIP FUND - Operational Detail # 410	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$860,182	\$1,090,447	\$952,846	\$911,836	\$1,021,467	\$1,344,569	\$1,314,541	\$1,344,569
Revenues								
						<i>Years summed for biennium</i>		
Taxes	\$0	\$208,000	\$208,000	\$208,000	\$230,701	\$0	\$0	\$0
Charges for Services	1,174,971	1,163,871	971,083	980,000	978,627	978,627	978,627	1,957,254
Interest on Investments	17,835	8,870	19,971	12,000	12,000	12,000	15,000	27,000
Miscellaneous Revenues	7,606	81,077	1,301	1,000	1,000	10,600	10,900	21,500
Sale of Land	-	-	-	-	-	-	-	-
Interfund Loan	-	-	-	-	-	-	-	-
Total Revenues	1,200,412	1,461,818	1,200,355	1,201,000	1,222,328	1,001,227	1,004,527	2,005,754
TOTAL RESOURCES	\$2,060,594	\$2,552,265	\$2,153,201	\$2,112,836	\$2,243,795	\$2,345,796	\$2,319,068	\$3,350,323
REQUIREMENTS								
						<i>Years summed for biennium</i>		
Facilities - Personnel Services	\$178,899	\$188,405	\$195,628	\$202,420	\$199,720	\$210,620	\$215,270	\$425,890
Facilities - Materials and Services	349,533	392,993	428,106	453,060	413,506	445,635	399,935	845,570
Facilities - Capital Outlay	261,970	300,000	300,000	400,000	78,000	275,000	280,000	555,000
Operating Transfers Out - CIP Debt	179,745	510,021	-	-	-	-	-	-
Interfund Loan	-	208,000	208,000	208,000	208,000	-	-	-
Operating Contingency	-	-	-	22,000	-	100,000	100,000	200,000
Total Expenditures	970,147	1,599,419	1,131,734	1,285,480	899,226	1,031,255	995,205	2,026,460
Unappropriated Ending Fund Balance	1,090,447	952,846	1,021,467	827,356	1,344,569	1,314,541	1,323,863	1,323,863
Total Requirements	\$2,060,594	\$2,552,265	\$2,153,201	\$2,112,836	\$2,243,795	\$2,345,796	\$2,319,068	\$3,350,323
Revenues Over (Under) Expenditures	\$230,265	(\$137,601)	\$68,621	(\$84,480)	\$323,102	(\$30,028)	\$9,322	(\$20,706)
Operations Reconciliation:								
Operating Ending Fund Balance Plus Contingencies	\$1,090,447	\$952,846	\$1,021,467	\$827,356	\$1,344,569	\$1,414,541	\$1,423,863	\$1,523,863
Fund Balance Policy	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Excess (deficiency)	\$590,447	\$452,846	\$521,467	\$327,356	\$844,569	\$914,541	\$923,863	\$1,023,863

2013-15 biennial budget

CIP FUND - Operational Detail # 410	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$1,523,863	\$1,580,463	\$1,523,863	\$1,747,763	\$1,826,163	\$1,747,763	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	Tax pays Clay St. internal loan 2011-2013
Charges for Services	1,008,000	1,038,200	2,046,200	1,069,300	1,101,400	2,170,700	103.0%
Interest on Investments	53,500	55,100	108,600	56,800	58,500	115,300	103.0%
Miscellaneous Revenues	10,900	11,200	22,100	11,500	11,800	23,300	103.0%
Sale of Land	-	-	-	-	-	-	
Interfund Loan	-	-	-	-	-	-	
Total Revenues	1,072,400	1,104,500	2,176,900	1,137,600	1,171,700	2,309,300	
TOTAL RESOURCES	\$2,596,263	\$2,684,963	\$3,700,763	\$2,885,363	\$2,997,863	\$4,057,063	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Facilities - Personnel Services	\$223,900	\$232,900	\$456,800	\$242,200	\$251,900	\$494,100	104.0%
Facilities - Materials and Services	411,900	424,300	836,200	437,000	450,100	887,100	103.0%
Facilities - Capital Outlay	280,000	280,000	560,000	280,000	280,000	560,000	Internal projects. 100.0%
Operating Transfers Out - CIP Debt	-	-	-	-	-	-	- City paid off CDES/OECDD loan 2.5 years early
Interfund Loan	-	-	-	-	-	-	- Repay internal loan from Equip Fund for Clay St.
Operating Contingency	100,000	100,000	200,000	100,000	100,000	200,000	
Total Expenditures	1,015,800	1,037,200	2,053,000	1,059,200	1,082,000	2,141,200	
Unappropriated Ending Fund Balance	1,580,463	1,647,763	1,647,763	1,826,163	1,915,863	1,915,863	
Total Requirements	\$2,596,263	\$2,684,963	\$3,700,763	\$2,885,363	\$2,997,863	\$4,057,063	
Revenues Over (Under) Expenditures	\$56,600	\$67,300	\$123,900	\$78,400	\$89,700	\$168,100	
Operations Reconciliation:							
Operating Ending Fund Balance Plus Contingencies	\$1,680,463	\$1,747,763	\$1,847,763	\$1,926,163	\$2,015,863	\$2,115,863	
Fund Balance Policy	500,000	500,000	500,000	500,000	500,000	500,000	Policy is \$500,000
Excess (deficiency)	\$1,180,463	\$1,247,763	\$1,347,763	\$1,426,163	\$1,515,863	\$1,615,863	

Capital Improvements Plan Fund Long - Term - Continued

CIP FUND - Capital Detail # 410	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$573,722	\$1,047,729	\$1,179,815	\$3,111,167	\$3,427,818	\$339,248	\$538,648	\$339,248
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$395,952	\$190,224	\$218,757	\$235,000	\$235,000	\$456,300	\$470,000	\$926,300
Intergovernmental Revenues	196,058	1,428,253	99,591	490,000	490,000	650,000	142,500	792,500
System Dev. Charges	16,377	22,701	46,490	22,000	22,000	25,000	25,000	50,000
Interest	-	5,914	3,946	-	-	-	-	-
Other Financing Sources	-	-	3,060,434	1,892,000	511,315	1,643,000	1,786,000	3,429,000
Total Revenues	608,387	1,647,092	3,429,218	2,639,000	1,258,315	2,774,300	2,423,500	5,197,800
TOTAL RESOURCES	\$1,182,109	\$2,694,821	\$4,609,033	\$5,750,167	\$4,686,133	\$3,113,548	\$2,962,148	\$5,537,048
REQUIREMENTS								
Expenditures								
<i>Years summed for biennium</i>								
Public Works - Capital Outlay	\$0	\$1,341,467	\$801,776	\$4,103,750	\$4,310,750	\$275,000	\$305,000	\$580,000
Parks SDC - Capital Outlay	-	-	-	-	-	-	-	-
Parks Open Space - Materials and Services	-	-	5,220	-	-	-	-	-
Parks Open Space - Capital Outlay	-	52,509	326,419	1,892,000	-	2,143,000	1,786,000	3,929,000
Transfers Out - SDC Debt	11,427	11,488	-	-	-	-	-	-
Transfers Out - Open Space Debt	122,953	109,542	47,800	36,135	36,135	156,900	310,000	466,900
Total Expenditures	134,380	1,515,006	1,181,215	6,031,885	4,346,885	2,574,900	2,401,000	4,975,900
Unappropriated Ending Fund Balance	1,047,729	1,179,815	3,427,818	(281,718)	339,248	538,648	561,148	561,148
Total Requirements	\$1,182,109	\$2,694,821	\$4,609,033	\$5,750,167	\$4,686,133	\$3,113,548	\$2,962,148	\$5,537,048
Revenues Over (Under) Expenditures	\$474,007	\$132,086	\$2,248,003	(\$3,392,885)	(\$3,088,570)	\$199,400	\$22,500	\$221,900
Capital Reconciliation:								
<i>Balance at end of period</i>								
SDC Fund Balance	\$353,696	\$364,909	\$411,399	\$103,421	\$398,909	\$423,909	\$448,909	\$448,909
Open Space Fund Balance	292,115	320,288	159,606	445,886	303,561	102,961	262,961	262,961
Other	401,918	494,618	2,856,813	(831,025)	(363,222)	11,778	(150,722)	(150,722)
Capital Fund Balance	\$1,047,729	\$1,179,815	\$3,427,818	(\$281,718)	\$339,248	\$538,648	\$561,148	\$561,148

2013-15 biennial budget

CIP FUND - Capital Detail # 410	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							Comments
Working Capital Carryover	\$561,148	\$591,148	\$561,148	\$511,923	\$175,373	\$511,923	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$484,100	\$498,600	\$982,700	\$513,600	\$529,000	\$1,042,600	103.0%
Intergovernmental Revenues	-	-	-	-	-	-	
System Dev. Charges	25,000	25,000	50,000	25,000	25,000	50,000	103.0%
Interest	10,000	10,000	20,000	10,000	10,000	20,000	
Other Financing Sources	2,238,000	1,281,075	3,519,075	930,500	555,500	1,486,000	
Total Revenues	2,757,100	1,814,675	4,571,775	1,479,100	1,119,500	2,598,600	
TOTAL RESOURCES	\$3,318,248	\$2,405,823	\$5,132,923	\$1,991,023	\$1,294,873	\$3,110,523	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Public Works - Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	Per CIP
Parks SDC - Capital Outlay	-	22,025	22,025	220,250	220,250	440,500	Per CIP
Parks Open Space - Materials and Services	-	-	-	-	-	-	
Parks Open Space - Capital Outlay	2,238,000	1,281,075	3,519,075	930,500	555,500	1,486,000	
Transfers Out - SDC Debt	-	-	-	-	-	-	
Transfers Out - Open Space Debt	489,100	590,800	1,079,900	664,900	708,900	1,373,800	CIP will require borrowing & added debt service.
Total Expenditures	2,727,100	1,893,900	4,621,000	1,815,650	1,484,650	3,300,300	
Unappropriated Ending Fund Balance	591,148	511,923	511,923	175,373	(189,777)	(189,777)	
Total Requirements	\$3,318,248	\$2,405,823	\$5,132,923	\$1,991,023	\$1,294,873	\$3,110,523	
Revenues Over (Under) Expenditures	\$30,000	(\$79,225)	(\$49,225)	(\$336,550)	(\$365,150)	(\$701,700)	
Capital Reconciliation:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
SDC Fund Balance	\$473,909	\$476,884	\$476,884	\$281,634	\$86,384	\$86,384	
Open Space Fund Balance	257,961	165,761	165,761	14,461	(165,439)	(165,439)	
Other	(140,722)	(130,722)	(130,722)	(120,722)	(110,722)	(110,722)	
Capital Fund Balance	\$591,148	\$511,923	\$511,923	\$175,373	-\$189,777	-\$189,777	

Debt Service Fund Narrative

This fund accounts for most long-term indebtedness, both bonded and un-bonded. All enterprise debt is found in the appropriate fund.

Property Taxes. Shown in prior year are the property taxes that support 2005 GO Bonds and 2012 Fire Station #2 and portions of the technology debt. For the biennium these are now budgeted in transfers.

Charges for Services. This category primarily includes payments from other funds to meet technology debt service requirements.

Assessment Payments. Benefited property owners are eligible to pay for their assessments over a ten-year period at an interest rate established when assessment is financed.

Operating Transfers In. This budget includes transfers from the General Fund for debt service authorized to be paid from property taxes and other Full Faith and Credit debt funding reported by general revenues in the General Fund and dedicated Food and Beverage tax proceeds in the CIP Fund.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Total Working Capital Carryover	\$ 559,263	\$ 1,246,509	\$ 1,072,785	\$ 762,199	\$ 809,249	\$ 1,011,586	\$ 982,650	\$ 1,121,533
	Taxes								
	Property Taxes								
	Current	370,144	375,581	374,622	387,812	975,032	834,663	834,663	918,976
	Prior	11,613	14,094	20,897	17,843	20,918	17,500	18,374	37,200
410	Total Taxes	381,757	389,675	395,519	405,655	995,950	852,163	853,037	956,176
	Charges for Services								
	Technology Payment	1,056,000	1,056,000	1,056,000	1,430,000	1,154,300	1,153,878	1,154,300	2,308,600
	Hospital	36,195	36,195	36,194	36,195	36,194	36,195	36,195	72,390
	Parking Lot Fees	38,316	38,316	38,316	35,886	38,318	38,316	38,316	76,650
	Miscellaneous	-	-	-	-	-	-	-	-
440	Total Charges for Services	1,130,511	1,130,511	1,130,510	1,502,081	1,228,812	1,228,389	1,228,811	2,457,640
	Assessments								
	Principle Assessments	-	-	-	-	-	-	-	252,000
	Interest Assessments	-	-	-	-	-	-	-	-
460	Total Assessment Payments	-	-	-	-	-	-	-	252,000
	Interest on Investments								
	Interest on Pooled Investments	23,805	13,089	11,141	3,312	5,847	2,100	2,044	20,000
470	Total Interest on Investments	23,805	13,089	11,141	3,312	5,847	2,100	2,044	20,000
	Miscellaneous Revenues								
	Miscellaneous Income	665,577	29,133	29,301	29,302	29,302	309,699	309,699	58,604
480	Total Miscellaneous Revenues	665,577	29,133	29,301	29,302	29,302	309,699	309,699	58,604
	Other Financing Sources								
	Interfund Loan				-	-	364,795	364,795	-
	Operating Transfers In:								
	From General Funds Fund	-	-	-	-	-	-	-	191,824
	From Capital Improvements Fund	302,573	312,875	314,125	631,051	47,800	36,135	36,135	466,900
490	Total Other Financing Sources	302,573	312,875	314,125	631,051	47,800	400,930	400,930	658,724
	Total Debt Service Fund	\$ 3,063,486	\$ 3,121,792	\$ 2,953,381	\$ 3,333,600	\$ 3,116,960	\$ 3,804,867	\$ 3,777,171	\$ 5,524,677

Debt Service Fund Long - Term Plan

DEBT SERVICE FUND # 530	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$1,072,785	\$762,199	\$809,249	\$1,011,586	\$982,650	\$1,121,533	\$637,043	\$1,121,533
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$395,519	\$405,655	\$995,950	\$852,163	\$853,037	\$477,938	\$478,238	\$956,176
Charges for Services Internal	1,056,000	1,430,000	1,154,300	1,153,878	1,154,300	1,154,300	1,154,300	2,308,600
Charges for Services - External	74,510	72,081	74,512	74,511	74,511	74,520	74,520	149,040
Assessment Payments	-	-	-	-	-	126,000	126,000	252,000
Interest on Investments	11,141	3,312	5,847	2,100	2,044	10,000	10,000	20,000
Miscellaneous Revenues	29,301	29,301	29,302	309,699	309,699	29,302	29,302	58,604
Interfund Loan	-	-	-	364,795	364,795	-	-	-
Operating Transfers In	314,125	631,051	47,800	36,135	36,135	157,662	501,062	658,724
Total Revenues	1,880,596	2,571,400	2,307,711	2,793,281	2,794,521	2,029,722	2,373,422	4,403,144
TOTAL RESOURCES	\$2,953,381	\$3,333,599	\$3,116,960	\$3,804,867	\$3,777,171	\$3,151,255	\$3,010,465	\$5,524,677
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Debt Service:								
Bancroft	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$200,000	\$400,000
General Obligation	377,898	380,369	385,817	274,875	274,875	277,750	274,750	552,500
AFN G.O. Debt	1,431,378	1,429,107	1,428,074	1,428,631	1,429,028	1,198,338	1,344,266	2,542,604
Fire Station 2	-	-	208,018	202,788	202,788	200,488	203,188	403,676
Notes and Contracts	381,906	714,874	112,401	748,947	748,947	103,755	76,086	179,841
Full Faith and Credit	-	-	-	-	-	163,881	305,582	469,463
Interfund Loan	-	-	-	-	-	370,000	-	370,000
Total Expenditures	2,191,182	2,524,350	\$2,134,310	2,855,241	2,655,638	2,514,212	2,403,872	4,918,084
Unappropriated Ending Fund Balance (EFB)	762,199	809,249	982,650	949,626	1,121,533	637,043	606,593	606,593
TOTAL REQUIREMENTS	\$2,953,381	\$3,333,599	\$3,116,960	\$3,804,867	\$3,777,171	\$3,151,255	\$3,010,465	\$5,524,677
Annual Revenues Over (Under) Expenditures	(\$310,586)	\$47,050	\$173,401	(\$61,960)	\$138,883	(\$484,490)	(\$30,450)	(\$514,940)

2013-15 biennial budget

DEBT SERVICE FUND # 530	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							Comments
Working Capital Carryover	\$606,593	\$611,832	\$606,593	\$617,321	\$622,810	\$617,321	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	Calculated for Administrative projects
Charges for Services Internal	1,153,878	1,153,878	2,307,756	1,153,878	1,153,878	2,307,756	Includes Technology Debt Payment from other funds
Charges for Services - External	74,518	74,518	149,036	74,518	74,518	149,036	Includes Hargadine Revenue to pay debt service
Assessment Payments	126,000	126,000	252,000	126,000	126,000	252,000	If LIDs formed are Bancrofted.
Interest on Investments	10,000	10,000	20,000	10,000	10,000	20,000	
Miscellaneous Revenues	29,302	29,302	58,604	29,302	29,302	58,604	OSF payment on parking structure
Interfund Loan	-	-	-	-	-	-	
Operating Transfers In	1,350,600	1,452,300	2,802,900	1,526,400	1,530,400	3,056,800	Bancroft & Internal CIP Project debt
Total Revenues	2,744,298	2,845,998	5,590,296	2,920,098	2,924,098	5,844,196	
TOTAL RESOURCES	\$3,350,891	\$3,457,830	\$6,196,889	\$3,537,419	\$3,546,908	\$6,461,517	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Debt Service:							
Bancroft	\$200,000	\$200,000	\$400,000	\$200,000	\$200,000	\$400,000	If Bancroft Bonds issued on projects. 100.00%
General Obligation	274,750	274,500	549,250	274,500	274,500	549,000	CIP and debt schedule
AFN G.O. Debt	1,428,007	1,428,007	2,856,014	1,428,007	1,428,007	2,856,014	Debt schedules
Fire Station 2	240,000	240,000	480,000	240,000	240,000	480,000	\$240,000/yr - FS#2
Notes and Contracts	67,620	67,620	135,240	67,620	67,620	135,240	FY 2011 Paid off CDES/OECDD loan 2.5 years early
Full Faith and Credit	528,682	630,382	1,159,064	704,482	708,482	1,412,964	
Interfund Loan	-	-	-	-	-	-	
Total Expenditures	2,739,059	2,840,509	5,579,568	2,914,609	2,918,609	5,833,218	
Unappropriated Ending Fund Balance (EFB)	611,832	617,321	617,321	622,810	628,299	628,299	
TOTAL REQUIREMENTS	\$3,350,891	\$3,457,830	\$6,196,889	\$3,537,419	\$3,546,908	\$6,461,517	
Annual Revenues Over (Under) Expenditures	\$5,239	\$5,489	\$10,728	\$5,489	\$5,489	\$10,978	

Water Fund Narrative

This enterprise fund is used to account for the income and expense related to the supply, treatment and delivery of water to our customers.

Water Sales. This plan reflects an increase in water rates of 9% in each year of the biennium to meet goals set by the Water Master plan.

System Development Charges. Conservative amounts are budgeted for system-growth payments from developers.

Other Financing Sources. Borrowing for Capital Improvements is anticipated in the last half of the biennium.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 3,241,590	\$ 1,865,418	\$ 2,323,768	\$ 1,851,885	\$ 2,212,398	\$ 1,887,958	\$ 2,708,906	\$5,741,693
	Taxes								
	Property Taxes								
	Current	-	-	-	-	-	-	-	-
	Prior	1,267	329	101	45	52	50	16	-
410	Total Taxes	1,267	329	101	45	52	50	16	-
	Intergovernmental Revenues								
	Federal	48,096	55,628	99,928	344,396	336,811	3,600,000	3,492,925	-
430	Total Intergovernmental	48,096	55,628	99,928	344,396	336,811	3,600,000	3,492,925	-
	Charges for Services								
	Sales	3,780,193	4,067,377	4,146,730	4,250,255	4,891,233	5,169,000	5,418,700	12,383,100
440	Total Charges for Services	3,780,193	4,067,377	4,146,730	4,250,255	4,891,233	5,169,000	5,418,700	12,383,100
	System Development Charges	340,835	125,389	151,864	180,604	491,612	150,000	160,000	300,000
	Interest on Investments								
	Interest on Pooled Investments	123,528	19,232	22,991	10,006	16,598	10,000	13,400	20,000
470	Total Interest on Investments	123,528	19,232	22,991	10,006	16,598	10,000	13,400	20,000
	Miscellaneous Revenues								
	Miscellaneous Income	27,663	275,654	34,036	21,297	9,318	25,000	4,000	10,000
480	Total Miscellaneous Revenues	27,663	275,654	34,154	21,297	9,318	25,000	4,000	10,000
	Other Financing Sources								
	Interfund Loans	-	-	80,000	550,000	-	-	-	-
	Proceeds from Debt Issuance	-	700,000	-	-	-	1,117,050	2,562,605	2,787,000
490	Total Other Financing Sources	-	700,000	80,000	550,000	-	1,117,050	2,562,605	2,787,000
	Total Water Fund	\$ 7,563,172	\$ 7,109,027	\$ 6,859,536	\$ 7,208,488	\$ 7,958,022	\$ 11,959,058	\$ 14,360,552	\$ 21,241,793

Water Fund Long - Term Plan

WATER FUND - SUMMARY # 670	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$2,323,768	\$1,851,885	\$2,212,398	\$1,887,958	\$2,708,906	\$5,741,693	\$3,575,115	\$5,741,693
Revenues	<i>Years summed for biennium</i>							
Taxes	\$101	\$45	\$52	\$50	\$16	\$0	\$0	\$0
Intergovernmental Revenue	99,928	344,396	336,811	3,600,000	3,492,925	-	-	-
Systems Development Charges (SDC)	151,864	180,604	491,612	150,000	160,000	150,000	150,000	300,000
Charges for Services	4,146,730	4,250,255	4,891,233	5,169,000	5,418,700	5,898,100	6,485,000	12,383,100
Interest on investments	22,991	10,006	16,598	10,000	13,400	10,000	10,000	20,000
Miscellaneous Revenues	34,154	21,297	9,318	25,000	4,000	5,000	5,000	10,000
Interfund Loan	80,000	550,000	-	-	-	-	-	-
Bond Issue	-	-	-	1,117,050	2,562,605	-	2,787,000	2,787,000
Total Revenues	4,535,768	5,356,603	5,745,624	10,071,100	11,651,646	6,063,100	9,437,000	15,500,100
TOTAL RESOURCES	\$6,859,536	\$7,208,488	\$7,958,022	\$11,959,058	\$14,360,552	\$11,804,793	\$13,012,115	\$21,241,793
REQUIREMENTS								
Expenditures	<i>Years summed for biennium</i>							
Conservation - Personnel Services	\$107,737	\$104,482	\$72,952	\$133,815	\$62,834	\$105,300	\$112,180	\$217,480
Conservation - Materials & Services	67,317	71,013	72,764	61,255	65,548	107,625	123,905	231,530
Treatment - Personnel Services	387,929	439,034	428,801	454,950	446,844	474,640	488,950	963,590
Treatment - Materials & Services	590,993	552,797	547,851	630,775	624,625	647,980	652,630	1,300,610
Treatment - Capital Outlay	79,183	1,872	4,145	259,300	160,800	221,500	85,000	306,500
Treatment - Debt Service	231,260	233,322	233,147	230,924	230,924	235,312	232,115	467,427
Forest Interface - Personnel Services	99,361	185,325	216,045	218,335	214,086	164,377	162,120	326,497
Forest Interface - Materials & Services	121,655	183,791	269,683	3,519,654	3,333,300	454,880	105,888	560,768
Supply - Materials & Services	176,148	190,913	197,810	201,700	216,260	282,770	284,800	567,570
Supply - Capital	75,469	108,186	193,531	211,655	133,700	73,250	2,311,000	2,384,250
Supply - Debt Service	22,860	23,147	23,122	22,913	22,913	22,712	22,273	44,985
Distribution - Personnel Services	858,990	837,850	760,296	871,840	876,360	959,720	970,670	1,930,390
Distribution - Materials & Services	1,449,115	1,374,610	1,326,464	1,419,349	1,423,376	1,564,700	1,584,590	3,149,290
Distribution - Capital	53,864	72,088	109,315	340,000	125,000	1,874,000	1,617,000	3,491,000
Distribution - Debt Service	325,990	330,336	327,050	146,106	146,106	333,555	329,440	662,995
SDC - Improvement	198,014	48,783	45,273	330,250	212,990	235,250	47,500	282,750
SDC - Reimbursement	38,321	113,549	96,007	-	-	-	-	-
SDC - Debt Service	123,445	124,992	124,860	123,193	123,193	122,107	119,738	241,845
Interfund Loan	-	-	200,000	200,000	200,000	150,000	-	150,000
New Debt Service	-	-	-	-	-	-	-	-
Operating Contingency policy is 4% of operating expenditures	-	-	-	300,000	-	200,000	203,000	403,000
Total Expenditures	5,007,651	4,996,090	5,249,116	9,676,014	8,618,859	\$8,229,678	9,452,799	17,682,477
Unappropriated Ending Fund Balance	1,851,885	2,212,398	2,708,906	2,283,044	5,741,693	3,575,115	3,559,316	3,559,316
TOTAL REQUIREMENTS	\$6,859,536	\$7,208,488	\$7,958,022	\$11,959,058	\$14,360,552	\$11,804,793	\$13,012,115	\$21,241,793
Annual Revenues Over (Under) Expenditures	(\$471,883)	\$360,513	\$496,508	\$395,086	\$3,032,787	(\$2,166,578)	(\$15,799)	(\$2,182,377)
Ending Fund Balance Reconciliation:								
Ending Fund Balance Plus Contingencies	\$1,851,885	\$2,212,398	\$2,708,906	\$2,583,044	\$5,741,693	<i>Balance at end of period</i>		
Minus Bond Reserve Account	-	-	-	-	-	\$3,775,115	\$3,762,316	\$3,962,316
Minus SDC Restrictions	(1,675,193)	(1,568,473)	(1,793,945)	(1,490,502)	(1,617,762)	(1,410,405)	(1,393,167)	(1,393,167)
Unassigned Ending Fund Balance	176,692	643,925	914,961	1,092,542	4,123,931	2,364,710	2,369,149	2,569,149
Fund Balance Policy (Policy is 20% annual revenues)	891,000	961,000	1,149,000	1,791,000	1,818,000	1,183,000	1,300,000	1,300,000
Excess (deficiency)	(\$714,308)	(\$317,075)	(\$234,039)	(\$698,458)	\$2,305,931	\$1,181,710	\$1,069,149	\$1,269,149

2013-15 biennial budget

WATER FUND - SUMMARY # 670	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$3,962,316	\$4,485,149	\$3,962,316	\$4,640,766	\$3,177,563	\$4,640,766	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	50,000	50,000	100,000	50,000	50,000	100,000	100.0%
Systems Development Charges (SDC)	150,000	150,000	300,000	150,000	150,000	300,000	
Charges for Services	7,133,500	7,846,900	14,980,400	8,631,600	9,494,800	18,126,400	110.0%
Interest on investments	14,000	17,000	31,000	20,000	20,000	40,000	Calculated
Miscellaneous Revenues	25,000	25,000	50,000	25,000	25,000	50,000	Flat
Interfund Loan	-	-	-	-	-	-	
Bond Issue	3,685,000	9,489,000	13,174,000	9,194,000	626,000	9,820,000	Additional borrowing will be required for TAP project
Total Revenues	11,057,500	17,577,900	28,635,400	18,070,600	10,365,800	28,436,400	
TOTAL RESOURCES	\$15,019,816	\$22,063,049	\$32,597,716	\$22,711,366	\$13,543,363	\$33,077,166	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Conservation - Personnel Services	\$117,000	\$122,000	\$239,000	\$127,000	\$132,000	\$259,000	
Conservation - Materials & Services	128,000	132,000	260,000	136,000	140,000	276,000	
Treatment - Personnel Services	509,000	529,000	1,038,000	550,000	572,000	1,122,000	
Treatment - Materials & Services	672,000	692,000	1,364,000	713,000	734,000	1,447,000	
Treatment - Capital Outlay	1,811,400	7,650,000	9,461,400	7,650,000	-	7,650,000	
Treatment - Debt Service	627,400	1,006,996	1,634,396	1,516,996	1,973,596	3,490,592	
Forest Interface - Personnel Services	169,000	176,000	345,000	183,000	190,000	373,000	
Forest Interface - Materials & Services	109,000	112,000	221,000	115,000	118,000	233,000	
Supply - Materials & Services	293,000	302,000	595,000	311,000	320,000	631,000	
Supply - Capital	227,000	45,000	272,000	-	-	-	
Supply - Debt Service	10,185	10,185	20,370	10,185	10,185	20,370	
Distribution - Personnel Services	1,009,000	1,049,000	2,058,000	1,091,000	1,135,000	2,226,000	
Distribution - Materials & Services	1,648,000	1,714,000	3,362,000	1,783,000	1,854,000	3,637,000	
Distribution - Capital	1,159,750	720,250	1,880,000	1,065,250	997,250	2,062,500	
Distribution - Debt Service	328,782	643,182	971,964	983,182	1,287,582	2,270,764	
SDC - Improvement	895,600	1,445,000	2,340,600	850,000	-	850,000	
SDC - Reimbursement	-	-	-	-	-	-	
SDC - Debt Service	272,750	272,750	545,500	272,750	272,750	545,500	
Interfund Loan	-	-	-	-	-	-	
New Debt Service	294,800	1,053,920	1,348,720	1,789,440	1,839,520	3,628,960	
Operating Contingency policy is 4% of operating expenditures	253,000	317,000	570,000	387,000	427,000	814,000	
Total Expenditures	10,534,667	17,992,283	28,526,950	19,533,803	12,002,883	31,536,686	
Unappropriated Ending Fund Balance	4,485,149	4,070,766	4,070,766	3,177,563	1,540,480	1,540,480	
TOTAL REQUIREMENTS	\$15,019,816	\$22,063,049	\$32,597,716	\$22,711,366	\$13,543,363	\$33,077,166	
Annual Revenues Over (Under) Expenditures	\$522,833	(\$414,383)	\$108,450	(\$1,463,203)	(\$1,637,083)	(\$3,100,286)	
Ending Fund Balance Reconciliation:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Plus Contingencies	\$4,738,149	\$4,387,766	\$4,640,766	\$3,564,563	\$1,967,480	\$2,354,480	
Minus Bond Reserve Account	-	-	-	-	-	-	
Minus SDC Restrictions	(374,817)	1,192,933	1,192,933	2,165,683	2,288,433	2,288,433	
Unassigned Ending Fund Balance	4,363,332	5,580,699	5,833,699	5,730,246	4,255,913	4,255,913	
Fund Balance Policy (Policy is 20% annual revenues)	1,445,000	1,588,000	1,588,000	1,745,000	1,918,000	1,918,000	
Excess (deficiency)	\$2,918,332	\$3,992,699	\$4,245,699	\$3,985,246	\$2,337,913	\$2,337,913	

Water Fund Long - Term Plan - Continued

WATER FUND - Operational Detail # 670	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$589,067	\$523,162	\$1,164,504	\$1,344,819	\$1,717,484	\$2,773,949	\$2,983,478	\$2,773,949
Revenues								
Taxes	\$101	\$45	\$52	\$50	\$16	\$0	\$0	\$0
Intergovernmental Revenue	99,928	344,396	336,811	3,600,000	3,492,925	-	-	-
Charges for Services	4,146,730	4,250,255	4,891,233	5,169,000	5,418,700	5,898,100	6,485,000	12,383,100
Interest on investments	22,991	3,200	5,300	3,000	4,000	10,000	10,000	20,000
Miscellaneous Revenues	34,154	21,297	9,318	25,000	4,000	5,000	5,000	10,000
Interfund Loan	80,000	550,000	-	-	-	-	-	-
Total Revenues	4,383,904	5,169,193	5,242,714	8,797,050	8,919,641	5,913,100	6,500,000	12,413,100
TOTAL RESOURCES	\$4,972,971	\$5,692,355	\$6,407,218	\$10,141,869	\$10,637,125	\$8,687,049	\$9,483,478	\$15,187,049
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Conservation - Personnel Services	\$107,737	\$104,482	\$72,952	\$133,815	\$62,834	\$105,300	\$112,180	\$217,480
Conservation - Materials & Services	67,317	71,013	72,764	61,255	65,548	107,625	123,905	231,530
Treatment - Personnel Services	387,929	439,034	428,801	454,950	446,844	474,640	488,950	963,590
Treatment - Materials & Services	590,993	552,797	547,851	630,775	624,625	647,980	652,630	1,300,610
Treatment - Capital Outlay	7,500	-	3,693	-	-	-	-	-
Treatment - Debt Service	231,260	233,322	233,147	230,924	230,924	235,312	232,115	467,427
Forest Interface - Personnel Services	99,361	185,325	216,045	218,335	214,086	164,377	162,120	326,497
Forest Interface - Materials & Services	121,655	183,791	269,683	3,519,654	3,333,300	454,880	105,888	560,768
Supply - Materials & Services	176,148	190,913	197,810	201,700	216,260	282,770	284,800	567,570
Supply - Capital	-	-	-	-	-	-	-	-
Supply - Debt Service	22,860	23,147	23,122	22,913	22,913	22,712	22,273	44,985
Distribution - Personnel Services	858,990	837,850	760,296	871,840	876,360	959,720	970,670	1,930,390
Distribution - Materials & Services	1,449,115	1,374,610	1,326,464	1,419,349	1,423,376	1,564,700	1,584,590	3,149,290
Distribution - Capital	2,954	1,231	10,056	-	-	-	-	-
Distribution - Debt Service	325,990	330,336	327,050	146,106	146,106	333,555	329,440	662,995
Interfund Loan	-	-	200,000	200,000	200,000	150,000	-	150,000
New Debt Service	-	-	-	-	-	-	-	-
Operating Contingency policy is 4% of operating expenditures	-	-	-	300,000	-	200,000	203,000	403,000
Total Expenditures	4,449,809	4,527,851	4,689,734	8,411,616	7,863,176	5,703,571	5,272,561	10,976,132
Unappropriated Ending Fund Balance	523,162	1,164,504	1,717,484	1,730,253	2,773,949	2,983,478	4,210,917	4,210,917
TOTAL REQUIREMENTS	\$4,972,971	\$5,692,355	\$6,407,218	\$10,141,869	\$10,637,125	\$8,687,049	\$9,483,478	\$15,187,049
Annual Revenues Over (Under) Expenditures	(\$65,905)	\$641,342	\$552,980	\$385,434	\$1,056,465	\$209,529	\$1,227,439	\$1,436,968
Operations Reconciliation:								
Ending Fund Balance - Operations Plus Contingencies	\$523,162	\$1,164,504	\$1,717,484	\$2,030,253	\$2,773,949	\$3,183,478	\$4,413,917	\$4,613,917
Operating Fund Balance	523,162	1,164,504	1,717,484	2,030,253	2,773,949	3,183,478	4,413,917	4,613,917
Fund Balance Policy (Policy is 20% annual revenues)	861,000	924,000	1,049,000	1,039,000	1,039,000	1,183,000	1,300,000	1,300,000
Excess (deficiency)	(\$337,838)	\$240,504	\$668,484	\$991,253	\$1,734,949	\$2,000,478	\$3,113,917	\$3,313,917

2013-15 biennial budget

WATER FUND - Operational Detail # 670	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$4,613,917	\$5,259,500	\$4,613,917	\$5,537,867	\$4,197,414	\$5,537,867	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	50,000	50,000	100,000	50,000	50,000	100,000	
Charges for Services	7,133,500	7,846,900	14,980,400	8,631,600	9,494,800	18,126,400	110.0%
Interest on investments	14,000	17,000	31,000	20,000	20,000	40,000	
Miscellaneous Revenues	25,000	25,000	50,000	25,000	25,000	50,000	
Interfund Loan	-	-	-	-	-	-	
Total Revenues	7,222,500	7,938,900	15,161,400	8,726,600	9,589,800	18,316,400	
TOTAL RESOURCES	\$11,836,417	\$13,198,400	\$19,775,317	\$14,264,467	\$13,787,214	\$23,854,267	
	10.00%	10.00%		10.00%	10.00%		Rate adjustments included 2015 - 2019
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Conservation - Personnel Services	\$117,000	\$122,000	\$239,000	\$127,000	\$132,000	\$259,000	104.0%
Conservation - Materials & Services	128,000	132,000	260,000	136,000	140,000	276,000	103.0%
Treatment - Personnel Services	509,000	529,000	1,038,000	550,000	572,000	1,122,000	104.0%
Treatment - Materials & Services	672,000	692,000	1,364,000	713,000	734,000	1,447,000	103.0%
Treatment - Capital Outlay	-	-	-	-	-	-	100.0%
Treatment - Debt Service	627,400	1,006,996	1,634,396	1,516,996	1,973,596	3,490,592	100.0%
Forest Interface - Personnel Services	169,000	176,000	345,000	183,000	190,000	373,000	104.0%
Forest Interface - Materials & Services	109,000	112,000	221,000	115,000	118,000	233,000	103.0%
Supply - Materials & Services	293,000	302,000	595,000	311,000	320,000	631,000	103.0%
Supply - Capital	-	-	-	-	-	-	100.0%
Supply - Debt Service	10,185	10,185	20,370	10,185	10,185	20,370	100.0%
Distribution - Personnel Services	1,009,000	1,049,000	2,058,000	1,091,000	1,135,000	2,226,000	104.0%
Distribution - Materials & Services	1,648,000	1,714,000	3,362,000	1,783,000	1,854,000	3,637,000	104.0%
Distribution - Capital	408,750	371,250	780,000	371,250	371,250	742,500	100.0%
Distribution - Debt Service	328,782	643,182	971,964	983,182	1,287,582	2,270,764	100.0%
Interfund Loan	-	-	-	-	-	-	
New Debt Service	294,800	1,053,920	1,348,720	1,789,440	1,839,520	3,628,960	New debt service on SDC borrowing
Operating Contingency policy is 4% of operating expenditures	253,000	317,000	570,000	387,000	427,000	814,000	
Total Expenditures	6,576,917	8,230,533	14,807,450	10,067,053	11,104,133	21,171,186	
Unappropriated Ending Fund Balance	5,259,500	4,967,867	4,967,867	4,197,414	2,683,081	2,683,081	
TOTAL REQUIREMENTS	\$11,836,417	\$13,198,400	\$19,775,317	\$14,264,467	\$13,787,214	\$23,854,267	
Annual Revenues Over (Under) Expenditures	\$645,583	(\$291,633)	\$353,950	(\$1,340,453)	(\$1,514,333)	(\$2,854,786)	
Operations Reconciliation:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance - Operations Plus Contingencies	\$5,512,500	\$5,284,867	\$5,537,867	\$4,584,414	\$3,110,081	\$3,497,081	
Operating Fund Balance	5,512,500	5,284,867	5,537,867	4,584,414	3,110,081	3,497,081	
Fund Balance Policy (Policy is 20% annual revenues)	1,435,000	1,578,000	1,578,000	1,735,000	1,908,000	1,908,000	
Excess (deficiency)	\$4,077,500	\$3,706,867	\$3,959,867	\$2,849,414	\$1,202,081	\$1,589,081	

Water Fund Long - Term Plan - Continued

WATER FUND - Capital Detail # 670	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$1,734,701	\$1,328,723	\$1,047,894	\$543,139	\$991,422	\$2,967,744	\$591,637	\$2,967,744
Revenues						<i>Years summed for biennium</i>		
System Development Charges (SDC):								
Reimbursement	\$151,864	\$180,604	\$491,612	\$150,000	\$160,000	\$150,000	\$150,000	\$300,000
Improvement	-	-	-	-	-	-	-	-
Interest	-	6,806	11,298	7,000	9,400	-	-	-
Bond Issue (BN 1013-15 from PW)	-	-	-	1,117,050	2,562,605	-	2,787,000	2,787,000
Total Revenues	151,864	187,410	502,910	1,274,050	2,732,005	150,000	2,937,000	3,087,000
TOTAL RESOURCES	\$1,886,565	\$1,516,133	\$1,550,804	\$1,817,189	\$3,723,427	\$3,117,744	\$3,528,637	\$6,054,744
Requirements						<i>Years summed for biennium</i>		
Expenditures								
Treatment - Capital Projects	\$71,683	\$1,872	\$452	\$259,300	\$160,800	\$221,500	\$85,000	\$306,500
Supply - Capital Projects	75,469	108,186	193,531	211,655	133,700	73,250	2,311,000	2,384,250
Distribution - Capital Projects	50,910	70,857	99,259	340,000	125,000	1,874,000	1,617,000	3,491,000
Interfund Loan	-	-	-	-	-	-	-	-
SDC - M&S	-	-	-	-	-	-	-	-
SDC Projects - Reimbursement	38,321	113,549	96,007	-	-	-	-	-
SDC Projects - Improvement	198,014	48,783	45,273	330,250	212,990	235,250	47,500	282,750
SDC Debt Service	123,445	124,992	124,860	123,193	123,193	122,107	119,738	241,845
Total Expenditures	557,842	468,239	559,382	1,264,398	755,683	\$2,526,107	4,180,238	6,706,345
Unappropriated Ending Fund Balance	1,328,723	1,047,894	991,422	552,791	2,967,744	591,637	(651,601)	(651,601)
TOTAL REQUIREMENTS	\$1,886,565	\$1,516,133	\$1,550,804	\$1,817,189	\$3,723,427	\$3,117,744	\$3,528,637	\$6,054,744
Annual Revenues Over (Under) Expenditures	(\$405,978)	(\$280,829)	(\$56,472)	\$9,652	\$1,976,322	(\$2,376,107)	(\$1,243,238)	(\$3,619,345)
Ending Capital Fund Balance:						<i>Balance at end of period</i>		
SDC Reimbursement Fund Balance	\$739,835	\$681,898	\$952,643	\$979,450	\$989,450	\$1,017,343	\$1,047,605	\$1,047,605
SDC Improvement Fund Balance	935,358	886,575	841,302	511,052	628,312	393,062	345,562	345,562
Bond Reserve Account	-	-	-	-	-	-	-	-
Other	(346,470)	(520,579)	(802,523)	(937,711)	1,349,982	(818,768)	(2,044,768)	(2,044,768)
Capital Fund Balance	\$1,328,723	\$1,047,894	\$991,422	\$552,791	\$2,967,744	\$591,637	(\$651,601)	(\$651,601)

2013-15 biennial budget

WATER FUND - Capital Detail # 670							Annual	
	Biennium Projected			Biennium Projected			Comments	Trending Percent
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019		
RESOURCES								
Working Capital Carryover	(\$651,601)	(\$774,351)	(\$651,601)	(\$897,101)	(\$1,019,851)	(\$897,101)		
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>				
System Development Charges (SDC):								
Reimbursement	\$150,000	\$150,000	\$300,000	\$150,000	\$150,000	\$300,000		100.0%
Improvement	-	-	-	-	-	-		105.0%
Interest	-	-	-	-	-	-		103.0%
Bond Issue	3,685,000	9,489,000	13,174,000	9,194,000	626,000	9,820,000	Includes SDC borrowing	
Total Revenues	3,835,000	9,639,000	13,474,000	9,344,000	776,000	10,120,000		
TOTAL RESOURCES	\$3,183,399	\$8,864,649	\$12,822,399	\$8,446,899	(\$243,851)	\$9,222,899		
Requirements								
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>				
Treatment - Capital Projects	\$1,811,400	\$7,650,000	\$9,461,400	\$7,650,000	\$0	\$7,650,000		
Supply - Capital Projects	227,000	45,000	272,000	-	-	-		
Distribution - Capital Projects	751,000	349,000	1,100,000	694,000	626,000	1,320,000		
Interfund Loan	-	-	-	-	-	-		
SDC - M&S	-	-	-	-	-	-		102.0%
SDC Projects - Reimbursement	-	-	-	-	-	-	per CIP	
SDC Projects - Improvement	895,600	1,445,000	2,340,600	850,000	-	850,000	per CIP	
SDC Debt Service - Reimbursement	272,750	272,750	545,500	272,750	272,750	545,500		
Total Expenditures	3,957,750	9,761,750	13,719,500	9,466,750	898,750	10,365,500		
Unappropriated Ending Fund Balance	(774,351)	(897,101)	(897,101)	(1,019,851)	(1,142,601)	(1,142,601)		
TOTAL REQUIREMENTS	\$3,183,399	\$8,864,649	\$12,822,399	\$8,446,899	(\$243,851)	\$9,222,899		
Annual Revenues Over (Under) Expenditures	(\$122,750)	(\$122,750)	(\$245,500)	(\$122,750)	(\$122,750)	(\$245,500)		
Ending Capital Fund Balance:								
	<i>Balance at end of period</i>			<i>Balance at end of period</i>				
SDC Reimbursement Fund Balance	\$924,855	\$802,105	\$802,105	\$679,355	\$556,605	\$556,605		
SDC Improvement Fund Balance	(550,038)	(1,995,038)	(1,995,038)	(2,845,038)	(2,845,038)	(2,845,038)		
Bond Reserve Account								
Other	(1,149,168)	295,832	295,832	1,145,832	1,145,832	1,145,832		
Capital Fund Balance	(\$774,351)	(\$897,101)	(\$897,101)	(\$1,019,851)	(\$1,142,601)	(\$1,142,601)		

Wastewater Fund Narrative

This enterprise fund is used to account for wastewater charges, food and beverage taxes and related expenditures for personnel, materials and services, capital outlay, debt service and other expenditures. Proceeds of \$813,000 in 2013-2014 are from a state loan for treatment improvements.

Prepared Food and Beverage Tax. Initially in March 1993 and then again in November 2009, the citizens approved a prepared food and beverage tax. One percent (1/5 of the revenues) of the tax is dedicated for purposes of acquisition, planning, development and major rehabilitation of City parks per the City of Ashland's Capital Improvement Plan. Of the twenty percent (20%) allocated to the Parks Account, twenty percent (20%) of the amount collected must be used for Open Space acquisition. The other 80% of the tax revenue dedicated to the Wastewater Treatment Plant upgrade and are shown in the Wastewater Fund. The tax sunsets in December 2030.

Wastewater Sales. This plan reflects a 10% increase in each year of the biennium.

System Development Charges. Conservative amounts are budgeted for system-growth payments from developers.

Other Financing Sources. Borrowing for Capital Improvements is anticipated in the last half of the biennium.

The residential wastewater rates are based on winter consumption, while commercial rates are based on year-round water consumption.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 4,862,001	\$ 3,764,972	\$ 3,710,771	\$ 3,496,009	\$ 3,250,113	\$ 2,365,009	\$ 2,794,809	\$ 3,546,633
	Taxes								
	Food and Beverage Tax	1,566,868	1,495,164	1,583,807	1,592,897	1,707,027	1,735,000	1,734,617	3,469,200
410	Total Taxes	1,566,868	1,495,164	1,583,807	1,592,897	1,707,027	1,735,000	1,734,617	3,469,200
	Charges for Services								
	Public Works Services			12,000	12,000	14,250	12,000	14,000	20,000
	Sales	2,607,275	2,734,001	3,136,850	3,373,748	3,587,650	3,935,000	3,959,698	9,028,100
440	Total Charges for Services	2,607,275	2,734,001	3,148,850	3,385,748	3,601,900	3,947,000	3,973,698	9,048,100
	System Development Charges	127,224	75,843	55,945	68,956	81,998	66,000	66,000	130,000
	Interest on Investments								
	Interest on Pooled Investments	178,212	44,062	42,498	22,476	25,333	20,000	16,000	36,000
470	Total Interest on Investments	178,212	44,062	42,498	22,476	25,333	20,000	16,000	36,000
	Miscellaneous Revenues								
	Miscellaneous Income	3,167	110	5	-	2,145	3,000	6,500	5,000
480	Total Miscellaneous Revenues	3,167	110	5	-	2,145	3,000	6,500	5,000
	Other Financing Sources								
	Bond Proceeds	-	300,000	-	324,400	-	2,309,657	2,233,000	3,272,000
490	Total Other Financing Sources	-	300,000	-	324,400	-	2,309,657	2,233,000	3,272,000
	Total Wastewater Fund	\$ 9,344,747	\$ 8,414,152	\$ 8,541,876	\$ 8,890,486	\$ 8,668,516	\$ 10,445,666	\$ 10,824,624	\$ 19,506,933

Wastewater Fund Long - Term Plan

WASTEWATER FUND - SUMMARY # 675				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$3,710,771	\$3,496,009	\$3,250,113	\$2,365,009	\$2,794,809	\$3,546,633	\$2,415,670	\$3,546,633
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$1,583,807	\$1,592,897	\$1,707,027	\$1,735,000	\$1,734,617	\$1,734,600	\$1,734,600	\$3,469,200
System Development Charges (SDC)	55,945	68,956	81,998	66,000	66,000	65,000	65,000	130,000
Charges for Services	3,148,850	3,385,748	3,601,900	3,947,000	3,973,698	4,309,100	4,739,000	9,048,100
Interest on Investments	42,498	22,476	25,333	20,000	16,000	18,000	18,000	36,000
Miscellaneous	5	-	2,145	3,000	6,500	2,500	2,500	5,000
Bond Issue	-	324,400	-	2,309,657	2,233,000	813,000	2,459,000	3,272,000
Total Revenues	4,831,105	5,394,477	5,418,403	8,080,657	8,029,815	6,942,200	9,018,100	15,960,300
TOTAL RESOURCES	\$8,541,876	\$8,890,486	\$8,668,516	\$10,445,666	\$10,824,624	\$10,488,833	\$11,433,770	\$19,506,933
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Collection - Personnel Services	\$404,318	\$425,250	\$448,058	\$461,210	\$460,484	\$446,250	\$463,270	\$909,520
Collection - Materials & Services	1,125,106	1,064,983	1,180,354	1,247,855	1,240,607	1,342,747	1,391,690	2,734,437
Collection - Capital Outlay	38,605	34,004	26,282	921,449	662,256	495,364	1,159,300	1,654,664
Collection - Debt Service	-	28,571	28,571	28,572	28,572	76,296	74,779	151,075
Treatment - Personnel Services	441,307	400,676	511,443	511,890	515,256	633,730	640,360	1,274,090
Treatment - Materials & Services	1,184,244	1,509,117	1,400,334	1,578,391	1,578,681	1,641,425	1,677,600	3,319,025
Treatment - Capital Outlay	44,355	44,325	441,596	1,273,234	934,000	969,060	965,210	1,934,270
Treatment - Debt Service	1,777,457	1,920,235	1,641,874	1,639,200	1,639,200	1,629,400	1,623,850	3,253,250
SDC Projects	1,904	213,212	195,195	388,006	218,935	638,891	862,100	1,500,991
New Debt Service	28,571	-	-	-	-	-	30,000	30,000
Contingency is 3% of operating expenditures				160,000		200,000	240,000	440,000
Total Expenditures	5,045,867	5,640,373	5,873,707	8,209,807	7,277,991	8,073,163	9,128,159	17,201,322
Unappropriated Ending Fund Balance	3,496,009	3,250,113	2,794,809	2,235,859	3,546,633	2,415,670	2,305,611	2,305,611
TOTAL REQUIREMENTS	\$8,541,876	\$8,890,486	\$8,668,516	\$10,445,666	\$10,824,624	\$10,488,833	\$11,433,770	\$19,506,933
Annual Revenues Over (Under) Expenditures	(\$214,762)	(\$245,896)	(\$455,304)	(\$129,150)	\$751,824	(\$1,130,963)	(\$110,059)	(\$1,241,022)
Ending Fund Balance Reconciliation:								
<i>Balance at end of period</i>								
Ending Fund Balance Plus Contingencies	\$3,496,009	\$3,250,113	\$2,794,809	\$2,395,859	\$3,546,633	\$2,615,670	\$2,545,611	\$2,745,611
Minus Debt & F&B Restricted	(875,490)	(875,490)	(875,490)	(895,800)	(895,800)	(1,001,000)	(1,111,750)	(1,111,750)
Minus SDC Restrictions	(1,971,756)	(1,827,500)	(1,714,303)	(1,392,297)	(1,561,368)	(987,477)	(190,377)	(190,377)
Unassigned Ending Fund Balance	648,763	547,123	205,016	107,762	1,089,465	627,193	1,243,484	1,443,484
Fund Balance Policy (15% of operating revenues)	716,000	750,000	799,000	856,000	860,000	910,000	974,000	974,000
Excess (deficiency)	(\$67,237)	(\$202,877)	(\$593,984)	(\$748,238)	\$229,465	(\$282,807)	\$269,484	\$469,484

2013-15 biennial budget

WASTEWATER FUND SUMMARY # 675	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$2,745,611	\$3,185,440	\$2,745,611	\$4,280,569	\$5,291,548	\$4,280,569	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$1,787,000	\$1,841,000	\$3,628,000	\$1,896,000	\$1,953,000	\$3,849,000	103.0%
System Development Charges (SDC)	67,000	69,000	136,000	71,100	73,200	144,300	
Charges for Services	5,212,900	5,734,200	10,947,100	6,307,600	6,938,400	13,246,000	110.0%
Interest on Investments	18,000	18,000	36,000	18,000	18,000	36,000	102.0%
Miscellaneous	1,000	1,000	2,000	1,000	1,000	2,000	102.0%
Bond Issue	3,346,000	3,242,000	6,588,000	1,349,000	-	1,349,000	Includes SDC borrowing
Total Revenues	10,431,900	10,905,200	21,337,100	9,642,700	8,983,600	18,626,300	
TOTAL RESOURCES	\$13,177,511	\$14,090,640	\$24,082,711	\$13,923,269	\$14,275,148	\$22,906,869	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Collection - Personnel Services	\$482,000	\$501,000	\$983,000	\$521,000	\$542,000	\$1,063,000	
Collection - Materials & Services	1,433,000	1,476,000	2,909,000	1,520,000	1,566,000	3,086,000	Removed 2% franchise payment in 2011
Collection - Capital Outlay	261,860	415,080	676,940	44,820	-	44,820	
Collection - Debt Service	80,271	80,271	160,542	79,921	79,971	159,892	2009 - FF&C
Treatment - Personnel Services	666,000	693,000	1,359,000	721,000	750,000	1,471,000	
Treatment - Materials & Services	1,728,000	1,780,000	3,508,000	1,833,000	1,888,000	3,721,000	Moved filters from CIP to equip sinking fund
Treatment - Capital Outlay	1,688,100	1,805,730	3,493,830	1,102,550	-	1,102,550	100.0%
Treatment - Debt Service	1,622,300	1,622,300	3,244,600	1,622,300	1,608,600	3,230,900	DEQ Loan refinanced in 2011
SDC Projects	1,523,540	1,148,690	2,672,230	329,130	127,500	456,630	per CIP
New Debt Service	268,000	527,000	795,000	635,000	635,000	1,270,000	New debt service on SDC borrowing
Contingency is 3% of operating expenditures	239,000	251,000	490,000	223,000	193,000	416,000	
Total Expenditures	9,992,071	10,300,071	20,292,142	8,631,721	7,390,071	16,021,792	
Unappropriated Ending Fund Balance	3,185,440	3,790,569	3,790,569	5,291,548	6,885,077	6,885,077	
TOTAL REQUIREMENTS	\$13,177,511	\$14,090,640	\$24,082,711	\$13,923,269	\$14,275,148	\$22,906,869	
Annual Revenues Over (Under) Expenditures	\$439,829	\$605,129	\$1,044,958	\$1,010,979	\$1,593,529	\$2,604,508	
Ending Fund Balance Reconciliation:							
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Plus Contingencies	\$3,424,440	\$4,041,569	\$4,280,569	\$5,514,548	\$7,078,077	\$7,301,077	
Minus Debt & F&B Restricted	(1,276,450)	(1,495,150)	(1,495,150)	(1,768,850)	(2,113,250)	(2,113,250)	
Minus SDC Restrictions	1,266,163	2,345,853	2,345,853	2,603,883	2,658,183	2,658,183	
Unassigned Ending Fund Balance	3,414,153	4,892,272	5,131,272	6,349,581	7,623,010	7,846,010	
Fund Balance Policy (15% of operating revenues)	1,053,000	1,139,000	1,139,000	1,233,000	1,337,000	1,337,000	
Excess (deficiency)	\$2,361,153	\$3,753,272	\$3,992,272	\$5,116,581	\$6,286,010	\$6,509,010	

Wastewater Fund Long - Term Plan - Continued

WASTEWATER FUND - Operational Detail				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$2,506,730	\$2,314,079	\$1,966,368	\$2,062,138	\$2,084,443	\$2,352,458	\$2,473,810	\$2,352,458
Revenues								
	<i>Years summed for biennium</i>							
Taxes	\$1,583,807	\$1,592,897	\$1,707,027	\$1,735,000	\$1,734,617	\$1,734,600	\$1,734,600	\$3,469,200
Charges for Services	3,148,850	3,385,748	3,601,900	3,947,000	3,973,698	4,309,100	4,739,000	9,048,100
Interest on Investments	42,498	22,476	17,637	20,000	16,000	18,000	18,000	36,000
Miscellaneous	5	-	2,145	3,000	6,500	2,500	2,500	5,000
Total Revenues	4,775,160	5,001,121	5,328,709	5,705,000	5,730,815	6,064,200	6,494,100	12,558,300
TOTAL RESOURCES	\$7,281,890	\$7,315,200	\$7,295,077	\$7,767,138	\$7,815,258	\$8,416,658	\$8,967,910	\$14,910,758
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Collection - Personnel Services	\$404,318	\$425,250	\$448,058	\$461,210	\$460,484	\$446,250	\$463,270	\$909,520
Collection - Materials & Services	1,125,106	1,064,983	1,180,354	1,247,855	1,240,607	1,342,747	1,391,690	2,734,437
Collection - Capital Outlay	-	-	-	-	-	-	-	-
Collection - Debt Service	-	28,571	28,571	28,572	28,572	76,296	74,779	151,075
Treatment - Personnel Services	441,307	400,676	511,443	511,890	515,256	633,730	640,360	1,274,090
Treatment - Materials & Services	1,184,244	1,509,117	1,400,334	1,578,391	1,578,681	1,641,425	1,677,600	3,319,025
Treatment - Capital Outlay	6,808	-	-	-	-	-	-	-
Treatment - Debt Service	1,777,457	1,920,235	1,641,874	1,639,200	1,639,200	1,629,400	1,623,850	3,253,250
New Debt Service	28,571	-	-	-	-	-	30,000	30,000
Contingency is 3% of operating expenditures				160,000		173,000	177,000	350,000
Total Expenditures	4,967,811	5,348,832	5,210,634	5,627,118	5,462,800	5,942,848	6,078,549	12,021,397
Unappropriated Ending Fund Balance	2,314,079	1,966,368	2,084,443	2,140,020	2,352,458	2,473,810	2,889,361	2,889,361
TOTAL REQUIREMENTS	\$7,281,890	\$7,315,200	\$7,295,077	\$7,767,138	\$7,815,258	\$8,416,658	\$8,967,910	\$14,910,758
Annual Revenues Over (Under) Expenditures	(\$192,651)	(\$347,711)	\$118,075	\$77,882	\$268,015	\$121,352	\$415,551	\$536,903
Operations Reconciliation:								
	<i>Balance at end of period</i>							
Ending Fund Balance Plus Contingencies	\$2,314,079	\$1,966,368	\$2,084,443	\$2,300,020	\$2,352,458	\$2,646,810	\$3,066,361	\$3,239,361
Minus DEQ Loan Reserve/Internal restriction	875,490	875,490	875,490	895,800	895,800	1,001,000	1,111,750	1,111,750
Operating Fund Balance	3,189,569	2,841,858	2,959,933	3,195,820	3,248,258	3,647,810	4,178,111	4,351,111
Fund Balance Policy (Policy is 15% annual revenue)	716,000	750,000	799,000	856,000	860,000	910,000	974,000	974,000
Excess (deficiency)	\$2,473,569	\$2,091,858	\$2,160,933	\$2,339,820	\$2,388,258	\$2,737,810	\$3,204,111	\$3,377,111

2013-15 biennial budget

WASTEWATER FUND Operational Detail # 675	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$3,239,361	\$3,790,690	\$3,239,361	\$4,893,319	\$5,975,698	\$4,893,319	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$1,787,000	\$1,841,000	\$3,628,000	\$1,896,000	\$1,953,000	\$3,849,000	103.0%
Charges for Services	5,212,900	5,734,200	10,947,100	6,307,600	6,938,400	13,246,000	110.0%
Interest on Investments	18,000	18,000	36,000	18,000	18,000	36,000	102.0%
Miscellaneous	1,000	1,000	2,000	1,000	1,000	2,000	102.0%
Total Revenues	7,018,900	7,594,200	14,613,100	8,222,600	8,910,400	17,133,000	
TOTAL RESOURCES	\$10,258,261	\$11,384,890	\$17,852,461	\$13,115,919	\$14,886,098	\$22,026,319	
	10%	10%		10%	10%		Rate adjustments included 2015- 2019
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Collection - Personnel Services	\$482,000	\$501,000	\$983,000	\$521,000	\$542,000	\$1,063,000	104.0%
Collection - Materials & Services	1,433,000	1,476,000	2,909,000	1,520,000	1,566,000	3,086,000	Removed 2% franchise payment in 2011 103.0%
Collection - Capital Outlay	-	-	-	-	-	-	100.0%
Collection - Debt Service	80,271	80,271	160,542	79,921	79,971	159,892	2009 - FF&C
Treatment - Personnel Services	666,000	693,000	1,359,000	721,000	750,000	1,471,000	104.0%
Treatment - Materials & Services	1,728,000	1,780,000	3,508,000	1,833,000	1,888,000	3,721,000	Moved filters from CIP to equip sinking fund 103.0%
Treatment - Capital Outlay	-	-	-	-	-	-	100.0%
Treatment - Debt Service	1,622,300	1,622,300	3,244,600	1,622,300	1,608,600	3,230,900	DEQ Loan refinanced in 2011
New Debt Service	268,000	527,000	795,000	635,000	635,000	1,270,000	New debt service on SDC borrowing
Contingency is 3% of operating expenditures	188,000	200,000	388,000	208,000	212,000	420,000	
Total Expenditures	6,467,571	6,879,571	13,347,142	7,140,221	7,281,571	14,421,792	
Unappropriated Ending Fund Balance	3,790,690	4,505,319	4,505,319	5,975,698	7,604,527	7,604,527	
TOTAL REQUIREMENTS	\$10,258,261	\$11,384,890	\$17,852,461	\$13,115,919	\$14,886,098	\$22,026,319	
	5%	5%		2%	0%		Rate adjustments on new debt service only
Annual Revenues Over (Under) Expenditures	\$551,329	\$714,629	\$1,265,958	\$1,082,379	\$1,628,829	\$2,711,208	
Operations Reconciliation:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Plus Contingencies	\$3,978,690	\$4,705,319	\$4,893,319	\$6,183,698	\$7,816,527	\$8,024,527	
Minus DEQ Loan Reserve/Internal restriction	1,276,450	1,495,150	1,495,150	1,768,850	2,113,250	2,113,250	Debt need of \$800,000 Plus F&B surplus restricted
Operating Fund Balance	5,255,140	6,200,469	6,388,469	7,952,548	9,929,777	10,137,777	
Fund Balance Policy (15% of operating revenues)	1,053,000	1,139,000	1,139,000	1,233,000	1,337,000	2,570,000	
Excess (deficiency)	\$4,202,140	\$5,061,469	\$5,249,469	\$6,719,548	\$8,592,777	\$7,567,777	

Wastewater Fund Long - Term Plan - Continued

WASTEWATER FUND - CAPITAL DETAIL # 675				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$1,204,041	\$1,181,930	\$1,283,745	\$302,871	\$702,670	\$1,186,479	(\$38,836)	\$1,186,479
Revenues								
	<i>Years summed for biennium</i>							
System Development Charges (SDC) - Reimbursemen	\$55,569	\$68,956	\$81,266	\$66,000	\$66,000	\$65,000	\$65,000	\$130,000
System Development Charges - Improvement	376	-	732	-	-	-	-	-
Bond Issue	-	324,400	-	2,309,657	2,233,000	813,000	2,459,000	3,272,000
Total Revenues	55,945	393,356	81,998	\$2,375,657	2,299,000	878,000	2,524,000	3,402,000
TOTAL RESOURCES	\$1,259,986	\$1,575,286	\$1,365,743	\$2,678,528	\$3,001,670	\$2,064,479	\$2,485,164	\$4,588,479
Requirements								
	<i>Years summed for biennium</i>							
Expenditures								
Collection - CIP	\$38,605	\$34,004	\$26,282	\$921,449	\$662,256	\$495,364	\$1,159,300	\$1,654,664
Treatment - CIP	37,547	44,325	441,596	1,273,234	934,000	969,060	965,210	1,934,270
SDC Reimbursements	1,289	2,606	1,471	7,500	7,500	110,000	7,500	117,500
SDC Reimbursements - Debt Service	-	-	-	-	-	-	-	-
SDC Improvements	615	210,606	193,724	380,506	211,435	528,891	854,600	1,383,491
Total Expenditures	78,056	291,541	663,073	2,582,689	1,815,191	2,103,315	2,986,610	5,089,925
Unappropriated Ending Fund Balance	1,181,930	1,283,745	702,670	95,839	1,186,479	(38,836)	(501,446)	(501,446)
TOTAL REQUIREMENTS	\$1,259,986	\$1,575,286	\$1,365,743	\$2,678,528	\$3,001,670	\$2,064,479	\$2,485,164	\$4,588,479
Annual Revenues Over (Under) Expenditures	(\$22,111)	\$101,815	(\$581,075)	(\$207,032)	\$483,809	(\$1,225,315)	(\$462,610)	(\$1,687,925)
Ending Capital Fund Balance:								
	<i>Balance at end of period</i>							
SDC Reimbursement Fund Balance	\$1,484,091	\$1,550,441	\$1,630,236	\$1,688,736	\$1,688,736	\$1,643,736	\$1,701,236	\$1,701,236
SDC Improvement Fund Balance	487,665	277,059	84,067	(296,439)	(127,368)	(656,259)	(1,510,859)	(1,510,859)
SDC Restrictions	1,971,756	1,827,500	1,714,303	1,392,297	1,561,368	987,477	190,377	190,377
Other	(789,826)	(543,755)	(1,011,633)	(1,296,458)	(374,889)	(1,026,313)	(691,823)	(691,823)
Capital Fund Balance	\$1,181,930	\$1,283,745	\$702,670	\$95,839	\$1,186,479	(\$38,836)	(\$501,446)	(\$501,446)

2013-15 biennial budget

WASTEWATER FUND Capital Detail # 675	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	(\$501,446)	(\$561,946)	(\$501,446)	(\$620,446)	(\$676,846)	(\$620,446)	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
System Development Charges (SDC) - Reimbursement	\$67,000	\$69,000	\$136,000	\$71,100	\$73,200	\$144,300	103.0%
System Development Charges - Improvement	-	-	-	-	-	-	103.0%
Bond Issue	3,346,000	3,242,000	6,588,000	1,349,000	-	1,349,000	Includes SDC borrowing
Total Revenues	3,413,000	3,311,000	6,724,000	1,420,100	73,200	1,493,300	
TOTAL RESOURCES	\$2,911,554	\$2,749,054	\$6,222,554	\$799,654	(\$603,646)	\$872,854	
Requirements	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Collection - CIP	\$261,860	\$415,080	\$676,940	\$44,820	\$0	\$44,820	per CIP
Treatment - CIP	1,688,100	1,805,730	3,493,830	1,102,550	-	1,102,550	per CIP
SDC Reimbursements	-	-	-	-	-	-	per CIP
SDC Reimbursements - Debt Service	127,500	127,500	255,000	127,500	127,500	255,000	
SDC Improvements	1,396,040	1,021,190	2,417,230	201,630	-	201,630	per CIP
Total Expenditures	3,473,500	3,369,500	6,843,000	1,476,500	127,500	1,604,000	
Unappropriated Ending Fund Balance	(\$61,946)	(620,446)	(620,446)	(676,846)	(731,146)	(731,146)	
TOTAL REQUIREMENTS	\$2,911,554	\$2,749,054	\$6,222,554	\$799,654	(\$603,646)	\$872,854	
Annual Revenues Over (Under) Expenditures	(\$60,500)	(\$58,500)	(\$119,000)	(\$56,400)	(\$54,300)	(\$110,700)	
Ending Capital Fund Balance:	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
SDC Reimbursement Fund Balance	\$1,640,736	\$1,582,236	\$1,582,236	\$1,525,836	\$1,471,536	\$1,471,536	
SDC Improvement Fund Balance	(2,906,899)	(3,928,089)	(3,928,089)	(4,129,719)	(4,129,719)	(4,129,719)	
SDC Restrictions	(1,266,163)	(2,345,853)	(2,345,853)	(2,603,883)	(2,658,183)	(2,658,183)	
Other	704,217	1,725,407	1,725,407	1,927,037	1,927,037	1,927,037	
Capital Fund Balance	(\$561,946)	(\$620,446)	(\$620,446)	(\$676,846)	(\$731,146)	(\$731,146)	

Electric Fund Narrative

This enterprise fund is used to account for the electric operations and electric conservation programs. Resources are primarily from charges for services.

Intergovernmental (Federal) reserves in Power Administration payments for qualifying conservation programs.

Charges for Services. Each year of the biennium includes a rate increase in the 5% to 6% range.

Other Financing Sources. No borrowing for improvements is anticipated.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 2,178,995	\$ 1,469,744	\$ 1,642,543	\$ 2,054,733	\$ 2,476,295	\$ 2,070,401	\$ 2,418,100	\$ 2,334,310
	Intergovernmental								
	Federal	67,620	47,121	267,350	187,436	125,153	200,000	200,000	300,000
430	Total Intergovernmental	67,620	47,121	267,850	187,436	125,153	200,000	200,000	300,000
	Charges for Services						-		
	Sales	11,081,322	11,532,716	11,935,603	12,126,401	12,261,584	13,109,040	12,900,000	28,660,000
	Miscellaneous Services	169,848	155,959	208,676	112,315	266,395	210,000	274,400	560,000
440	Total Charges for Services	12,260,230	11,688,967	12,144,279	12,238,716	12,527,979	13,319,040	13,174,400	29,220,000
	Interest on Investments								
	Interest on Pooled Investments	55,827	9,052	11,320	10,817	11,957	15,000	11,000	22,000
470	Total Interest on Investments	55,827	9,052	11,320	10,817	11,957	15,000	11,000	22,000
	Miscellaneous Revenues								
	Donations	9,919	4,422	5,706	6,499	5,844	6,500	7,000	14,000
	Loan Proceeds	73,176	90,558	114,464	121,112	113,945	115,000	143,000	230,000
	Miscellaneous Income	72,235	234,446	147,758	17,830	400,952	48,500	130,000	120,000
	Bad Debt Recovered			8,060	9,331	13,730	10,000	10,000	20,000
480	Total Miscellaneous Revenues	155,330	329,426	275,988	154,772	534,471	180,000	290,000	384,000
	Other Financing Sources								
	Other Financing Sources	304,000	148,961	-	-	-	1,400,000	-	-
490	Total Other Financing Sources	304,000	148,961	-	-	-	1,400,000	-	-
	Total Electric Fund	\$ 15,022,002	\$ 13,693,271	\$ 14,341,980	\$ 14,646,474	\$ 15,675,855	\$ 17,184,441	\$ 16,093,500	\$ 32,260,310

Electric Fund Long - Term Plan

ELECTRIC FUND # 690				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$1,642,543	\$2,054,733	\$2,476,295	\$2,070,401	\$2,418,100	\$2,334,310	\$1,012,411	\$2,334,310
Revenues								
						<i>Years summed for biennium</i>		
Intergovernmental Revenue	\$267,850	\$187,436	\$125,153	\$200,000	\$200,000	\$150,000	\$150,000	\$300,000
Charges for Services - Rates	11,885,603	12,079,050	12,261,585	13,109,040	12,900,000	13,960,000	14,700,000	28,660,000
Charges for Services - Fees	258,676	159,666	266,394	210,000	274,400	280,000	280,000	560,000
Interest on Investments	11,320	10,817	11,957	15,000	11,000	11,000	11,000	22,000
Miscellaneous Revenues	275,988	154,772	534,471	180,000	290,000	192,000	192,000	384,000
Other Financing Proceeds	-	-	-	1,400,000	-	-	-	-
Total Revenues	12,699,437	12,591,741	13,199,560	15,114,040	13,675,400	14,593,000	15,333,000	29,926,000
TOTAL RESOURCES	\$14,341,980	\$14,646,474	\$15,675,855	\$17,184,441	\$16,093,500	\$16,927,310	\$16,345,411	\$32,260,310
REQUIREMENTS								
						<i>Years summed for biennium</i>		
Expenditures								
Conservation - Personnel Services	\$137,865	\$140,425	\$176,715	\$181,840	\$177,428	\$222,690	\$226,810	\$449,500
Conservation - Materials & Services	577,026	406,996	349,993	365,540	293,863	606,470	438,920	1,045,390
BPA Supply power costs	4,873,111	5,212,557	5,578,028	5,951,000	5,895,000	6,390,200	6,485,903	12,876,103
Supply - Materials & Services	377,107	361,255	356,623	385,300	386,619	372,410	379,860	752,270
Supply - Capital Outlay	-	-	-	1,400,000	-	-	-	-
Distribution - Personnel Services	1,872,383	1,781,859	2,096,234	2,267,530	2,040,000	2,271,280	2,326,716	4,597,996
Distribution - Materials & Services	2,766,363	2,807,969	2,812,254	3,008,750	2,960,000	3,116,814	3,156,111	6,272,925
Distribution - Capital Outlay	539,852	367,969	469,662	585,000	565,686	825,000	620,000	1,445,000
Distribution M&S - Payment for Technology debt	252,300	252,300	541,300	541,300	541,300	541,300	541,300	1,082,600
BPA Transmission power costs	866,133	814,013	852,382	971,773	875,000	1,080,712	1,096,923	2,177,635
Transmission - Materials & Services	-	-	-	-	-	-	-	-
CREB Debt Service to 2022; Substation to 2032	25,107	24,836	24,564	24,294	24,294	24,023	23,751	47,774
Contingency is 3% of operating expenditures	-	-	-	425,000	-	464,000	459,000	923,000
Total Expenditures	12,287,247	12,170,179	13,257,755	16,107,327	13,759,190	15,914,899	15,755,294	31,670,193
Unappropriated Ending Fund Balance	2,054,733	2,476,295	2,418,100	1,077,114	2,334,310	1,012,411	590,117	590,117
TOTAL REQUIREMENTS	\$14,341,980	\$14,646,474	\$15,675,855	\$17,184,441	\$16,093,500	\$16,927,310	\$16,345,411	\$32,260,310
Annual Revenues Over (Under) Expenditures								
	\$412,190	\$421,562	(\$58,195)	(\$993,287)	(\$83,790)	(\$1,321,899)	(\$422,294)	(\$1,744,193)
Balance at end of period								
Ending Fund Balance Plus Contingencies	\$2,054,733	\$2,476,295	\$2,418,100	\$1,502,114	\$2,334,310	\$1,476,411	\$1,049,117	\$1,513,117
Fund Balance Policy	1,523,900	1,511,000	1,583,900	1,645,700	1,641,000	1,751,200	1,840,000	1,840,000
Excess (deficiency)	\$530,833	\$965,295	\$834,200	(\$143,586)	\$693,310	(\$274,789)	(\$790,883)	(\$326,883)

2013-15 biennial budget

ELECTRIC FUND # 690	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$1,513,117	\$1,452,523	\$1,513,117	\$2,847,429	\$3,485,935	\$2,847,429	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Intergovernmental Revenue	\$150,000	\$150,000	\$300,000	\$150,000	\$150,000	\$300,000	100.0%
Charges for Services	15,435,000	16,207,000	31,642,000	17,017,000	17,868,000	34,885,000	105.0%
Fees	288,000	297,000	585,000	306,000	315,000	621,000	103.0%
Interest on Investments	11,000	11,000	22,000	11,000	11,000	22,000	102.0%
Miscellaneous Revenues	196,000	200,000	396,000	204,000	208,000	412,000	102.0%
Other Financing Proceeds	-	-	-	-	-	-	
Total Revenues	16,080,000	16,865,000	32,945,000	17,688,000	18,552,000	36,240,000	
TOTAL RESOURCES	\$17,593,117	\$18,317,523	\$34,458,117	\$20,535,429	\$22,037,935	\$39,087,429	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Conservation - Personnel Services	\$235,900	\$245,300	\$481,200	\$255,100	\$265,300	\$520,400	104.0%
Conservation - Materials & Services	300,000	309,000	609,000	318,300	327,800	646,100	103.0%
BPA Supply power costs	6,700,000	6,700,000	13,400,000	7,000,000	7,000,000	14,000,000	100.0%
Supply - Materials & Services	391,300	403,000	794,300	415,100	427,600	842,700	103.0%
Supply - Capital Outlay	-	-	-	-	-	-	100.0%
Distribution - Personnel Services	2,419,800	2,516,600	4,936,400	2,617,300	2,722,000	5,339,300	104.0%
Distribution - Materials & Services	3,250,800	3,348,300	6,599,100	3,448,700	3,552,200	7,000,900	103.0%
Distribution - Capital Outlay	650,000	695,000	1,345,000	675,000	-	675,000	100.0%
Distribution M&S - Payment for Technology debt	594,300	594,300	1,188,600	594,300	594,300	1,188,600	Additional AFN debt unless other source identified
BPA Transmission power costs	1,100,000	1,100,000	2,200,000	1,200,000	1,200,000	2,400,000	100.0%
Transmission - Materials & Services	4,200	4,300	8,500	4,400	4,400	8,800	103.0%
CREB Debt Service to 2022; Substation to 2032	24,294	24,294	48,588	24,294	24,294	48,588	100.0%
Contingency is 3% of operating expenditures	470,000	478,000	948,000	497,000	484,000	981,000	
Total Expenditures	16,140,594	16,418,094	32,558,688	17,049,494	16,601,894	33,651,388	
Unappropriated Ending Fund Balance	1,452,523	1,899,429	1,899,429	3,485,935	5,436,041	5,436,041	
TOTAL REQUIREMENTS	\$17,593,117	\$18,317,523	\$34,458,117	\$20,535,429	\$22,037,935	\$39,087,429	
Annual Revenues Over (Under) Expenditures	(\$60,594)	\$446,906	\$386,312	\$638,506	\$1,950,106	\$2,588,612	
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Plus Contingencies	\$1,452,523	\$1,899,429	\$2,847,429	\$3,485,935	\$5,436,041	\$6,417,041	
Fund Balance Policy (12% of operating revenues)	1,929,600	2,023,800	2,023,800	2,122,600	2,226,200	2,226,200	
Excess (deficiency)	(\$7,077)	\$353,629	\$823,629	\$1,860,335	\$3,693,841	\$4,190,841	

Telecommunication Fund Narrative

The enterprise fund represents the telecommunication services provided by the City. In FY 2007, the City Council decided to transition out of the Cable TV industry.

Charges for Services. Charges for payments from the Cable TV partner and revenues from internet services continue to change but the overall revenue remains flat. A servicer plan is being drafted and could impact revenue streams.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 963,896	\$ 869,719	\$ 929,945	\$ 953,315	\$ 517,916	\$ 439,778	\$ 586,943	\$ 506,092
	Charges for Services								
	Sales:								
	CATV	132,124	126,862	109,596	158,523	82,786	129,200	87,000	184,021
	High Speed	191,229	192,114	195,506	193,378	190,219	185,000	187,000	430,650
	Internet	1,386,344	1,486,766	1,512,646	1,592,857	1,658,121	1,509,922	1,582,503	3,321,048
	Misc Services	8	4	1,041	-	-	8,460	-	-
440	Total Charges for Services	1,709,705	1,805,746	1,818,789	1,944,758	1,931,126	1,832,582	1,856,503	3,935,719
	Interest on Investments								
	Interest on Pooled Investments	29,251	7,945	8,203	2,348	3,304	2,500	1,000	2,000
470	Total Interest on Investments	29,251	7,945	8,203	2,348	3,304	2,500	1,000	2,000
	Miscellaneous Revenues								
	Miscellaneous Income	69,788	609	163	12,481	1	5,000	13,092	1,000
480	Total Miscellaneous Revenues	69,788	609	163	12,481	1	5,000	13,092	1,000
	Total Telecommunications Fund	\$ 2,772,890	\$ 2,684,019	\$ 2,757,100	\$ 2,912,902	\$ 2,452,347	\$ 2,279,860	\$ 2,457,538	\$ 4,444,811

Telecommunication Fund Long - Term Plan

TELECOMMUNICATION FUND # 691	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$929,945	\$953,315	\$517,916	\$439,778	\$586,943	\$506,092	\$210,594	\$506,092
Revenues								
<i>Years summed for biennium</i>								
Charges for Services	\$1,818,789	\$1,944,758	\$1,931,126	\$1,832,582	\$1,856,503	\$1,935,843	\$1,999,876	\$3,935,719
Interest on Investments	8,203	2,348	3,304	2,500	1,000	1,000	1,000	2,000
Miscellaneous Revenues	163	12,481	1	5,000	13,092	500	500	1,000
Total Revenues	1,827,155	1,959,587	1,934,431	1,840,082	1,870,595	1,937,343	2,001,376	3,938,719
TOTAL RESOURCES	\$2,757,100	\$2,912,902	\$2,452,347	\$2,279,860	\$2,457,538	\$2,443,435	\$2,211,970	\$4,444,811
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Internet - Personnel Services	\$567,474	\$629,561	\$593,180	\$629,045	\$575,646	\$636,960	\$651,600	\$1,288,560
Internet - Materials & Services	812,435	858,492	809,682	887,817	886,952	918,881	930,402	1,849,283
Internet - Capital Outlay	67,876	206,933	53,542	100,000	79,848	193,000	115,000	308,000
Debt service/Payment for Technology debt.	356,000	700,000	409,000	409,000	409,000	409,000	409,000	818,000
Contingency				100,000		75,000	75,000	150,000
Total Expenditures	1,803,785	2,394,986	1,865,404	2,125,862	1,951,446	2,232,841	2,181,002	4,413,843
Unappropriated Ending Fund Balance	953,315	517,916	586,943	153,998	506,092	210,594	30,968	30,968
TOTAL REQUIREMENTS	\$2,757,100	\$2,912,902	\$2,452,347	\$2,279,860	\$2,457,538	\$2,443,435	\$2,211,970	\$4,444,811
Annual Revenues Over (Under) Expenditures	\$23,370	(\$435,399)	\$69,027	(\$285,780)	(\$80,851)	(\$295,498)	(\$179,626)	(\$475,124)
<i>Balance at end of period</i>								
Ending Fund Balance Plus Contingencies	\$953,315	\$517,916	\$586,943	\$253,998	\$506,092	\$285,594	\$105,968	\$180,968
Fund Balance Policy (20% of operating revenues)	350,000	392,000	387,000	368,000	374,000	387,000	400,000	400,000
Excess (deficiency)	\$603,315	\$125,916	\$199,943	(\$114,002)	\$132,092	(\$101,406)	(\$294,032)	(\$219,032)

2013-15 biennial budget

TELECOMMUNICATION FUND # 691	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$105,968	(\$102,646)	\$105,968	(\$123,109)	(\$145,184)	(\$123,109)	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Charges for Services	\$2,099,900	\$2,204,900	\$4,304,800	\$2,315,100	\$2,430,900	\$4,746,000	Contingent upon business plan. 105.0%
Interest on Investments	1,000	1,000	2,000	1,000	1,000	2,000	
Miscellaneous Revenues	500	500	1,000	500	500	1,000	
Total Revenues	2,101,400	2,206,400	4,307,800	2,316,600	2,432,400	4,749,000	
TOTAL RESOURCES	\$2,207,368	\$2,103,754	\$4,413,768	\$2,193,491	\$2,287,216	\$4,625,891	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Internet - Personnel Services	\$677,700	\$704,800	\$1,382,500	\$733,000	\$762,300	\$1,495,300	104.0%
Internet - Materials & Services	958,314	987,063	1,945,377	1,016,675	1,047,175	2,063,850	103.0%
Internet - Capital Outlay	190,000	126,000	316,000	105,000	155,000	260,000	100.0%
Debt service/Payment for Technology debt.	409,000	409,000	818,000	409,000	409,000	818,000	
Contingency	75,000	75,000	150,000	75,000	75,000	150,000	Contingency is \$75,000 due to industry fluctuations.
Total Expenditures	2,310,014	2,301,863	4,611,877	2,338,675	2,448,475	4,787,150	
Unappropriated Ending Fund Balance	(102,646)	(198,109)	(198,109)	(145,184)	(161,259)	(161,259)	
TOTAL REQUIREMENTS	\$2,207,368	\$2,103,754	\$4,413,768	\$2,193,491	\$2,287,216	\$4,625,891	
Annual Revenues Over (Under) Expenditures	(\$208,614)	(\$95,463)	(\$304,077)	(\$22,075)	(\$16,075)	(\$38,150)	
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Plus Contingencies	(\$27,646)	(\$123,109)	(\$48,109)	(\$70,184)	(\$86,259)	(\$11,259)	
Fund Balance Policy (20% of operating revenues)	420,000	441,000	441,000	463,000	486,000	486,000	
Excess (deficiency)	(\$447,646)	(\$564,109)	(\$489,109)	(\$533,184)	(\$572,259)	(\$497,259)	

Central Services Fund Narrative

The Central Services Fund is an internal service fund. Under governmental fund accounting, an internal service fund is one that provides support for other departments, which in turn provide services to the public. The City of Ashland has three internal service funds: (1) the Central Services fund, (2) the Equipment Fund, and (3) the Insurance Fund. The Central Services Fund includes five departments: Administration, Administrative Services, City Recorder, Information Technology and Public Works.

Revenues supporting Central Services are charged out monthly to departments based on benefits received. The department allocations are made during the budget process based on a matrix called the Central Services Allocation.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 788,106	\$ 368,086	\$ 161,163	\$ 266,820	\$ 491,546	\$ 600,979	\$ 984,409	\$ 721,405
	Taxes								
	Food and Beverage Tax		-	-	30,726	46,965	36,000	48,400	102,800
	Late and Penalty	12,366	16,460	15,926	25,808	14,664	23,000	17,500	35,000
410	Total Taxes	12,366	16,460	15,926	56,534	61,629	59,000	65,900	137,800
	Intergovernmental								
	Grant	2,835	2,895	2,850	2,820	-	2,820	-	-
430	Total Intergovernmental	2,835	2,895	2,850	2,820	-	2,820	-	-
	Charges for Services								
	Finance Department Services	1,627	1,987	1,772	1,864	10,478	13,000	13,150	26,000
	Recorder Services	17	183	-	-	600	-	-	-
	Lien Search	7,880	6,840	8,850	8,920	10,065	9,000	12,000	18,000
	Passport Fees	18,927	-	80	20	-	-	-	-
	Public Works Services	194,331	270,597	112,975	8,920	8,971	10,000	10,000	20,000
	Engineering Fees	-	-	-	126,867	373,658	266,000	266,000	532,000
	Interdepartmental	4,798,407	5,051,289	5,464,714	5,447,906	5,612,800	5,613,200	5,748,800	12,048,870
440	Total Charges for Services	5,021,189	5,330,896	5,588,391	5,594,497	6,016,572	5,911,200	6,049,950	12,644,870
	Interest on Investments								
	Interest on Pooled Investments	44,756	9,315	7,325	3,685	6,141	5,000	5,000	10,000
470	Total Interest on Investments	44,756	9,315	7,325	3,685	6,141	5,000	5,000	10,000
	Miscellaneous Revenues								
	Miscellaneous Income	100,281	96,043	96,380	84,796	118,885	110,000	110,000	229,390
480	Total Miscellaneous Revenues	100,281	96,043	96,380	84,796	118,885	110,000	110,000	229,390
	Other Financing Sources								
	Interfund Loan	-	-	-	-	-	-	-	370,000
	Operating Transfers In	-	-	-	-	-	-	-	90,000
490	Total Other Financing Sources	-	460,000						
	Total Central Services Fund	\$ 5,969,533	\$ 5,823,695	\$ 5,872,035	\$ 6,009,152	\$ 6,694,773	\$ 6,688,999	\$ 7,215,259	\$ 14,203,465

Central Services Fund Long - Term Plan

CENTRAL SERVICES FUND # 710	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$161,163	\$266,820	\$491,546	\$600,979	\$984,409	\$721,405	\$754,268	\$721,405
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$15,926	\$56,534	\$61,629	\$59,000	\$65,900	\$67,900	\$69,900	\$137,800
Intergovernmental	2,850	2,820	-	2,820	-	-	-	-
Charges for Services - Other	123,677	146,591	403,772	298,000	301,150	298,000	298,000	596,000
Charges for Services - Internal Services Fee	5,464,714	5,447,906	5,612,800	5,613,200	5,748,800	5,965,250	6,083,620	12,048,870
Interest on Investments	7,325	3,685	6,141	5,000	5,000	5,000	5,000	10,000
Miscellaneous Revenues	96,380	84,796	118,885	110,000	110,000	113,000	116,390	229,390
Interfund Loan	-	-	-	-	-	370,000	-	370,000
Operating Transfers In	-	-	-	-	-	90,000	-	90,000
Total Revenues	5,710,872	5,742,332	6,203,227	6,088,020	6,230,850	6,909,150	6,572,910	13,482,060
TOTAL RESOURCES	\$5,872,035	\$6,009,152	\$6,694,773	\$6,688,999	\$7,215,259	\$7,630,555	\$7,327,178	\$14,203,465
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Administration - Personnel Services	\$930,353	\$886,000	\$891,507	\$1,176,952	\$898,665	\$1,052,940	\$1,082,970	\$2,135,910
Administration - Materials & Services	287,937	308,059	323,996	328,391	409,807	435,126	444,326	879,452
IT - Computer Services - Personnel Services	847,220	813,844	857,178	862,245	742,214	911,690	932,930	1,844,620
IT - Computer Services - Materials & Services	274,844	252,618	196,082	276,728	276,728	266,129	266,379	532,508
IT - Computer Services - Capital Outlay	-	44,303	34,004	20,000	20,000	132,000	28,000	160,000
Administrative Services - Personnel Services	1,260,409	1,209,143	1,084,215	1,377,377	1,348,080	1,450,410	1,488,630	2,939,040
Administrative Services - Materials & Services	395,043	407,047	443,471	475,402	451,505	570,062	575,092	1,145,154
Administrative Services - Capital Outlay	-	-	175,047	50,000	50,000	-	-	-
City Recorder - Personnel Services	157,431	161,394	173,165	178,931	186,110	202,140	208,690	410,830
City Recorder - Materials & Services	136,353	138,962	146,699	145,750	144,230	148,750	148,750	297,500
Public Works - Personnel Services	1,086,241	1,076,321	1,193,741	1,373,665	1,343,110	1,411,345	1,466,265	2,877,610
Public Works - Materials & Services	229,384	219,915	191,259	230,750	248,310	245,695	239,115	484,810
Public Works - Capital Outlay	-	-	-	10,300	10,300	-	-	-
Interfund Loan	-	-	-	364,795	364,795	-	-	-
Contingency	-	-	-	150,000	-	50,000	54,000	104,000
Total Expenditures	5,605,215	5,517,606	5,710,364	7,021,286	6,493,854	6,876,287	6,935,147	13,811,434
Unappropriated Ending Fund Balance	266,820	491,546	984,409	(332,287)	721,405	754,268	392,031	392,031
TOTAL REQUIREMENTS	\$5,872,035	\$6,009,152	\$6,694,773	\$6,688,999	\$7,215,259	\$7,630,555	\$7,327,178	\$14,203,465
<i>Annual Revenues Over (Under) Expenditures</i>	\$105,657	\$224,726	\$492,863	(\$933,266)	(\$263,004)	\$32,863	(\$362,237)	(\$329,374)
<i>Ending Fund Balance Plus Contingencies</i>	\$266,820	\$491,546	\$984,409	(\$182,287)	\$721,405	\$804,268	\$446,031	\$496,031
<i>Fund Balance Policy (3% of operating revenues)</i>	171,000	172,000	186,000	183,000	187,000	207,000	197,000	197,000
Excess (deficiency)	\$95,820	\$319,546	\$798,409	(\$365,287)	\$534,405	\$597,268	\$249,031	\$299,031

2013-15 biennial budget

CENTRAL SERVICES FUND # 710	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$496,031	(\$208,669)	\$496,031	(\$740,169)	(\$1,763,369)	(\$740,169)	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$72,000	\$74,200	\$146,200	\$76,400	\$78,700	\$155,100	103.0%
Intergovernmental	-	-	-	-	-	-	105.0%
Charges for Services - Other	298,000	298,000	596,000	298,000	298,000	596,000	
Charges for Services - Internal Services Fee	6,205,000	6,329,000	12,534,000	6,456,000	6,585,000	13,041,000	102.0%
Interest on Investments	5,000	5,000	10,000	5,000	5,000	10,000	102.0%
Miscellaneous Revenues	120,000	123,600	243,600	127,000	131,000	258,000	103.0%
Interfund Loan	-	-	-	-	-	-	
Operating Transfers In	-	-	-	-	-	-	
Total Revenues	6,700,000	6,829,800	13,529,800	6,962,400	7,097,700	14,060,100	
TOTAL RESOURCES	\$7,196,031	\$6,621,131	\$14,025,831	\$6,222,231	\$5,334,331	\$13,319,931	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Administration - Personnel Services	\$1,126,000	\$1,171,000	\$2,297,000	\$1,218,000	\$1,267,000	\$2,485,000	104.0%
Administration - Materials & Services	458,000	472,000	930,000	486,000	501,000	987,000	103.0%
IT - Computer Services - Personnel Services	970,000	1,009,000	1,979,000	1,049,000	1,091,000	2,140,000	104.0%
IT - Computer Services - Materials & Services	274,000	282,000	556,000	290,000	299,000	589,000	103.0%
IT - Computer Services - Capital Outlay	80,000	200,000	280,000	100,000	100,000	200,000	100.0%
Administrative Services - Personnel Services	1,548,000	1,610,000	3,158,000	1,674,000	1,741,000	3,415,000	104.0%
Administrative Services - Materials & Services	592,000	610,000	1,202,000	628,000	647,000	1,275,000	103.0%
Administrative Services - Capital Outlay	-	-	-	-	-	-	100.0%
City Recorder - Personnel Services	217,000	226,000	443,000	235,000	244,000	479,000	104.0%
City Recorder - Materials & Services	153,000	158,000	311,000	163,000	168,000	331,000	103.0%
Public Works - Personnel Services	1,525,000	1,586,000	3,111,000	1,649,000	1,715,000	3,364,000	104.0%
Public Works - Materials & Services	246,000	253,000	499,000	261,000	269,000	530,000	103.0%
Public Works - Capital Outlay	-	-	-	-	-	-	100.0%
Interfund Loan	-	-	-	-	-	-	
Contingency	215,700	227,300	443,000	232,600	241,300	473,900	
Total Expenditures	7,404,700	7,804,300	15,209,000	7,985,600	8,283,300	16,268,900	
Unappropriated Ending Fund Balance	(208,669)	(1,183,169)	(1,183,169)	(1,763,369)	(2,948,969)	(2,948,969)	
TOTAL REQUIREMENTS	\$7,196,031	\$6,621,131	\$14,025,831	\$6,222,231	\$5,334,331	\$13,319,931	
<i>Annual Revenues Over (Under) Expenditures</i>	(\$704,700)	(\$974,500)	(\$1,679,200)	(\$1,023,200)	(\$1,185,600)	(\$2,208,800)	
Ending Fund Balance Plus Contingencies	\$7,031	(\$955,869)	(\$740,169)	(\$1,530,769)	(\$2,707,669)	(\$2,475,069)	
Fund Balance Policy (3% of operating revenues)	201,000	205,000	205,000	209,000	213,000	213,000	
Excess (deficiency)	(\$193,969)	(\$1,160,869)	(\$945,169)	(\$1,739,769)	(\$2,920,669)	(\$2,688,069)	

Insurance Services Fund Narrative

The Insurance Services Fund is an internal service fund that accounts for insurance and risk management activities.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 1,125,430	\$ 1,138,699	\$ 696,071	\$ 640,110	\$ 605,943	\$ 617,493	\$ 761,552	\$ 819,457
	Charges for Services								
	Interdepartmental	648,360	639,189	330,335	330,335	404,705	404,705	404,705	804,410
	Workers Compensation			304,158	305,412	324,840	330,000	330,000	660,000
440	Total Charges for Services	648,360	639,189	634,493	635,747	729,545	734,705	734,705	1,464,410
	Interest on Investments								
	Interest on Pooled Investments	57,152	15,240	12,961	5,770	6,646	5,000	5,000	10,000
470	Total Interest on Investments	57,152	15,240	12,961	5,770	6,646	5,000	5,000	10,000
	Miscellaneous Revenues								
	Miscellaneous Income	9,683	107,543	36,482	21,992	194,645	30,000	30,000	60,000
480	Total Miscellaneous Revenues	9,683	107,543	36,482	21,992	194,645	30,000	30,000	60,000
	Total Insurance Services Fund	\$ 1,840,625	\$ 1,900,671	\$ 1,380,007	\$ 1,303,619	\$ 1,536,779	\$ 1,387,198	\$ 1,531,257	\$ 2,353,867

Insurance Services Fund Long - Term Plan

INSURANCE SERVICES FUND # 720	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$696,071	\$640,110	\$605,943	\$617,493	\$761,552	\$819,457	\$622,602	\$819,457
Revenues								
<i>Years summed for biennium</i>								
Charges for Services	\$634,493	\$635,747	\$729,545	\$734,705	\$734,705	\$729,705	\$734,705	\$1,464,410
Interest on Investments	12,961	5,770	6,646	5,000	5,000	5,000	5,000	10,000
Miscellaneous Revenues	36,482	21,992	194,645	30,000	30,000	30,000	30,000	60,000
Total Revenues	683,936	663,509	930,836	769,705	769,705	764,705	769,705	1,534,410
TOTAL RESOURCES	\$1,380,007	\$1,303,619	\$1,536,779	\$1,387,198	\$1,531,257	\$1,584,162	\$1,392,307	\$2,353,867
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Personnel Services	\$77,909	\$77,134	\$81,616	\$83,130	\$79,299	\$88,310	\$89,770	\$178,080
Materials and Services	661,988	620,542	693,611	676,500	632,501	723,250	723,250	1,446,500
Operating Contingency				150,000		150,000	150,000	300,000
Total Expenditures	739,897	697,676	775,227	909,630	711,800	961,560	963,020	1,924,580
Unappropriated Ending Fund Balance	640,110	605,943	761,552	477,568	819,457	622,602	429,287	429,287
TOTAL REQUIREMENTS	\$1,380,007	\$1,303,619	\$1,536,779	\$1,387,198	\$1,531,257	\$1,584,162	\$1,392,307	\$2,353,867
Annual Revenues Over (Under) Expenditures	(\$55,961)	(\$34,167)	\$155,609	(\$139,925)	\$57,905	(\$196,855)	(\$193,315)	(\$390,170)
<i>Balance at end of period</i>								
Ending Fund Balance Plus Contingencies	\$640,110	\$605,943	\$761,552	\$627,568	\$819,457	\$772,602	\$579,287	\$729,287
Fund Balance Policy	547,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Excess (deficiency)	\$93,110	(\$394,057)	(\$238,448)	(\$372,432)	(\$180,543)	(\$227,398)	(\$420,713)	(\$270,713)

2013-15 biennial budget

INSURANCE SERVICES FUND # 720	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$729,287	\$584,287	\$729,287	\$794,287	\$766,287	\$794,287	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Charges for Services	\$808,000	\$889,000	\$1,697,000	\$978,000	\$1,076,000	\$2,054,000	110.0%
Interest on Investments	5,000	5,000	10,000	5,000	5,000	10,000	105.0%
Miscellaneous Revenues	30,000	30,000	60,000	30,000	30,000	60,000	
Total Revenues	843,000	924,000	1,767,000	1,013,000	1,111,000	2,124,000	
TOTAL RESOURCES	\$1,572,287	\$1,508,287	\$2,496,287	\$1,807,287	\$1,877,287	\$2,918,287	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Personnel Services	\$93,000	\$97,000	\$190,000	\$101,000	\$105,000	\$206,000	104.0%
Materials and Services	745,000	767,000	1,512,000	790,000	814,000	1,604,000	Estimated on premiums and projected claims
Operating Contingency	150,000	150,000	300,000	150,000	150,000	300,000	Industry changes encourage this dollar level
Total Expenditures	988,000	1,014,000	2,002,000	1,041,000	1,069,000	2,110,000	
Unappropriated Ending Fund Balance	584,287	494,287	494,287	766,287	808,287	808,287	
TOTAL REQUIREMENTS	\$1,572,287	\$1,508,287	\$2,496,287	\$1,807,287	\$1,877,287	\$2,918,287	
Annual Revenues Over (Under) Expenditures	(\$145,000)	(\$90,000)	(\$235,000)	(\$28,000)	\$42,000	\$14,000	
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Plus Contingencies	\$734,287	\$644,287	\$794,287	\$916,287	\$958,287	\$1,108,287	
Fund Balance Policy	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Excess (deficiency)	(\$265,713)	(\$355,713)	(\$205,713)	(\$83,713)	(\$41,713)	\$108,287	

Health Benefits Fund Narrative

The Health Benefits Fund is being established in the 2013-2015 budget to account for the transition to self insurance for health benefits. Primary revenue is the payments per FTE from other funds and departments. Interest earnings is also recorded here. A “start-up” interfund loan to create the required revenue is budgeted in the first year.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Charges for Services								
	Interdepartmental	-	-	-	-	-	-	-	7,993,710
	Workers Compensation	-	-	-	-	-	-	-	-
440	Total Charges for Services	-	-	-	-	-	-	-	7,993,710
	Interest on Investments								
	Interest on Pooled Investments	-	-	-	-	-	-	-	20,000
470	Total Interest on Investments	-	-	-	-	-	-	-	20,000
	Miscellaneous Revenues								
	Miscellaneous Income	-	-	-	-	-	-	-	-
480	Total Miscellaneous Revenues	-	-	-	-	-	-	-	-
	Other Financing Sources								
	Interfund Loans	-	-	-	-	-	-	-	900,000
490	Total Other Financing Sources	-	-	-	-	-	-	-	900,000
	Total Health Benefits Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,913,710</u>					

Health Benefits Fund Long - Term Plan

HEALTH BENEFITS FUND # 725	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$348,359	\$0
Revenues								
<i>Years summed for biennium</i>								
Charges for Services	\$0	\$0	\$0	\$0	\$0	\$3,996,855	\$3,996,855	\$7,993,710
Interest on Investments	-	-	-	-	-	10,000	10,000	20,000
Interfund Loan	-	-	-	-	-	500,000	400,000	900,000
Total Revenues	-	-	-	-	-	4,506,855	4,406,855	8,913,710
TOTAL RESOURCES	\$0	\$0	\$0	\$0	\$0	\$4,506,855	\$4,755,214	\$8,913,710
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Materials and Services	\$0	\$0	\$0	\$0	\$0	\$3,908,496	\$3,908,496	\$7,816,992
Interfund Loan	-	-	-	-	-	-	510,000	510,000
Operating Contingency	-	-	-	-	-	250,000	250,000	500,000
Total Expenditures	-	-	-	-	-	4,158,496	4,668,496	8,826,992
Unappropriated Ending Fund Balance	-	-	-	-	-	348,359	86,718	86,718
TOTAL REQUIREMENTS	\$0	\$0	\$0	\$0	\$0	\$4,506,855	\$4,755,214	\$8,913,710
Annual Revenues Over (Under) Expenditures	\$0	\$0	\$0	\$0	\$0	\$348,359	(\$261,641)	\$86,718

2013-15 biennial budget

HEALTH BENEFITS FUND # 725	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$586,718	\$629,313	\$586,718	\$863,908	\$652,773	\$863,908	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Charges for Services	\$4,116,761	\$4,116,761	\$8,233,522	\$4,240,264	\$4,240,264	\$8,480,528	
Interest on Investments	12,500	12,500	25,000	15,000	15,000	30,000	105.0%
Interfund Loan	400,000	-	400,000	100,000	-	100,000	
Total Revenues	4,529,261	4,129,261	8,658,522	4,355,264	4,255,264	8,610,528	
TOTAL RESOURCES	\$5,115,979	\$4,758,574	\$9,245,240	\$5,219,172	\$4,908,037	\$9,474,436	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Materials and Services	\$3,986,666	\$3,986,666	\$7,973,332	\$4,066,399	\$4,066,399	\$8,132,798	
Interfund Loan	-	408,000	408,000	-	103,000	103,000	
Operating Contingency	500,000	-	500,000	500,000	-	500,000	Self insurance requirement
Total Expenditures	4,486,666	4,394,666	8,881,332	4,566,399	4,169,399	8,735,798	
Unappropriated Ending Fund Balance	\$629,313	\$363,908	\$363,908	\$652,773	\$738,638	\$738,638	
TOTAL REQUIREMENTS	\$5,115,979	\$4,758,574	\$9,245,240	\$5,219,172	\$4,908,037	\$9,474,436	
Annual Revenues Over (Under) Expenditures	\$42,595	(\$265,405)	(\$222,810)	(\$211,135)	\$85,865	(\$125,270)	

Equipment Fund

Equipment Fund Narrative

This fund is an internal service fund that provides for the maintenance and replacement of most motorized equipment within the City.

Charges for Services. Represents the charges to departments for operating, maintaining, and replacement of vehicles.

Other Financing Sources. Repayment of interfund loans is the primary activity.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 1,750,852	\$ 1,329,672	\$ 844,150	\$ 1,760,305	\$ 1,858,969	\$ 2,372,415	\$ 2,479,905	\$2,831,016
	Intergovernmental Revenues								
	Grants	-	-	-	26,264	76,825	113,616	124,928	-
430	Total Intergovernmental	-	-	-	26,264	76,825	113,616	124,928	-
	Charges for Services								
	Technology Fee	54,848	63,000	63,000	63,000	-	-	-	-
	Maintenance Services	660,407	558,015	805,200	1,008,276	926,150	926,150	926,150	1,509,300
	Equipment Replacement	493,629	533,109	777,537	767,412	835,413	772,413	850,413	1,768,488
	Fuel Sales	45,130	60,195	46,345	64,042	84,536	75,000	75,000	160,437
440	Total Charges for Services	1,254,014	1,214,319	1,692,082	1,902,730	1,846,099	1,773,563	1,851,563	3,438,225
	Interest on Investments								
	Interest on Pooled Investments	72,125	16,603	24,883	24,055	33,140	25,000	25,000	53,000
470	Total Interest on Investments	72,125	16,603	24,883	24,055	33,140	25,000	25,000	53,000
	Miscellaneous Revenues								
	Miscellaneous Income	574	9,304	12	271	3,395	5,000	5,000	13,000
	Sale of Equipment	148,723	30,694	14,745	11,000	25,754	50,000	50,000	100,000
480	Total Miscellaneous Revenues	149,297	39,998	14,757	11,271	29,149	55,000	55,000	113,000
	Other Financing Sources								
	Interfund Loans	-	-	-	208,000	408,000	408,000	408,000	169,000
490	Total Other Financing Sources	-	-	-	208,000	408,000	408,000	408,000	169,000
	Total Equipment Fund	\$ 3,226,288	\$ 2,600,592	\$ 2,575,872	\$ 3,932,625	\$ 4,252,182	\$ 4,747,594	\$ 4,944,396	\$ 6,604,241

Equipment Fund Long - Term Plan

EQUIPMENT FUND # 730				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$844,150	\$1,760,305	\$1,858,969	\$2,372,415	\$2,479,905	\$2,831,016	\$1,233,835	\$2,831,016
Revenues								
						<i>Years summed for biennium</i>		
Intergovernmental Revenue	\$0	\$0	\$0	\$113,616	\$124,928	\$0	\$0	\$0
Grant	-	26,264	76,825	-	-	-	-	-
Charges for Services	1,692,082	1,902,730	1,846,099	1,773,563	1,851,563	1,671,394	1,766,831	3,438,225
Interest on Investments	24,883	24,055	33,140	25,000	25,000	26,000	27,000	53,000
Miscellaneous Revenues	14,757	11,271	29,149	55,000	55,000	56,000	57,000	113,000
Interfund Loan	-	208,000	408,000	408,000	408,000	169,000	-	169,000
Total Revenues	1,731,722	2,172,320	2,393,213	2,375,179	2,464,491	1,922,394	\$1,850,831	3,773,225
TOTAL RESOURCES	\$2,575,872	\$3,932,625	\$4,252,182	\$4,747,594	\$4,944,396	\$4,753,410	\$3,084,666	\$6,604,241
REQUIREMENTS								
						<i>Years summed for biennium</i>		
Expenditures								
PW Maintenance Division - Personnel Services	\$274,889	\$410,530	\$372,076	\$424,320	\$424,320	\$448,620	\$461,670	\$910,290
PW Maintenance Division - Materials & Services	459,847	572,816	600,763	559,645	556,390	559,955	566,215	1,126,170
PW Maintenance Division - Capital	-	-	-	10,000	7,000	10,000	8,000	18,000
Purchasing and Acquisition Division - Capital	80,831	540,310	799,438	1,150,616	1,106,670	2,398,000	715,000	3,113,000
Interfund Loan	-	550,000	-	19,000	19,000	-	-	-
Contingency is 3% of operating expenditures				31,000		103,000	53,000	156,000
Total Expenditures	815,567	2,073,656	1,772,277	2,194,581	2,113,380	3,519,575	1,803,885	5,323,460
Unappropriated Ending Fund Balance	1,760,305	1,858,969	2,479,905	2,553,013	2,831,016	1,233,835	1,280,781	1,280,781
TOTAL REQUIREMENTS	\$2,575,872	\$3,932,625	\$4,252,182	\$4,747,594	\$4,944,396	\$4,753,410	\$3,084,666	\$6,604,241
Annual Revenues Over (Under) Expenditures								
	\$916,155	\$98,664	\$620,936	\$180,598	\$351,111	(\$1,597,181)	\$46,946	(\$1,550,235)
Ending Fund Balance Reconciliation								
						<i>Balance at end of period</i>		
Ending Fund Balance Reconciliation	\$1,760,305	\$1,858,969	\$2,479,905	\$2,553,013	\$2,831,016	\$1,233,835	\$1,280,781	\$1,280,781
Plus Budgeted / Projected Contingencies	-	-	-	31,000	-	103,000	53,000	156,000
Adjusted Ending Fund Balance	1,760,305	1,858,969	2,479,905	2,584,013	2,831,016	1,336,835	1,333,781	1,436,781
Fund Balance Policy	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Excess (deficiency)	\$160,305	\$258,969	\$879,905	\$984,013	\$1,231,016	(\$263,165)	(\$266,219)	(\$163,219)

2013-15 biennial budget

EQUIPMENT FUND # 730	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$1,436,781	\$1,566,351	\$1,436,781	\$1,861,511	\$2,129,431	\$1,861,511	Includes prior biennium unused contingency
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
Grant	-	-	-	-	-	-	105.0%
Charges for Services	1,855,000	1,948,000	3,803,000	2,045,000	2,147,000	4,192,000	105.0%
Interest on Investments	28,000	29,000	57,000	30,000	31,000	61,000	103.0%
Miscellaneous Revenues	58,000	59,000	117,000	60,000	61,000	121,000	102.0%
Interfund Loan	19,570	20,160	39,730	40,920	42,150	83,070	Repayments from CIP and Water funds.
Total Revenues	1,960,570	2,056,160	4,016,730	2,175,920	2,281,150	4,457,070	
TOTAL RESOURCES	\$3,397,351	\$3,622,511	\$5,453,511	\$4,037,431	\$4,410,581	\$6,318,581	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
PW Maintenance Division - Personnel Services	\$480,000	\$499,000	\$979,000	\$519,000	\$540,000	\$1,059,000	104.0%
PW Maintenance Division - Materials & Services	583,000	600,000	1,183,000	618,000	637,000	1,255,000	103.0%
PW Maintenance Division - Capital	-	-	-	-	-	-	
Purchasing and Acquisition Division - Capital	715,000	715,000	1,430,000	715,000	715,000	1,430,000	100.0%
Interfund Loan	-	-	-	-	-	-	
Contingency is 3% of operating expenditures	53,000	54,000	107,000	56,000	57,000	113,000	
Total Expenditures	1,831,000	1,868,000	3,699,000	1,908,000	1,949,000	3,857,000	
Unappropriated Ending Fund Balance	1,566,351	1,754,511	1,754,511	2,129,431	2,461,581	2,461,581	
TOTAL REQUIREMENTS	\$3,397,351	\$3,622,511	\$5,453,511	\$4,037,431	\$4,410,581	\$6,318,581	
Annual Revenues Over (Under) Expenditures	\$129,570	\$188,160	\$317,730	\$267,920	\$332,150	\$600,070	
Ending Fund Balance Reconciliation							
	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Reconciliation	\$1,566,351	\$1,754,511	\$1,754,511	\$2,129,431	\$2,461,581	\$2,461,581	
Plus Budgeted / Projected Contingencies	53,000	54,000	107,000	56,000	57,000	113,000	
Adjusted Ending Fund Balance	1,619,351	1,808,511	1,861,511	2,185,431	2,518,581	2,574,581	
Fund Balance Policy	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	
Excess (deficiency)	\$19,351	\$208,511	\$261,511	\$585,431	\$918,581	\$974,581	

Cemetery Trust Fund Narrative

This fund accounts for trust monies derived from bequests and perpetual care given to the city for the maintenance and preservation of the cemeteries and mausoleums. By City Charter, only the interest earned on the trust may be used for the operation and maintenance of the cemeteries, and is transferred on a monthly basis to fund operations, while the principal continues to grow by an amount equal to the perpetual care revenues received.

Sales. The perpetual care portion of each cemetery sale of graves, niches, or crypts is accounted for here. This revenue is expected to remain stable for the near future.

Interest on Investments. Interest earnings are estimated to remain stable for the near future.

Operating Transfers In. By City Charter, the Cemetery operations is required to pay an amount not less than \$500 per year to assure the perpetual continuity of the trust.

2013-15 biennial budget

#	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
400	Working Capital Carryover	\$ 749,918	\$ 771,948	\$ 788,753	\$ 807,797	\$ 831,603	\$ 867,103	\$ 861,244	\$ 886,744
	Charges for Services								
	Sales	21,530	21,028	15,690	23,306	28,035	25,000	25,000	50,000
440	Total Charges for Services	21,530	21,028	15,690	23,306	28,035	25,000	25,000	50,000
	Interest on Investments								
	Interest on Pooled Investments	33,180	10,075	10,025	5,298	5,911	20,000	5,000	10,600
470	Total Interest on Investments	33,180	10,075	10,025	5,298	5,911	20,000	5,000	10,600
	Other Financing Sources								
	Operating Transfers In:								
	From General Fund	500	500	500	500	500	500	500	1,000
490	Total Other Financing Sources	500	1,000						
	Total Cemetery Trust Fund	\$ 805,128	\$ 803,551	\$ 814,968	\$ 836,901	\$ 866,049	\$ 912,603	\$ 891,744	\$ 948,344

Cemetery Trust Fund Long - Term Plan

CEMETERY TRUST FUND # 810				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$788,753	\$807,797	\$831,603	\$867,103	\$861,244	\$886,744	\$912,244	\$886,744
Revenues								
						<i>Years summed for biennium</i>		
Charges for Services	\$15,690	\$23,306	\$28,035	\$25,000	\$25,000	\$25,000	\$25,000	\$50,000
Interest on Investments	10,025	5,298	5,911	20,000	5,000	5,200	5,400	10,600
Operating Transfers In	500	500	500	500	500	500	500	1,000
Total Revenues	26,215	29,104	34,446	45,500	30,500	30,700	30,900	61,600
TOTAL RESOURCES	\$814,968	\$836,901	\$866,049	\$912,603	\$891,744	\$917,444	\$943,144	\$948,344
REQUIREMENTS								
						<i>Years summed for biennium</i>		
Expenditures								
Operating Transfers Out	\$7,171	\$5,298	\$4,805	\$20,000	\$5,000	\$5,200	\$5,400	\$10,600
Total Expenditures	7,171	5,298	4,805	20,000	5,000	5,200	5,400	10,600
Unappropriated Ending Fund Balance	807,797	831,603	861,244	892,603	886,744	912,244	937,744	937,744
TOTAL REQUIREMENTS	\$814,968	\$836,901	\$866,049	\$912,603	\$891,744	\$917,444	\$943,144	\$948,344
Annual Revenues Over (Under) Expenditures	\$19,044	\$23,806	\$29,641	\$25,500	\$25,500	\$25,500	\$25,500	\$51,000

2013-15 biennial budget

CEMETERY TRUST FUND # 810	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$937,744	\$963,244	\$937,744	\$988,744	\$1,014,244	\$988,744	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Charges for Services	\$25,000	\$25,000	\$50,000	\$25,000	\$25,000	\$50,000	100.0%
Interest on Investments	5,600	5,800	11,400	6,000	6,200	12,200	103.0%
Operating Transfers In	500	500	1,000	500	500	1,000	Transfer from General Fund per charter
Total Revenues	31,100	31,300	62,400	31,500	31,700	63,200	
TOTAL RESOURCES	\$968,844	\$994,544	\$1,000,144	\$1,020,244	\$1,045,944	\$1,051,944	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Operating Transfers Out	\$5,600	\$5,800	\$11,400	\$6,000	\$6,200	\$12,200	Interest earnings transfer to General Fund
Total Expenditures	5,600	5,800	11,400	6,000	6,200	12,200	
Unappropriated Ending Fund Balance	963,244	988,744	988,744	1,014,244	1,039,744	1,039,744	
TOTAL REQUIREMENTS	\$968,844	\$994,544	\$1,000,144	\$1,020,244	\$1,045,944	\$1,051,944	
Annual Revenues Over (Under) Expenditures	\$25,500	\$25,500	\$51,000	\$25,500	\$25,500	\$51,000	

Parks and Recreation Fund

Narrative

The Parks and Recreation fund includes the general activities of the Parks program. Revenues include charges for services, interest and donations.

Charges for Services. Contracted Services, rents and program fees are expected to increase 3% in future years. Payments from the General Fund for providing services is the primary revenue stream.

2013-15 biennial budget

Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
Working Capital Carryover	\$ 1,180,912	\$ 1,201,442	\$ 1,379,751	\$ 1,787,781	\$ 2,214,031	\$ 2,087,749	\$ 2,242,228	\$ 1,973,756
Taxes								
Property Taxes								
Current	3,688,554	3,779,193	3,879,036	4,033,202	4,137,522	4,270,000	4,320,000	-
Prior	183,647	128,367	164,872	158,977	201,788	175,000	180,000	-
Total Taxes	3,872,201	3,907,560	4,043,908	4,192,179	4,339,310	4,445,000	4,500,000	-
Intergovernmental Revenues								
Grants/other	-	-	9,983	21,139	33,117	-	-	-
Total Intergovernmental	-	-	9,983	21,139	33,117	-	-	-
Charges for Service								
Facility Rentals	34,514	62,220	68,942	61,858	79,739	60,000	81,000	173,000
Contracted Services	242,192	370,670	282,590	264,820	248,770	190,000	190,000	392,000
Charges for Service - General Fund				-	-	-	-	8,856,000
Golf Course Fees	301,859	304,677	325,758	293,114	300,652	305,000	325,000	658,633
Recreation Programs	182,238	235,127	253,389	259,231	270,604	250,000	279,000	570,000
Total Charges for Services	811,879	972,694	930,679	879,023	899,765	805,000	875,000	10,649,633
Interest on Investments								
Interest on Pooled Investments	92,172	18,623	21,748	14,441	18,329	11,000	13,000	26,000
Total Interest on Investments	92,172	18,623	21,748	14,441	18,329	11,000	13,000	26,000
Miscellaneous								
Donations	17,691	6,259	8,681	5,475	9,566	7,500	7,500	20,000
Miscellaneous Income	119,649	238,108	7,414	42,414	12,134	15,000	40,302	49,000
Bad Debt Recovered			1,024	-	427	1,000	-	-
Total Miscellaneous Income	137,340	244,367	17,119	47,889	22,127	23,500	47,802	69,000
Total Parks & Recreation	\$ 6,094,504	\$ 6,344,686	\$ 6,403,188	\$ 6,942,452	\$ 7,526,679	\$ 7,372,249	\$ 7,678,030	\$ 12,718,389

Parks and Recreation Fund Long - Term Plan

PARKS AND RECREATION FUND				FY 2013	FY 2013	Biennium Adopted Budget		
	FY 2010	FY 2011	FY 2012	Amended	Estimate for	Year 1	Year 2	Total
	Actual	Actual	Actual	Budget	the Year	2013-2014	2014-2015	2013-2015
RESOURCES								
Working Capital Carryover	\$1,379,751	\$1,787,781	\$2,214,031	\$2,087,749	\$2,242,228	\$1,973,756	\$583,396	\$1,973,756
Revenues								
<i>Years summed for biennium</i>								
Taxes	\$4,043,908	\$4,192,179	\$4,339,310	\$4,445,000	\$4,500,000	\$0	\$0	\$0
Intergovernmental Revenues	9,983	21,139	33,117	-	-	-	-	-
Charges for Service	930,679	879,023	899,765	805,000	875,000	883,450	910,183	1,793,633
Charges for Service - General Fund	-	-	-	-	-	3,798,000	5,058,000	8,856,000
Interest on Investments	21,748	14,441	18,329	11,000	13,000	13,000	13,000	26,000
Miscellaneous	17,119	47,889	22,127	23,500	47,802	34,000	35,000	69,000
Total Revenues	5,023,437	5,154,671	5,312,648	5,284,500	5,435,802	4,728,450	6,016,183	10,744,633
TOTAL RESOURCES	\$6,403,188	\$6,942,452	\$7,526,679	\$7,372,249	\$7,678,030	\$6,702,206	\$6,599,579	\$12,718,389
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Parks Division - Personnel Services	\$1,944,128	\$1,763,704	\$1,920,560	\$2,027,110	\$1,832,700	\$2,058,770	\$2,082,560	\$4,141,330
Parks Division - Materials & Services	1,177,461	1,513,601	1,514,926	1,894,800	1,930,600	1,603,020	1,639,040	3,242,060
Parks Division - Capital Outlay	18,571	94,830	53,000	35,000	35,000	43,000	43,000	86,000
Recreation Division - Personnel Services	728,866	762,291	775,951	956,280	853,600	980,610	995,970	1,976,580
Recreation Division - Materials & Services	309,096	287,849	256,640	283,500	317,700	282,000	289,250	571,250
Golf Division - Personnel Services	281,265	160,354	264,791	327,820	266,800	351,410	359,870	711,280
Golf Division - Materials & Services	156,020	121,480	149,583	157,300	146,200	148,000	153,600	301,600
Golf Division - Capital Outlay	-	24,312	-	-	-	-	-	-
Operating Transfers Out:								
To City's General Fund	-	-	349,000	-	-	-	-	-
To Parks CIP - Deferred Maintenance	-	-	-	-	-	387,000	200,000	587,000
To Parks CIP - Equipment replacement	-	-	-	350,000	350,000	215,000	120,000	335,000
Contingency	-	-	-	50,000	-	50,000	50,000	100,000
Total Expenditures	4,615,407	4,728,421	5,284,451	6,081,810	5,732,600	6,118,810	5,933,290	12,052,100
Unappropriated Ending Fund Balance	1,787,781	2,214,031	2,242,228	1,290,439	1,945,430	583,396	666,289	666,289
TOTAL REQUIREMENTS	\$6,403,188	\$6,942,452	\$7,526,679	\$7,372,249	\$7,678,030	\$6,702,206	\$6,599,579	\$12,718,389
Annual Revenues Over (Under) Expenditures	\$408,030	\$426,250	\$28,197	(\$797,310)	(\$296,798)	(\$1,390,360)	\$82,893	(\$1,307,467)
Youth Activity Levy Ending Fund Balance at 6/30/2013 Closed into this fund's 7/1/2013 Beginning Fund Balance								
<i>Balance at end of period</i>								
Ending Fund Balance Reconciliation	\$1,787,781	\$2,214,031	\$2,242,228	\$1,290,439	\$1,945,430	\$583,396	\$666,289	\$666,289
Plus Budgeted / Projected Contingencies	-	-	-	50,000	-	50,000	50,000	100,000
Adjusted Ending Fund Balance	1,787,781	2,214,031	2,242,228	1,340,439	1,945,430	633,396	716,289	766,289
Fund Balance Policy (12.5% of operating revenues)	923,000	1,182,000	1,234,000	210,000	1,346,000	591,000	752,000	752,000
Excess (deficiency)	\$864,781	\$1,032,031	\$1,008,228	\$1,130,439	\$599,430	\$42,396	(\$35,711)	\$14,289

2013-15 biennial budget

PARKS AND RECREATION FUND	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$716,289	\$689,289	\$716,289	\$733,289	\$742,289	\$733,289	Includes prior biennium unused contingency and includes 2013-2014 YAL closure.
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	104.0%
Intergovernmental Revenues	-	-	-	-	-	-	105.0%
Charges for Service	937,000	965,000	1,902,000	994,000	1,024,000	2,018,000	103.0%
Charges for Service - General Fund	4,800,000	5,000,000	9,800,000	5,200,000	5,350,000	10,550,000	104.0%
Interest on Investments	13,000	13,000	26,000	13,000	13,000	26,000	103.0%
Miscellaneous	36,000	37,000	73,000	38,000	39,000	77,000	103.0%
Total Revenues	5,786,000	6,015,000	11,801,000	6,245,000	6,426,000	12,671,000	
TOTAL RESOURCES	\$6,502,289	\$6,704,289	\$12,517,289	\$6,978,289	\$7,168,289	\$13,404,289	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Parks Division - Personnel Services	\$2,166,000	\$2,253,000	\$4,419,000	\$2,343,000	\$2,437,000	\$4,780,000	104.0%
Parks Division - Materials & Services	1,688,000	1,739,000	3,427,000	1,791,000	1,845,000	3,636,000	103.0%
Parks Division - Capital Outlay	43,000	43,000	86,000	43,000	43,000	86,000	100.0%
Recreation Division - Personnel Services	1,036,000	1,077,000	2,113,000	1,120,000	1,165,000	2,285,000	104.0%
Recreation Division - Materials & Services	298,000	307,000	605,000	316,000	325,000	641,000	103.0%
Golf Division - Personnel Services	374,000	389,000	763,000	405,000	421,000	826,000	104.0%
Golf Division - Materials & Services	158,000	163,000	321,000	168,000	173,000	341,000	103.0%
Golf Division - Capital Outlay	-	-	-	-	-	-	100.0%
Operating Transfers Out:							
To City's General Fund	-	-	-	-	-	-	
To City's Reserve	-	-	-	-	-	-	
To Parks CIP	-	-	-	-	-	-	
Contingency	50,000	50,000	100,000	50,000	50,000	100,000	
Total Expenditures	5,813,000	6,021,000	11,834,000	6,236,000	6,459,000	12,695,000	
Unappropriated Ending Fund Balance	689,289	683,289	683,289	742,289	709,289	709,289	
TOTAL REQUIREMENTS	\$6,502,289	\$6,704,289	\$12,517,289	\$6,978,289	\$7,168,289	\$13,404,289	
Annual Revenues Over (Under) Expenditures	(\$27,000)	(\$6,000)	(\$33,000)	\$9,000	(\$33,000)	(\$24,000)	
Ending Fund Balance Reconciliation	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Ending Fund Balance Reconciliation	\$689,289	\$683,289	\$683,289	\$742,289	\$709,289	\$709,289	
Plus Budgeted / Projected Contingencies	50,000	50,000	100,000	50,000	50,000	100,000	
Adjusted Ending Fund Balance	739,289	733,289	783,289	792,289	759,289	809,289	
Fund Balance Policy (12.5% of operating revenues)	723,000	752,000	752,000	781,000	803,000	803,000	
Excess (deficiency)	\$16,289	(\$18,711)	\$31,289	\$11,289	(\$43,711)	\$6,289	

Parks Capital Improvement Fund

Parks Capital Improvement Fund **Narrative**

This fund accounts for revenues from interfund transfers and depreciation charges that are used for construction of parks and recreation facilities, for equipment acquisition and replacement, and other related purposes.

Interest. Interest is budgeted to decrease in future years.

Intergovernmental Revenue. Payments from the City CIP Fund for Capital projects funded by borrowing, SDC's or Food and Beverage tax proceeds are budgeted here. Grants from other Government agencies total \$200,000 for the biennium.

Other Financing Sources. A transfer from the Parks and Recreation Fund including monies for deferred maintenance are included here.

2013-15 biennial budget

Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
Working Capital Carryover	\$ 195,390	\$ 263,343	\$ 166,991	\$ 252,864	\$ 432,867	\$ 457,167	\$ 449,132	\$ 239,032
Intergovernmental Revenues								
City								3,729,000
Grants/other				-	-	-	-	200,000
Total Intergovernmental	-	3,929,000						
Charges for Service								
Other Charges	-	7,087	9,440	7,335	8,670	8,000	8,000	16,000
Depreciation/Vehicle Replacement	79,026	40,000	70,000	215,000	60,000	20,000	20,000	43,000
Total Charges for Service	79,026	47,087	79,440	222,335	68,670	28,000	28,000	59,000
Interest on Investments								
Interest on Investments	11,978	3,832	1,767	1,655	2,369	1,900	1,900	4,100
Total Interest on Investments	11,978	3,832	1,767	1,655	2,369	1,900	1,900	4,100
Miscellaneous								
Miscellaneous Income	-	11,755	4,666	-	13,522	-	-	-
Total Miscellaneous Income	-	11,755	4,666	-	13,522	-	-	-
Other Financing Sources								
Operating Transfers In:								
From Parks	110,000	-	-	-	-	350,000	350,000	922,000
Total Other Financing Sources	110,000	-	-	-	-	350,000	350,000	922,000
Total Parks Capital Improvement	\$ 396,394	\$ 326,017	\$ 252,864	\$ 476,854	\$ 517,428	\$ 837,067	\$ 829,032	\$ 5,153,132

Parks Capital Improvement Fund Long - Term Plan

PARKS CIP FUND	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$166,991	\$252,864	\$432,867	\$457,167	\$449,132	\$239,032	\$270,032	\$239,032
Revenues								
<i>Years summed for biennium</i>								
Charges for Service	\$9,440	\$7,335	\$8,670	\$8,000	\$8,000	\$8,000	\$8,000	\$16,000
Charges for Service -Vehicle Replacement	70,000	215,000	60,000	20,000	20,000	21,000	22,000	43,000
Intergovernmental Revenue	-	-	-	-	-	2,143,000	1,786,000	3,929,000
Interest on Investments	1,767	1,655	2,369	1,900	1,900	2,000	2,100	4,100
Sale of Assets	4,666	-	13,522	-	-	-	-	-
Transfers In - from Parks	-	-	-	350,000	350,000	602,000	320,000	922,000
Total Revenues	85,873	223,990	84,561	379,900	379,900	2,776,000	2,138,100	4,914,100
TOTAL RESOURCES	\$252,864	\$476,854	\$517,428	\$837,067	\$829,032	\$3,015,032	\$2,408,132	\$5,153,132
REQUIREMENTS								
Expenditures								
<i>Years summed for biennium</i>								
Capital Equipment Replacement	\$0	\$43,987	\$68,296	\$245,000	\$240,000	\$215,000	\$120,000	\$335,000
Capital Projects	-	-	-	350,000	350,000	2,530,000	1,986,000	4,516,000
Total Expenditures	-	43,987	68,296	595,000	590,000	2,745,000	2,106,000	4,851,000
Unappropriated Ending Fund Balance	252,864	432,867	449,132	242,067	239,032	270,032	302,132	302,132
TOTAL REQUIREMENTS	\$252,864	\$476,854	\$517,428	\$837,067	\$829,032	\$3,015,032	\$2,408,132	\$5,153,132
Annual Revenues Over (Under) Expenditures	\$85,873	\$180,003	\$16,265	(\$215,100)	(\$210,100)	\$31,000	\$32,100	\$63,100
<i>Balance at end of period</i>								
Unappropriated Ending Fund Balance	\$252,864	\$432,867	\$449,132	\$242,067	\$239,032	\$270,032	\$302,132	\$302,132
Reserve for equipment replacement	-	98,160	149,745	(91,840)	(121,840)	(315,840)	(413,840)	(705,840)
Adjusted Ending Fund Balance	\$252,864	\$334,707	\$299,387	\$333,907	\$360,872	\$585,872	\$715,972	\$1,007,972

2013-15 annual budget

PARKS CIP FUND	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1 2015-2016	Year 2 2016-2017	Total 2015-2017	Year 1 2017-2018	Year 2 2018-2019	Total 2017-2019	
RESOURCES							
Working Capital Carryover	\$302,132	\$300,332	\$302,132	\$299,632	\$300,032	\$299,632	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Charges for Service	\$8,000	\$8,000	\$16,000	\$8,000	\$8,000	\$16,000	100.0%
Charges for Service -Vehicle Replacement	23,000	24,000	47,000	25,000	26,000	51,000	105.0%
Intergovernmental Revenue			-			-	
Interest on Investments	2,200	2,300	4,500	2,400	2,500	4,900	103.0%
Sale of Assets	-	-	-	-	-	-	
Transfers In - from Parks	-	-	-	-	-	-	100.0%
Total Revenues	33,200	34,300	67,500	35,400	36,500	71,900	
TOTAL RESOURCES	\$335,332	\$334,632	\$369,632	\$335,032	\$336,532	\$371,532	
REQUIREMENTS							
Expenditures	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Capital Equipment Replacement	\$35,000	\$35,000	\$70,000	\$35,000	\$35,000	\$70,000	
Capital Projects	-	-	-	-	-	-	100.0%
Total Expenditures	35,000	35,000	70,000	35,000	35,000	70,000	
Unappropriated Ending Fund Balance	300,332	299,632	299,632	300,032	301,532	301,532	
TOTAL REQUIREMENTS	\$335,332	\$334,632	\$369,632	\$335,032	\$336,532	\$371,532	
Annual Revenues Over (Under) Expenditures	(\$1,800)	(\$700)	(\$2,500)	\$400	\$1,500	\$1,900	
Unappropriated Ending Fund Balance	<i>Balance at end of period</i>			<i>Balance at end of period</i>			
Unappropriated Ending Fund Balance	\$300,332	\$299,632	\$299,632	\$300,032	\$301,532	\$301,532	
Reserve for equipment replacement	(425,840)	(436,840)	(459,840)	(446,840)	(455,840)	(474,840)	Sinking Fund
Adjusted Ending Fund Balance	\$726,172	\$736,472	\$759,472	\$746,872	\$757,372	\$776,372	

Youth Activities Levy Fund

Youth Activities Levy Fund

Narrative

This fund accounts for the contractual agreement with the Ashland School District, providing monies for a wide variety of extra-curricular activities for students in the District's elementary, middle, and high schools.

Resources include property taxes authorized by the levy.

Taxes. The levy passed in 2003 and expired in 2008. The amounts budgeted in FY 2012-13 are for prior year delinquent tax receipts that the City expects to receive.

Fund closed to Ashland Parks and Recreation.

2013-15 biennial budget

Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Amended	2013 Year End Estimate	2013-15 Adopted
Working Capital Carryover	\$ 72,671	\$ 160,591	\$ 27,356	\$ 22,534	\$ 9,899	\$ (8,000)	\$ 20,326	\$ -
Taxes								
Property Taxes								
Current	2,432,276	(9,466)	(2,910)	-	-	-	-	-
Prior	120,857	84,604	41,524	18,141	10,427	8,000	8,000	-
Total Taxes	2,553,133	75,138	38,614	18,141	10,427	8,000	8,000	-
Total Youth Activities Levy	\$ 2,625,804	\$ 235,729	\$ 65,970	\$ 40,675	\$ 20,326	\$ -	\$ 28,326	\$ -

Closed to Parks & Recreation Fund

Youth Activities Levy Fund Long-Term Plan

YOUTH ACTIVITIES LEVY FUND	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013	Biennium Adopted Budget		
	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Year 1 2013-2014	Year 2 2014-2015	Total 2013-2015
RESOURCES								
Working Capital Carryover	\$27,356	\$22,534	\$9,899	(\$8,000)	\$20,326	\$0	\$0	\$0
Revenues								
Taxes	\$38,614	\$18,141	\$10,427	\$8,000	\$8,000	\$0	\$0	\$0
Charges for Service	-	-	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-	-	-
Total Revenues	38,614	18,141	10,427	8,000	8,000	-	-	-
TOTAL RESOURCES	\$65,970	\$40,675	\$20,326	\$0	\$28,326	\$0	\$0	\$0
REQUIREMENTS								
<i>Years summed for biennium</i>								
Expenditures								
Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials and Services	43,436	30,776	-	-	-	-	-	-
Total Expenditures	43,436	30,776	-	-	-	-	-	-
Unappropriated Ending Fund Balance	22,534	9,899	20,326	-	28,326	-	-	-
TOTAL REQUIREMENTS	\$65,970	\$40,675	\$20,326	\$0	\$28,326	\$0	\$0	\$0
Annual Revenues Over (Under) Expenditures	(\$4,822)	(\$12,635)	\$10,427	\$8,000	\$8,000	\$0	\$0	\$0

2013-15 biennial budget

YOUTH ACTIVITIES LEVY FUND	Biennium Projected			Biennium Projected			Annual Trending Percent
	Year 1	Year 2	Total	Year 1	Year 2	Total	
	2015-2016	2016-2017	2015-2017	2017-2018	2018-2019	2017-2019	
RESOURCES							
Working Capital Carryover	\$0	\$0	\$0	\$0	\$0	\$0	
Revenues	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	YAL expired in 2008
Charges for Service	-	-	-	-	-	-	Estimated revenue and payments represent
Interest on Investments	-	-	-	-	-	-	prior year delinquent tax receipts
Total Revenues	-	-	-	-	-	-	105%
TOTAL RESOURCES	\$0	\$0	\$0	\$0	\$0	\$0	
REQUIREMENTS	<i>Years summed for biennium</i>			<i>Years summed for biennium</i>			
Expenditures							
Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	
Materials and Services	-	-	-	-	-	-	
Total Expenditures	-	-	-	-	-	-	
Unappropriated Ending Fund Balance	-	-	-	-	0	0	
TOTAL REQUIREMENTS	\$0	\$0	\$0	\$0	\$0	\$0	Closed to Parks & Recreation Fund
Annual Revenues Over (Under) Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	



Appendix

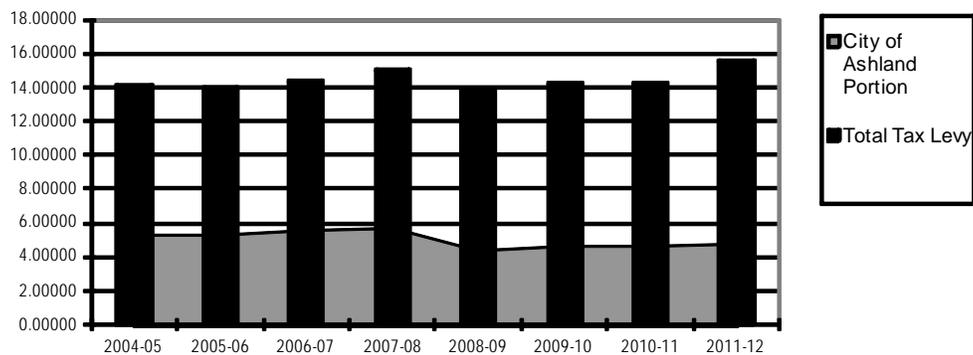
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History of combined property tax rates

HISTORY OF COMBINED PROPERTY TAX RATES

	2005-06 Tax Rate	2006-07 Tax Rate	2007-08 Tax Rate	2008-09 Tax Rate	2009-10 Tax Rate	2010-11 Tax Rate	2011-12 Tax Rate	2012-13 Tax Rate
City of Ashland	5.25530	5.56330	5.72500	4.41790	4.58710	4.60360	4.70680	4.62520
County	2.20280	2.17780	2.18120	2.26670	2.36740	2.32760	2.25560	2.25420
Vector	0.04170	0.04170	0.04160	0.04150	0.04290	0.04290	0.04290	0.04290
RVTD	0.17120	0.17100	0.17070	0.17090	0.17720	0.17720	0.17720	0.17720
Schools-ESD-Rogue	5.00040	5.00050	4.99760	4.99710	5.02530	5.02530	5.02530	5.02530
School Debt	1.27750	1.36950	1.89890	1.99970	2.11760	2.11980	3.36360	3.37720
Total Tax Rate	13.94890	14.32380	15.01500	13.89380	14.31750	14.29640	15.57140	15.50200
Assessed Valuation	1,674,614,942	1,766,496,299	1,875,310,040	1,943,167,724	2,008,178,855	2,072,000,226	2,128,659,147	2,186,388,026

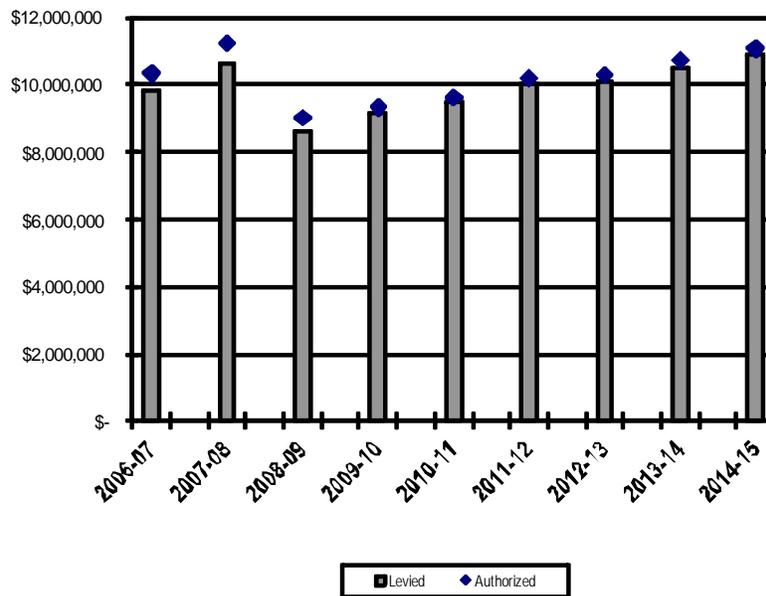
Combined Property Tax Rates



History of property tax levies

History of Property Tax Levies

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Adopted 2013-14	Adopted 2014-15
	Tax Levy								
General Fund	\$ 3,006,000	\$ 3,107,000	\$ 3,533,000	\$ 3,861,761	\$ 4,000,726	\$ 4,097,873	\$ 4,209,929	\$ 9,570,850	\$ 9,905,830
General Fund - Technology Fee	-	324,000	341,000	350,000	360,000	-	-	-	-
Debt Service Fund	308,000	-	-	-	-	372,000	372,000	-	-
Parks Continuing Levy	3,686,000	3,879,000	4,082,000	4,188,739	4,303,634	4,444,689	4,566,229	-	-
Ashland Youth Activity	2,430,000	2,558,000	-	-	-	-	-	-	-
Ashland Library Levy	-	370,660	254,000	376,393	394,999	406,858	419,064	432,000	444,960
1982 Water Bond Levy	-	-	-	-	-	-	-	-	-
1992 Water Bond Levy	-	-	-	-	-	-	-	-	-
1997 Flood Restoration Bonds	83,452	85,030	-	-	-	-	-	-	-
2000 Fire Station/ Flood Restoration Bonds	166,385	168,782	177,400	167,506	-	-	-	-	-
2005 GO Bonds - Refinanced	117,425	117,234	228,600	232,379	410,805	416,610	296,865	299,970	296,730
2012 Fire Station GO Bonds	-	-	-	-	-	259,200	219,011	216,527	219,443
	\$ 9,797,262	\$10,609,706	\$ 8,616,000	\$ 9,176,779	\$ 9,470,164	\$ 9,997,230	\$10,083,098	\$10,519,347	\$10,866,963
Authorized	10,347,262	11,243,706	9,020,000	9,335,278	9,620,804	10,186,668	10,287,940	10,722,497	11,078,133

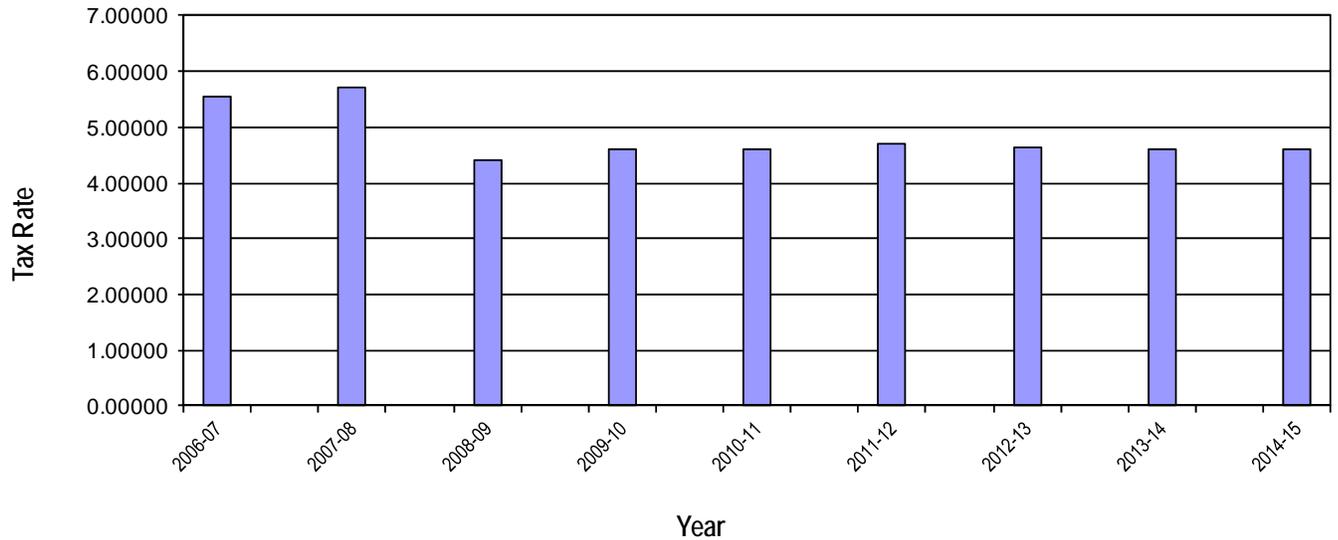


The above graph shows that the City does not levy property taxes to the extent of its authority.

History of property tax rates

HISTORY OF PROPERTY TAX RATES

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Adopted 2013-14	Adopted 2014-15
	Tax Rate	Tax Rate							
General Fund	1.70690	1.67690	1.81190	1.92950	1.94550	1.92950	1.92950	4.19720	4.19720
General Fund- Technology Fee	-	0.17500	0.17500	0.17500	0.17500	-	-	-	-
Debt Service Fund	0.17500	-	-	-	-	0.17500	0.17490	-	-
Parks	2.09280	2.09280	2.09280	2.09280	2.09280	2.09280	2.09280	-	-
Ashland Youth Activities Levy	1.38000	1.38000	-	-	-	-	-	-	-
Ashland Library Levy	-	0.20000	0.13000	0.19000	0.19210	0.19210	0.19210	0.19210	0.19210
1982 Water Bond Levy	-	-	-	-	-	-	-	-	-
1992 Water Bond Levy	-	-	-	-	-	-	-	-	-
1997 Flood Restoration Bonds	0.04740	0.04590	-	-	-	-	-	-	-
2000 Flood and Fire Station Bonds	0.09450	0.09110	0.09100	0.08370	-	-	-	-	-
2005 GO Bonds - Refinanced	0.06670	0.06330	0.11720	0.11610	0.19980	0.19620	0.13610	0.13150	0.12570
2012 Fire Station GO Bonds	-	-	-	-	-	0.12200	0.10040	0.09170	0.09300
	5.56330	5.72500	4.41790	4.58710	4.60520	4.70760	4.62580	4.61250	4.60800
Assessed Valuation	1,766,496,299	1,875,310,040	1,943,167,724	2,008,178,855	2,072,000,226	2,128,659,147	2,186,388,026	2,280,402,711	2,360,216,806



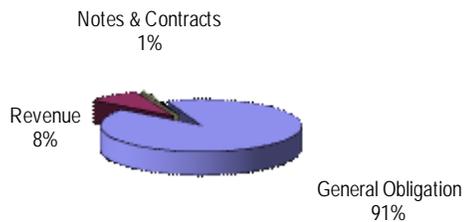
Future debt requirements

	Tax Supported		Revenue Supported		Joint Revenue & Tax Supported	
	*General Obligation		Revenue		Notes and Contracts Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2013-14	2,680,000	1,004,605	483,020	88,511	61,738	12,932
2014-15	2,890,000	927,478	490,842	71,620	35,907	9,195
2015-16	2,880,000	838,773	248,805	61,261	31,159	7,377
2016-17	2,955,000	761,923	251,916	54,578	32,977	5,559
2017-18	3,045,000	668,923	260,184	47,689	34,900	3,636
2018-19	3,130,000	572,823	268,615	40,537	36,936	1,600
2019-20	3,220,000	473,723	277,218	33,112	-	-
2020-21	3,055,000	371,473	281,002	25,457	-	-
2021-22	3,140,000	277,929	284,975	17,612	-	-
2022-23	1,655,000	178,685	272,433	9,654	-	-
2023-24	1,690,000	137,104	91,815	3,423	-	-
2024-25	1,745,000	92,380	-	-	-	-
2025-26	515,000	62,200	-	-	-	-
2026-27	520,000	48,625	-	-	-	-
2027-28	540,000	34,063	-	-	-	-
2028-29	190,000	23,600	-	-	-	-
2029-30	195,000	16,000	-	-	-	-
2030-31	205,000	8,200	-	-	-	-
2031-32	-	-	-	-	-	-
Totals	\$ 34,250,000	\$ 6,498,503	\$ 3,210,823	\$ 453,453	\$ 233,617	\$ 40,300

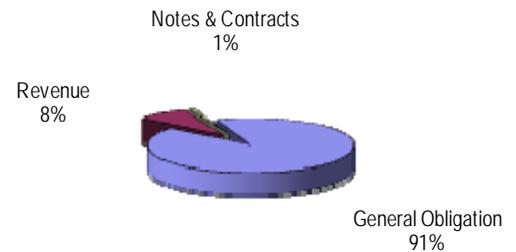
*The AFN Revenue Bonds are also backed by the Full Faith and Credit of the City of Ashland

**Amount shown above does not include future debt on assessments that have not been issued.

**Future
Debt Requirements, Principal Only**



All Debt Service Requirements



Economic and Cultural grant history

**City of Ashland
Economic and Cultural Development Grant History**

Supported by Resolution No.	#2008-35	#2010-06	#2011-07	#2012-04	#2013-05	***
Agency and Program Name	FY 09-10 Awarded	FY 10-11 Awarded	FY 11-12 Awarded	FY 12-13 Awarded	FY 13-14 Awarded	FY 14-15 Proposed
Ashland Artisan Gallery & Art Center	20,000	9,496	10,000	10,000	9825	
Ashland Bed and Breakfast Network	7,000		5,850	10,000	9825	
Ashland Car Share			4,000			
Ashland Community Theatre	2,500	2,500	2,500			
Ashland Gallery Association	15,000	15,000	11,000	13,000	9825	
Ashland Historic Railroad Museum		2,500	7,500	7,500	7860	
Ashland New Plays Festival		2,500	2,500	5,000	5000	
Ashland Woodland Trails Association				15,000		
Ballet Rogue	5,000	4,500				
Chamber Music Concerts			3,170			
Dancing People Company	4,000	4,000	6,000	5,000	5000	
Disabled United in Direct Empowerment		2,500				
John Muir School Garden Project		3,500				
Klamath Bird Observatory		5,000			14739	
Klamath-Siskiyou Wildlands Center			3,428			
Lithia Arts Guild of Oregon	6,079	5,000	5,000	5,000		
Lomakatsi			5,000		11791	
Multi Cultural Association			3,000			
National Ctr for Cnsrv. Science & Policy		5,000				
Oregon Stage Works	5,500					
Rogue Farm Corps			3,000			
Rogue Opera	6,000	5,000	5,000	5,000		
Rogue Valley Farm to School		4,000	7,360	8,500	7370	
Rogue Valley Symphony	5,500	5,500	5,000	7,500	5000	
ScienceWorks	25,000	26,556	26,000	29,000	29478	
Siskiyou Singers		2,500	2,500	5,000		
SO Pride Inc				5,000	5000	
Southern Oregon Film Society*	26,000	26,000	26,850	29,000	30461	
Southern Oregon Land Conservancy			2,500		7861	
Southern Oregon Repertory Singers	2,500	2,500	2,500			
St. Clair Productions	5,000	5,000	3,350	5,000	5000	
Sustainable Valley Technology Group			8,600		8598	
The Imagine Project		2,750				
THRIVE**	18,000	21,556	23,000	29,001	29478	
Youth Symphony of Oregon	4,000	4,222	4,150	6,000	5000	
Subtotal	157,079	167,080	188,758	199,501	207,111	
Ashland Chamber of Commerce	275,000	280,000	293,160	297,956	309,323	320,196
Oregon Shakespeare Festival	110,000	110,000	110,000	110,000	110,000	110,000
Total	\$ 542,079	\$ 557,080	\$ 591,918	\$ 607,457	\$ 626,434	

*Ashland Independent Film Festival

**So. OR Economic Development Coalition

***Granting to qualifying applicants for 2014-15 will be determined by a process in Spring 2014.

Social Service grant history

**City of Ashland
Social Service Grant History**

GENERAL FUND #110

Supported by Resolution No. 1986-35	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY13-14	FY 14-15
Agency and Program Name	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded
ACCESS, Inc.	\$ 5,700	\$ 5,700	\$ 6,000	\$ 6,120	\$ 4,600	\$ 4,692
Ashland Supportive Housing & Community Outreach					1,800	1,836
CASA of Jackson County, Inc.	2,000	2,000	2,120	2,162	3,500	3,570
Center For NonProfit Legal Services, Inc.	6,039	6,039	7,000	7,140	6,000	6,120
Children's Advocacy Center	4,000	4,000	2,605	2,657	4,000	4,080
Childrens Dental Clinic	3,285	3,285	4,000	4,080	4,000	4,080
Community Health Center	35,000	35,000	37,000	37,740	30,709	31,323
Community Works - Dunn House	15,270	15,270	16,000	16,320	14,760	15,055
Community Works - Help Line	10,250	10,250	10,625	10,838	8,135	8,298
Community Works - Inc.			8,250	8,415		
Community Works - Street Outreach	8,000	8,000			6,000	6,120
Community Works-Sexual Assault Victim Srvs	2,600	2,600	2,730	2,785	2,584	2,636
Family Solutions	2,815	2,815	2,880	2,938	2,500	2,550
H.O.P.E. Equestrian Center					1,000	1,020
Help Now! Advocacy Center	1,133	1,133			500	510
Jackson County SART	2,480	2,480	5,000	5,100	6,000	6,120
Mediation Works	2,100	2,100	1,000	1,020	1,200	1,224
Ontrack, Inc	3,000	3,000	3,500	3,570	3,500	3,570
Pathway Enterprises, Inc.	3,120	3,120				
Planned Parenthood of SW	4,000	4,000	4,000	4,080	4,000	4,080
RV Manor - Senior Volunteer	2,000	2,000	1,500	1,530	1,200	1,224
RV Manor -Foster Grandparent	1,500	1,500	1,500	1,530	1,500	1,530
SOASTC	1,200	1,200				
Southern Oregon Drug Awareness	1,500	1,500				
St. Vincent De Paul			5,000	5,100	16,000	16,320
The Rose Circle Mentoring Network, Inc.					500	510
WinterSpring Center	1,350	1,350			1,600	1,632
Subtotal	118,342	118,342	120,710	123,124	125,588	128,100
Travelers' Aid Fund - based on donations	2,000	2,000	2,000	2,000	2,000	2,000
Total	\$ 120,342	\$ 120,342	\$ 122,710	\$ 125,124	\$ 127,588	\$ 130,100

*So. Ore Child Study and Treatment Center (previously known as)

Financial management policies

Financial Management Policies**

The Financial Management Policies apply to fiscal activities of the City of Ashland.

Objectives

The objectives of Ashland's financial policies are as follows:

- To enhance the City Council's decision-making ability by providing accurate information on program and operating costs.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To protect and enhance the City's credit rating.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.

Investments

All City funds shall be invested to provide—in order of importance—safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible. One hundred percent of all idle cash will be continuously invested.

Accounting

- The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law. The City will issue a Comprehensive Annual Financial Report (Audit report) each fiscal year. The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP and budget basis for comparison purposes.
- An independent annual audit will be performed by a certified public accounting firm that will issue an official opinion on the annual financial statements and a management letter detailing areas that need improvement.
- Full disclosure will be provided in financial statements and bond representations.

- The accounting systems will be maintained to monitor expenditures and revenues on a monthly basis with thorough analysis and adjustment of the annual budget as appropriate.
- The accounting system will provide monthly information about cash position and investment performance.
- Annually, the City will submit documentation to obtain the Certificate of Achievement for Excellence in financial reporting from the Government Finance Officers Association (GFOA).

Operating Budgetary Policies

- The budget committee will be appointed in conformance with state statutes. The budget committee's chief purpose is to review the city administrator's (budget officer's) proposed budget and approve a budget and maximum tax levy for city council consideration. The budget committee may consider and develop recommendations on other financial issues as delegated by the city council.
- The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources.
- The City budget will support city council goals and priorities and the long-range needs of the community.
- In contrast to the line-item budget that focuses exclusively on items to be purchased (such as supplies and equipment), the City will use a *program/objectives* format that is designed to:
 - 1) Structure budget choices and information in terms of programs and their related work activities,
 - 2) Provide information on what each program is committed to accomplish in long-term goals and in short-term objectives, and
 - 3) Measure the degree of achievement of program objectives (performance measures).

- The City will include multi-year projections in the budget document.

- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.

****At the time of publishing, the Financial Management Policies listed are still pending review/approval by the City Council.**

- The City will allocate direct and administrative costs to each fund based upon the cost of providing these services. The City will recalculate the cost of administrative services regularly to identify the impact of inflation and other cost increases.
- The City will submit documentation for each adopted budget to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association.

Fund Balance Policy

General Fund

The General Fund accounts for all financial resources not accounted for in other funds. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Social Services, Economic and Cultural Development, Police Department, Municipal Court Department, Fire and Rescue Department, City Band, Cemeteries, and the Department of Community Development. This fund uses the modified accrual method of accounting.

- The General Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 12 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Special Revenue Funds

Special Revenue funds account for the proceeds of specific sources that are legally restricted to expenditures for specified purposes. Special Revenue funds account for transactions using the modified accrual method of accounting.

Reserve Fund. This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events. As established by Resolution 2010-18.

Community Development Block Grant Fund. This fund was established in 1994-95. The fund accounts for the Block Grant and related expenditures.

- A fund balance policy is not needed since this fund works on a reimbursement basis.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Street Fund. Revenues are from the state road tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as the maintenance, repair and construction of storm drains.

- The Street Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 15 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The System Development Charges for Transportation and Storm Drains are included in the Street Fund balance. This portion of the Street Fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Airport Fund. Revenues are from airport leases, and fuel sales. Expenditures are for airport operations.

- The Airport Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 10 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Airport fund balance is restricted for specific uses.
- Many of the Airport assets have restrictions placed on them by the Federal Aviation Administration. None of the current revenues are pledged to outside lenders.

Financial management policies

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or short-falls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Capital Projects Funds

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds, Internal Service Funds, Special Assessment Funds, and Trust Funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, unbonded assessment payments, and other sources, and will account for the construction of special local improvements, usually streets, with revenues from short term borrowing and unbonded assessments. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes including facility maintenance, and the repayment of short-term debt principal and interest incurred in financing improvements. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum fund balance.

- The System Development Charges (SDCs) for Parks are included in the Capital Improvement fund balance. This portion of the Capital Improvements fund balance is legally restricted and shall not be used in determining the minimum fund balance. The city council has established other restrictions on this fund, such as affordable housing and office space needs.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or short-falls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Debt Service Funds

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Expenditures and revenues are accounted for using the modified accrual method of accounting. All bond issues and notes are separated in the accounting system.

- All of the monies within the Debt Service fund are restricted for Debt service until the specific debt is repaid in full. ORS prohibits cities from borrowing this money for any other purpose.

- The Debt Service Fund will maintain an unrestricted and undesignated balance of annual revenue as required by the specific debt instrument. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

Enterprise Funds

Enterprise funds account for the following operations: (a) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, and miscellaneous sources. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

- The Water Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 20 percent in addition to any amounts repaid by debt financing. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The Water System Development Charges and reserved debt service fund balances are included in the Water Fund balance. These portions of the Water Fund balance are restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or short-falls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

- The Wastewater Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 15 percent in addition to any amount required by debt financing. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The Wastewater System Development Charges are included in the Wastewater Fund balance. This portion of the Wastewater Fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Electric Fund. The Electric Fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and intergovernmental grants. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, franchise tax, and related purposes.

- The Electric Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 12 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Electric Fund balance is restricted for specific uses.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Telecommunications Fund. The Telecommunications Fund accounts for the revenues and expenditures of the Ashland Fiber Network.

- The Telecommunications Fund will maintain a minimum balance of 20 percent of annual revenue as was established in FY 2006-07.

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Central Services/IT Fund. This fund is divided into Administration, IT, Administrative Services, City Recorder, and Public Works Administration/Engineering. Expenditures are for personnel, materials and services and capital outlay for these departments. These functions are supported by charges for services by all direct service departments and divisions.

- The Central Services Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 3 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Central Services Fund balance is restricted for specific purposes.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Internal Service Funds

Financial management policies

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

- The Insurance Services Fund will maintain an unrestricted and undesignated balance of \$400,000 as recommended in the June 1993 Risk Financing Study. This balance will be increased annually by the Consumer Price Index (CPI) to account for inflation. This is the minimum needed to maintain the City's insurance programs and provide for uninsured exposures.
- No portion of the Insurance Services Fund balance is legally restricted for specific uses.

The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Equipment Fund. This fund is used to account for the maintenance and replacement of the City fleet of vehicles and specified equipment. Revenues are from equipment rental charges. Expenditures are for personnel, materials and services, and capital outlay. This fund is divided into two functions: equipment maintenance and equipment replacement. The purpose of the equipment replacement function is to accumulate adequate funds to replace equipment. This replacement schedule is updated annually.

- No minimum fund balance is recommended beyond the amount calculated to sufficiently fund equipment replacement.
- No portion of the Equipment fund balance is legally restricted for specific uses. The City has a policy of renting equipment at rates that include the replacement cost of the specific piece of equipment.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Trust and Agency Funds

Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the cemetery fund for operations.

- No minimum fund balance policy is recommended.

Discrete Components Unit

Parks

Parks and Recreation Fund. (Parks General Fund) Revenues are from property taxes, charges for services, and miscellaneous sources. Expenditures are for parks, recreational, and golf course operations.

Parks Capital Improvements Fund. (Capital Projects Fund) This fund is used to account for resources from grants and inter-fund transfers that are to be expended for equipment purchases and major park renovations.

Revenues

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.
- The City will make every effort to maintain a diversified and stable revenue base to protect its operation from short-term fluctuations in any one revenue source.
- With the exception of grants, charges for services and donations earmarked by Council action, the City will not earmark revenue for specific purposes in the General Fund.
- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually. Rates will be adjusted as needed to account for major changes in consumption and cost increases.
- The City will charge user fees to the direct beneficiaries of City services to recover some or all of the full cost of providing that service. All user fees will be reviewed biannually to insure that direct and overhead costs are recovered in the percentage approved by City Council.
- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.

- The City will work aggressively to collect all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

Expenditures

- The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area.
- Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personal Services.
- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.
- A Social Service appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall General Fund revenues.
- An Economic and Cultural Development appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall Transient Occupancy Tax Revenues.

Purchasing

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.

Capital

- The City will provide for adequate maintenance of equipment and capital assets. The City will make regular contributions to the Equipment Replacement Fund and the City Facilities budget to ensure that monies will be available as needed to replace City vehicles and facilities.
- Future operating costs associated with new capital improvements will be projected and included in the long-term budget forecast.
- The City will determine and use the most appropriate method for financing all new capital projects.
- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

- The Capital Improvement Plan will encourage a level capital replacement schedule.

Debts

- The City will not use long-term borrowing to finance current operations.
- Capital projects, financed through bond proceeds, will be financed for a period not to exceed the useful life of the project.
- Whenever possible, enterprise debt will be self supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self-supporting debt.
- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure its access to credit markets.
- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition that will be limited to 30 years.
- The City will maintain good communications with bond rating agencies about its financial condition.

Risk Management

- The City will provide an active risk management program that reduces human suffering and protects City assets through loss prevention, insurance, and self-insurance.

Accounting methods

Accounting Methods**

General Fund

This fund accounts for all financial resources except those accounted for in another fund. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Social Services, Economic and Cultural Development, Police Department, Municipal Court Division, Communications, Fire and Rescue Department, Community Development, Planning Division, and the Building Division. This fund uses the modified accrual method of accounting.

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds account for transactions on the modified accrual method of accounting.

Reserve Fund. This fund is used to set aside fund to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events. As established by Resolution 2010-18.

Community Development Block Grant Fund.

This fund was created in 1994-95. The fund accounts for the Block Grant and related expenditures.

Street Fund. Revenues are from the state road tax, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as maintenance and construction of the storm water runoff infrastructure.

Airport Fund. Revenues are from airport leases. Expenditures are for maintenance of airport facilities.

Capital Projects Fund

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds, internal service funds, special assessment funds, and trust funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, nonbonded assessment payments, bond proceeds, and other sources, and will account for the construction of special local improvements, usually

streets, with revenues from short-term borrowing and non bonded assessments. Expenditures are for construction, property and equipment acquisition and maintenance, improvements and related purposes, and the repayment of short-term debt principal and interest incurred in financing improvements.

Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources to be used for payment of the debt incurred for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, and trust funds). Expenditures and revenues are accounted for on the modified accrual method of accounting.

Bancroft Bonds revenues are from Bancroft (Local Improvement District) bonded assessments. These are expended for the retirement of local improvement district bonded debt principal and interest until such debts have been fulfilled.

General Bonds revenues are from property taxes that are expended for the retirement of general obligation debt principal and interest.

Notes, Contracts, and Liens revenues derived from operating transfers from other funds are used to repay long-term contracts that are not bonded.

Enterprise Funds

Enterprise funds account for the following operations: (1) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/ or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes. Enterprise funds use full accrual basis of accounting for financial statement presentations.

****At the time of publishing, the Accounting Methods listed are still pending review/approval by the City Council.**

Enterprise Funds (continued)

However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, as well as property taxes dedicated to the retirement of general obligation bonds. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

Electric Fund. This fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and intergovernmental grants. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, and franchise tax.

Telecommunications Fund. This fund accounts for telecommunications operations. Revenues are from cable TV, Internet connections, and high-speed data. Expenses are for operations maintenance, capital construction, and debt service.

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Central Services. This fund is divided into the following Divisions: Elected Officials, Administration, Administrative Services, Legal, Customer Services, Accounting, Purchasing, Public Works Administration, Engineering, Maintenance, Computer Services, and the City Recorder. These Divisions fall under the umbrellas of the Administration, Finance, Public Works, and the Electric Departments. These functions are supported by charges for services by all direct service divisions and departments.

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

Equipment Fund. This fund is used to account for the replacement and maintenance of the city's fleet of vehicles. Revenues are from equipment rental charges. Expenditures are for personal services, materials and services, and capital outlay.

Trust and Agency Funds

Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the general fund for operations.

Discrete Component Unit

Parks

Parks and Recreation Fund. (Parks General Fund) Revenues are from the parks and recreation portion of the property tax levy, charges for services, and miscellaneous sources. Expenditures are for parks and recreational purposes as well as department operations.

Ashland Youth Activities Serial Levy Fund. (Special Revenue Fund) Revenues are from a three-year Ashland Youth Activities local option property tax levy. Expenditures are for community and youth activities and recreation.

Parks Capital Improvements Fund. (Capital Projects Fund) This fund is used to account for resources from grants and inter-fund transfers that are to be expended for equipment purchases and major park renovations.

Salary schedule

Salary Schedule

Effective July 1, 2013

<u>Classification:</u>	Yearly		Yearly	
	<u>2013-2014</u> <u>Minimum</u>	<u>2013-2014</u> <u>Maximum</u>	<u>2014-2015</u> <u>Minimum</u>	<u>2014-2015</u> <u>Maximum</u>
<u>Elected and Appointed:</u>				
Mayor	500	500	500	500
Council	350	350	350	350
City Recorder/Treasurer	81,616	81,616	84,399	84,399
Municipal Judge	55,470	55,470	56,579	56,579
<u>Management and Confidential:</u>				
City Administrator	123,671	150,322	126,144	153,329
Assistant City Administrator	101,744	123,671	103,779	126,144
City Attorney	101,744	123,671	103,779	126,144
Director of Administrative Services	92,285	112,173	94,131	114,416
Director of Community Development	92,285	112,173	94,131	114,416
Director of Electric Utilities	92,285	112,173	94,131	114,416
Director of Information Technology	92,285	112,173	94,131	114,416
Director of Public Works	92,285	112,173	94,131	114,416
Fire Chief	92,285	112,173	94,131	114,416
Police Chief	92,285	112,173	94,131	114,416
Electric Operations Superintendent	83,729	101,774	85,404	103,809
Deputy Police Chief	79,742	96,927	81,337	98,866
Fire Division Chief	79,742	96,927	81,337	98,866
Human Resources Manager	79,742	96,927	81,337	98,866
Police Lieutenant	79,742	96,927	81,337	98,866
Assistant City Attorney	75,945	92,312	77,464	94,158
Building Official	75,945	92,312	77,464	94,158
Planning Manager	75,945	92,312	77,464	94,158
Accounting Manager	72,330	87,917	73,776	89,676
AFN Operations Manager	72,330	87,917	73,776	89,676
Engineering Services Manager	72,330	87,917	73,776	89,676
Public Works Superintendent	72,330	87,917	73,776	89,676
Management Analyst	65,605	79,742	66,918	81,337
Police Sergeant	65,605	79,742	66,918	81,337
Senior Engineer	65,605	79,742	66,918	81,337
GIS Manager	62,511	75,981	63,762	77,501
Network Administrator	62,481	75,945	63,731	77,464
Senior Information Systems Analyst	62,481	75,945	63,731	77,464
Senior Planner	62,481	75,945	63,731	77,464
Wastewater & Water Reuse Supervisor	62,481	75,945	63,731	77,464
Water Treatment Plant Supervisor	62,481	75,945	63,731	77,464
Water Quality Supervisor (Distribution)	59,506	72,330	60,696	73,776
Customer Service Supervisor	56,672	68,886	57,806	70,263
Forest Resource Specialist	56,672	68,886	57,806	70,263
Maintenance Safety Supervisor	56,672	68,886	57,806	70,263
Street Supervisor	56,672	68,886	57,806	70,263
IS Analyst/Programmer	51,403	62,481	52,432	63,731
Financial Analyst	51,403	62,481	52,432	63,731
Municipal Court Supervisor	51,403	62,481	52,432	63,731
Telecommunications Technician	51,403	62,481	52,432	63,731
User Support Coordinator	51,403	62,481	52,432	63,731
Administrative Supervisor	44,404	53,974	45,292	55,053
Paralegal	44,404	53,974	45,292	55,053

Salary schedule

Management and Confidential:

Risk Management Specialist	44,404	53,974	45,292	55,053
Executive Secretary	42,290	51,403	43,136	52,432
Administrative Assistant	40,275	48,956	41,081	49,935
CERT Coordinator	40,275	48,956	41,081	49,935
Human Resources Assistant	40,275	48,956	41,081	49,935
Receptionist	29,212	36,531	29,796	37,262

General City Services Staff:

Associate Engineer	55,083	68,884	56,184	70,262
Building Inspector	52,460	65,604	53,509	66,916
GIS Analyst	52,460	65,604	53,509	66,916
Associate Planner	49,962	62,480	50,961	63,730
Public Works Project Manager	49,962	62,480	50,961	63,730
Housing Program Analyst	49,962	62,480	50,961	63,730
Accountant	47,583	59,506	48,535	60,696
Conservation Specialist	47,582	59,505	48,534	60,695
Assistant Planner	45,317	56,671	46,223	57,805
Engineering Tech II	45,317	56,671	46,223	57,805
Senior Financial Technician	45,317	56,671	46,223	57,805
Code Compliance Specialist	41,104	51,403	41,926	52,431
Engineering Tech I	41,104	51,403	41,926	52,431
Financial Technician	41,104	51,403	41,926	52,431
GIS Technician	41,104	51,403	41,926	52,431
User Support Technician	41,104	51,403	41,926	52,431
Senior Police Records Clerk	39,146	48,955	39,929	49,934
Senior Financial Clerk	37,282	46,624	38,028	47,556
Police Records/Court Services Clerk	35,507	44,403	36,217	45,291
Financial Clerk II	33,816	42,289	34,492	43,135
Office Assistant II	32,206	40,275	32,850	41,081
Financial Clerk I	30,672	38,357	31,285	39,124
Office Assistant I	29,212	36,531	29,796	37,261

Fire and Rescue Personnel:

Battalion Chief - EMT "P"	82,092	85,845	83,734	87,562
Captain-EMT "P"	76,463	80,216	77,992	81,820
Engineer-EMT "P"	70,834	74,587	72,251	76,079
Firefighter-EMT "P"	55,916	68,958	57,034	70,337

Note: Fire and Rescue Personnel salary is based on 2,754 yearly hours

Police Personnel:

Police Officer	48,583	61,720	49,555	62,954
Community Outreach Officer	36,175	44,387	36,898	45,275
Evidence & Property Technician	42,405	52,063	43,253	53,105
Community Services Officer	45,474	57,425	46,383	58,574

Salary schedule

General Labor:

Senior Wastewater Treatment Plant Operator	50,437	62,480	51,446	63,730
Senior Water Treatment Plant Operator	50,437	62,480	51,446	63,730
Water Quality Technician	50,437	62,480	51,446	63,730
Cemetery Sexton	48,036	59,505	48,996	60,695
Utility Technician	48,036	59,505	48,996	60,695
Senior Mechanic	45,748	56,671	46,663	57,805
Wastewater Treatment Plant Operator	45,748	56,671	46,663	57,805
Water Treatment Plant Operator II	45,748	56,671	46,663	57,805
Mechanic	43,570	53,973	44,441	55,052
Senior Utility Worker	43,570	53,973	44,441	55,052
Meter Reader/Repairer	41,495	51,403	42,325	52,431
Water Treatment Plant Operator I	41,495	51,403	42,325	52,431
Utility Worker II	39,519	48,955	40,309	49,934
Utility Worker I	35,845	44,403	36,562	45,291

Electric Staff:

Lead Working Line Installer	92,437	92,437	94,748	94,748
Meter Relay Technician	89,733	89,733	91,977	91,977
Electrician	85,460	85,460	87,596	87,596
Line Installer/Service Person	85,460	85,460	87,596	87,596
Tree Trimmer	71,959	71,959	73,758	73,758
Line Truck Driver	67,600	67,600	69,290	69,290
Connect-Disconnect	61,258	61,258	62,789	62,789
Electrical Warehouse Worker	61,258	61,258	62,789	62,789
Head-Technician	60,397	67,908	61,907	69,606
Lead Telecommunications Technician	57,573	57,573	59,012	59,012
Meter Reader	27,207	58,153	27,887	59,607
Telecommunications Technician	25,591	54,698	26,230	56,065

History of positions and summary of union affiliation

Department	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2015 Adopted
Administration	12.65	12.15	13.15	15.65	15.65
Information Technology	16.00	15.50	14.50	14.50	14.50
Administrative Services	17.25	16.25	16.25	16.25	16.25
City Recorder	2.00	2.00	2.00	2.00	2.00
Police	34.80	36.30	36.30	36.75	36.75
Fire and Rescue	33.90	34.75	34.75	34.75	33.80
Public Works	56.70	58.50	60.05	59.30	59.30
Community Development	12.50	12.60	13.00	14.00	14.00
Electric	20.75	20.25	20.75	17.25	17.25
Subtotal	206.55	208.30	210.75	210.45	209.50
Parks and Recreation	43.65	43.80	43.80	43.80	43.80
Total Staffing Requirement	250.20	252.10	254.55	254.25	253.30

SUMMARY OF UNION AFFILIATION

Department	Non-represented	IBEW Clerical	IBEW Electrical	Laborers	Ashland Police Assoc.	Ashland Firefighters	Temps	Total
Administration Department	9.50	6.00					0.15	15.65
Information Technology	8.50	4.00	2.00					14.50
Administrative Services	8.00	8.25						16.25
City Recorder	2.00							2.00
Police Department	9.50	4.00			22.00		1.25	36.75
Fire and Rescue Department	6.00					27.00	1.75	34.75
Public Works Department	13.00	7.00		36.80			2.50	59.30
Community Development	5.00	9.00						14.00
Electric Department	2.50	0.50	14.00				0.25	17.25
Parks Department	36.85						6.95	43.80
	100.85	38.75	16.00	36.80	22.00	27.00	12.85	254.25
	By							
Contract Status	Resolution	Open	Settled	Settled	Open	Open		
Termination Date	N/A	6/30/2012	6/30/2014	6/30/2014	6/30/2012	6/30/2012		

Chart of accounts descriptions

The following descriptions include the revenues categories for the City of Ashland. Revenues are recognized as soon as they are both measurable and available. Generally speaking, revenues are considered to be available when they are collected within the period or soon enough thereafter to pay liabilities of the current period.

RESOURCES (Revenue)

400 Working Capital Carryover

This is the Ending Fund Balance from the prior year. In general, it represents the amount carried over from year to year and can be referred to as Beginning Fund Balance, Carry Forward or Balance Carried Forward. It is the difference between total resources for a given year (actual, estimated or projected revenues plus the prior year ending fund balance) and total requirements for the same year (actual, estimated or projected expenditures or expenses). It is normally a positive number or zero. A negative amount is bracketed and would represent an amount offset in another fund like the General Fund.

410 Taxes

Taxes include the total amount of dollars raised in property taxes imposed by the City's Permanent Tax Rate, Local Option Levies, and Bonded Debt Levies in addition to User Taxes, Franchise Taxes, Business Licenses Taxes, the Hotel/Motel Tax, the Food and Beverage Tax and other revenue from sources that qualify as a tax per Oregon law.

420 Licenses and Permits

These are City charges to citizens for providing a certain service in relation to licenses and permits. Examples are Planning and Zoning Fees, Community Development Fees and Building Permits.

430 Intergovernmental Revenue

Revenues that the City receives from other governmental agencies such as Federal and State Grants, State Shared Revenue and contributions toward programs from local entities fit into this category.

440 Charges for Services

This revenue category includes payments received for services rendered to the community or among City departments. Examples are charges for various General Fund services, Water, Wastewater, Electric and Telecommunication Services as well as System Development Charges and internal service charges.

450 Fines

Revenue the City receives for fines issued. Examples are Court Fines, Parking Fines, and Traffic Fines.

460 Assessments

Assessment Revenue includes amounts assessed against a property for improvements specifically benefiting that property. They normally relate to a local improvement district requested by the citizens themselves.

470 Interest on Investments

This is the interest received on the City funds that are invested. Idle cash (amounts of money determined to be above what is needed for immediate or short term demands) is continuously invested in investments or interest bearing accounts. Investments are done in order of importance of safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible.

480 Miscellaneous Revenues

These are revenues that do not fit under any other of the classifications. Examples are Land Sales, Donations, and Sale of Equipment.

490 Other Financing Sources

This resource represents Interfund Loans, Operating Transfers In and proceeds from Loans, Bond Sales and other types of Debt Issuances.

EXPENDITURES

PERSONAL SERVICES (500)

510 Salaries and Wages

All payments for employees including temporary employees are charged in this classification. Also included are overtime and stand by pay.

520 Fringe Benefits

Charges associated with employee's costs such as FICA, Medicare, Retirement Contributions, Group Health Care, Worker's compensation and Unemployment costs.

MATERIALS & SERVICES (600)

The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay. Includes contractual and other services, materials, supplies and other charges.

601 Supplies

All supplies used by the City such as; office supplies, small tools under \$5,000, technical items, food and related items, books and periodicals, and uniforms. Technical items may include computer hardware, office furniture that is not capitalized, and copier/printer toner.

602 Rental, Repair, Maintenance

Any expense incurred to rent, repair or maintain equipment owned, operated or leased by the City, including all parts, services and fuel. When a City department purchases a vehicle, a replacement charge is assessed each year for the cost to replace that vehicle in the future.. These funds are set aside in the Equipment Fund for the future replacement.

603 Communications

Charges for local and long distance telephone service, cellular service, pagers, radios, computers, fax, and postage that are incurred in service to the City.

604 Contractual Services

Monies paid to persons for services rendered to the City, who are not employees of the City and fit the legal guidelines for subcontractors. Examples are RVTV contract, pro tem judge services, labor law consulting, recruitments, outside counsel, parking enforcement, audit services, dispatch, RVTD contract, grounds maintenance contract, surveying, plumbing contractors, electrical contractors, architects, redevelopment plans, contractual review of plans for Fire and Life Safety, and temporary agency employees.

605 Miscellaneous Charges and Fees

All internal charges are located here. Central Service Fees, Insurance Service Fees, Facilities Use Fees, Technology Debt along with any licenses. An example is Financial Software licenses such as Microsoft Office Suite.

606 Other Purchased Services

Miscellaneous purchased services that do not fit appropriately into other materials and services categories. All advertising, printing and binding, dues, medical and laboratory work, and training expense is shown here.

607 Insurance

Expenditures for insurance premiums, self-insurance direct claims, and administration.

608 Commission

Expenditures relating to advisory committees and commissions created by council. There are over 20 advisory board and commissions that assist the City Council with over 135 Ashland citizens that serve on these boards and commissions.

Chart of accounts descriptions

609 Grants

All Social Service, Economic and Cultural grants awarded by the City. Each year as part of the budget process, these funds are allocated to qualifying entities.

610 Programs

Programs are groups of activities to accomplish a major service or function for which the local government is responsible. Examples are fire prevention, CERT, safety, first time home buyer, weed abatement, conservation, solar program, employee computer loans, and the City Source newsletter.

612 Franchise

General government tax assessed on city enterprise utility gross revenues. Examples are Water, Wastewater, Electric and Telecommunication revenue.

CAPITAL OUTLAY (700)

Monies spent to purchase or construct land, buildings, internal and contracted improvement projects or equipment with a minimum value of \$5,000 as per the Fixed Asset Capitalization Policy, and buildings such as the Civic Center, Public Library, and the City Hall. Items, which generally have a useful life of two or more years, such as machinery, land, furniture, equipment or buildings.

701 Land

Land is categorized into three groups:

- 1) Land which constitutes all city owned property other than easements which are not capitalized.
- 2) Dedicated Park Land which constitutes property dedicated by the City Council as perpetual parkland and
- 3) Open Space Land, which constitutes property dedicated by the City Council as designated open space park.

702 Buildings

All city owned or occupied buildings. Buildings include fixtures and attachments permanently fixed to the structure such as light fixtures, wiring, plumbing, and HVAC.

703 Equipment

Equipment such as small equipment, heavy equipment, vehicles, computer network and software peripherals including hardware and printers, including parts and supplies that aren't otherwise categorized with a minimum value of \$5,000 as per the Fixed Assets Capitalization Policy.

704 Improvements Other than Buildings

Infrastructure improvements per the Fixed Assets Capitalization Policy.

905 Contingency

An appropriation of funds to cover unforeseen events that may occur during the budget year. The City council must authorize the use of any contingency appropriations transfer by resolution.

909 Unappropriated

An amount set-aside in the budget to be used as a cash carryover to the next year's budget, to provide the local government with a needed cash flow until other money is received. This amount cannot be transferred by resolution or used through a supplemental budget during the fiscal year it is budgeted, unless there is a significant calamity or natural disaster.



Summary of internal service charges

	Central Services	Insurance Fees	Technology Debt	Facility Fees	Equipment Replacement	Fleet Maintenance	Total
Admin - Econ Develop	\$ 2,460	\$ 200	\$ -	\$ 2,000	\$ -	\$ -	\$ 4,660
Admin - Muni Court	123,620	3,000	-	22,000	9,600	-	158,220
Administration	126,080	3,200	-	24,000	9,600	-	162,880
Band	11,330	1,000	-	-	-	-	12,330
Police	885,970	60,000	-	214,000	171,976	249,600	1,581,546
Fire	694,350	57,440	-	48,000	507,440	197,500	1,504,730
Cemetery	87,570	7,600	-	6,000	1,030	32,660	134,860
Comm Dev	700,540	13,030	-	170,000	17,080	9,560	910,210
Miscellaneous	72,000	-	-	-	-	-	72,000
General Fund	2,577,840	142,270	-	462,000	707,126	489,320	4,378,556
Operations	1,043,370	100,000	60,000	8,000	143,000	206,000	1,560,370
Storm Drain	294,640	6,000	-	-	-	112,200	412,840
Street Fund	1,338,010	106,000	60,000	8,000	143,000	318,200	1,973,210
Airport Fund	41,010	10,000	-	8,000	-	-	59,010
Capital Imp. Fund	20,200	3,000	-	3,000	5,150	4,150	35,500
Supply	283,200	-	-	-	-	-	283,200
Distribution	1,306,170	69,800	100,000	160,000	102,600	132,680	1,871,250
Treatment	319,300	8,000	56,400	200,000	1,800	18,400	603,900
Conservation	48,820	6,740	-	15,000	11,580	540	82,680
Water Fund	1,957,490	84,540	156,400	375,000	115,980	151,620	2,841,030
Collection	1,134,030	180,000	120,000	-	75,600	128,520	1,638,150
Treatment	692,290	6,000	71,600	140,000	31,800	61,200	1,002,890
Filters	-	-	-	-	400,000	-	400,000
Wastewater Fund	1,826,320	186,000	191,600	140,000	507,400	189,720	3,041,040
Conservation	90,860	2,000	-	15,000	13,390	540	121,790
Supply	691,670	-	-	-	-	-	691,670
Distribution	1,502,030	68,000	1,082,600	260,000	193,000	194,000	3,299,630
Electric Fund	2,284,560	70,000	1,082,600	275,000	206,390	194,540	4,113,090
Telecomm Fund	856,100	12,000	818,000	106,000	40,000	47,840	1,879,940
Administration	-	2,200	-	56,000	-	-	58,200
Telecommunications	-	2,400	-	18,000	1,000	6,500	27,900
Administrative Services	-	10,000	-	117,254	9,842	1,440	138,536
City Recorder	-	1,000	-	21,000	-	-	22,000
Public Works - Support	-	40,000	-	170,000	-	30,680	240,680
Central Services Fund	-	55,600	-	382,254	10,842	38,620	487,316
Insurance Fund	50,000	-	-	3,000	-	-	53,000
Equipment Fund	350,000	40,000	-	5,000	20,600	10,290	425,890
Parks Fund	727,000	95,000	-	90,000	-	408,000	1,320,000
Total City and Parks	\$ 12,028,530	\$ 804,410	\$ 2,308,600	\$ 1,857,254	\$ 1,756,488	\$ 1,852,300	\$ 20,607,582

**City of Ashland
Internal Franchise Fees
For Biennial 2013 - 15**

<u>Paying Fund</u>	Percent of Operating Revenue	Adopted Biennial Budget 2013-2015			Receiving Fund
		Year 1 2013-14	Year 2 2014-15	Total 2013-15	
Water Fund	6%	\$ 355,700	\$ 391,300	\$ 747,000	General Fund
Wastewater Fund	8%	\$ 347,400	\$ 382,200	\$ 729,600	General Fund
Electric Fund	10%	\$1,352,600	\$1,393,100	\$2,745,700	General Fund

Internal franchise charges are similar to the payments required of non-city utilities for using the City right of way. The percentages are set by the City as part of the budget process but may be adjusted based upon ability to pay or financial need.

The amounts on the preceding page are incorporated within the budget to reflect services provided between funds. The amounts budgeted are based upon cost allocation plans (CAPs) reviewed and accepted by management each year. They take into consideration the value of the services provided and is often adjusted to reflect a cost sharing approach for necessary operations and the ability to pay towards them.

**CITY OF ASHLAND, OREGON
PRINCIPAL EMPLOYERS
Current Year and Ten Years Ago**

2012

Employer	Employees	Percentage of Total City Employment
Southern Oregon University	776	8.62%
Oregon Shakespeare Festival	500	5.56%
Ashland Community Hospital	380	4.22%
Ashland Public Schools	350	3.89%
City of Ashland	250	2.78%
Total	2,256	25.07%
Estimated total city employment	9,000	

2003

Employer	Employees	Percentage of Total City Employment
Southern Oregon State College	740	12.33%
Oregon Shakespeare Festival	450	7.50%
Public Schools	394	6.57%
Ashland Community Hospital	264	4.40%
City of Ashland	257	4.28%
Subtotal	2,105	23.39%
Pathway Enterprises	150	2.50%
Darex Corporation	135	2.25%
Linda Vista Care	75	1.25%
Albertson's	71	1.18%
Total	2,536	42.27%
Estimated total city employment	6,000	

Source: Ashland Chamber of Commerce

Note: Ashland Chamber of Commerce has changed their reporting method and now only tracks the top five employers in the city

**CITY OF ASHLAND, OREGON
ASSESSED AND ESTIMATED ACTUAL
VALUE OF TAXABLE PROPERTY
for the last ten fiscal years - unaudited**

Fiscal Year Ended June 30,	Real Property	Mobile Home	Personal (1)	Utilities	Total	Property Tax Rate	Taxable ratio (True Cash Value to Assessed)
2012	\$ 2,055,111,118	\$ 6,318,010	\$ 40,939,090	\$ 26,290,929	\$ 2,128,659,147	\$ 4.71	67.7%
2011	2,000,563,826	5,956,110	41,057,580	24,422,710	2,072,000,226	4.60	61.0%
2010	1,937,303,620	5,881,825	40,133,110	24,860,300	2,008,178,855	2.10	53.0%
2009	1,871,896,544	5,744,350	44,282,840	21,243,990	1,943,167,724	4.42	48.4%
2008	1,802,639,910	5,762,080	44,536,050	22,372,000	1,875,310,040	5.73	46.9%
2007	1,700,020,579	5,498,040	40,468,280	20,509,400	1,766,496,299	5.56	46.6%
2006	1,610,148,502	5,301,570	38,820,610	20,344,260	1,674,614,942	5.25	51.3%
2005	1,524,210,039	5,108,410	38,419,400	27,532,841	1,595,270,690	5.26	56.4%
2004	1,446,150,336	5,400,552	37,453,000	22,831,681	1,511,835,569	5.34	61.7%
2003	1,360,297,002	5,147,040	34,209,260	24,241,450	1,423,894,752	5.36	61.1%

All property is evaluated once every six years as required by state statute

(1) Includes non-profit housing

Source: Jackson County Assessor tax roll property values

Ten Year Statistics

Year	Assessed Valuation (1)	Population (2)	School Enrollment (3)
2003-04	1,511,835,569	20,430	3,138
2004-05	1,595,270,690	20,590	2,920
2005-06	1,674,614,942	20,880	2,777
2006-07	1,766,496,299	21,430	3,000 Est.
2007-08	1,875,310,040	21,800	3,000 Est.
2008-09	1,943,167,724	21,485	3,000 Est.
2009-10	2,008,178,855	21,505	2,721
2010-11	2,072,000,226	21,460	2,674
2011-12	2,128,659,147	20,255	2,800 Est.
2012-13	2,186,388,026	20,325	2693

(1) Source: Jackson County Assessor

(2) Source: Portland State Univ.

(3) Source: Ashland School District

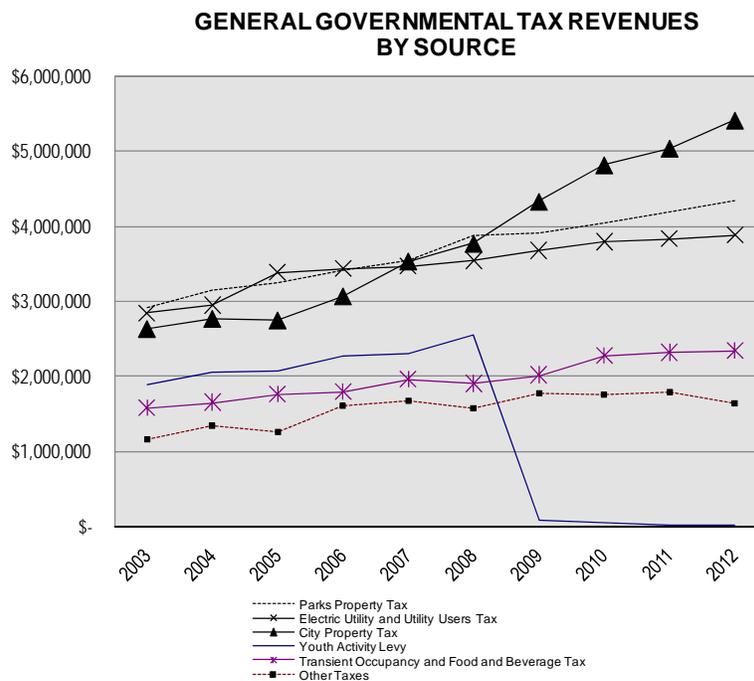
Statistical information

**CITY OF ASHLAND, OREGON
GENERAL GOVERNMENTAL TAX REVENUES
BY SOURCE
for the last ten fiscal years - unaudited
(amounts expressed in thousands)**

Fiscal Year Ended June 30,	Combined Property Taxes	Electric Utility Franchise (1)	Utility Users Tax (1)	Other Franchise and Privilege Taxes	Transient Occupancy Tax	Food and Beverage Tax (2)	Business License Tax	Total
2012	\$ 9,759	\$ 1,251	\$ 2,627	\$ 1,436	\$ 1,911	\$ 427	\$ 202	\$17,613
2011	9,246	1,228	2,603	1,591	1,918	398	197	17,181
2010	8,896	1,232	2,557	1,552	1,880	396	197	16,710
2009	8,313	1,207	2,468	1,567	1,639	374	201	15,769
2008	10,573	1,170	2,375	1,362	1,508	392	201	17,581
2007	9,378	1,119	2,345	1,544	1,559	395	129	16,469
2006	8,801	1,111	2,323	1,399	1,414	370	205	15,623
2005	8,061	1,106	2,277	1,101	1,390	364	155	14,454
2004	7,970	842	2,103	1,178	1,309	337	155	13,894
2003	7,426	914	1,929	997	1,255	320	153	12,994

(1) Derived from city-owned electric utility operations

(2) Tax enacted July 1, 1993



**CITY OF ASHLAND, OREGON
FOOD AND BEVERAGE TAX REVENUES BY FUND
for the last ten fiscal years- unaudited
(amounts expressed in thousands)**

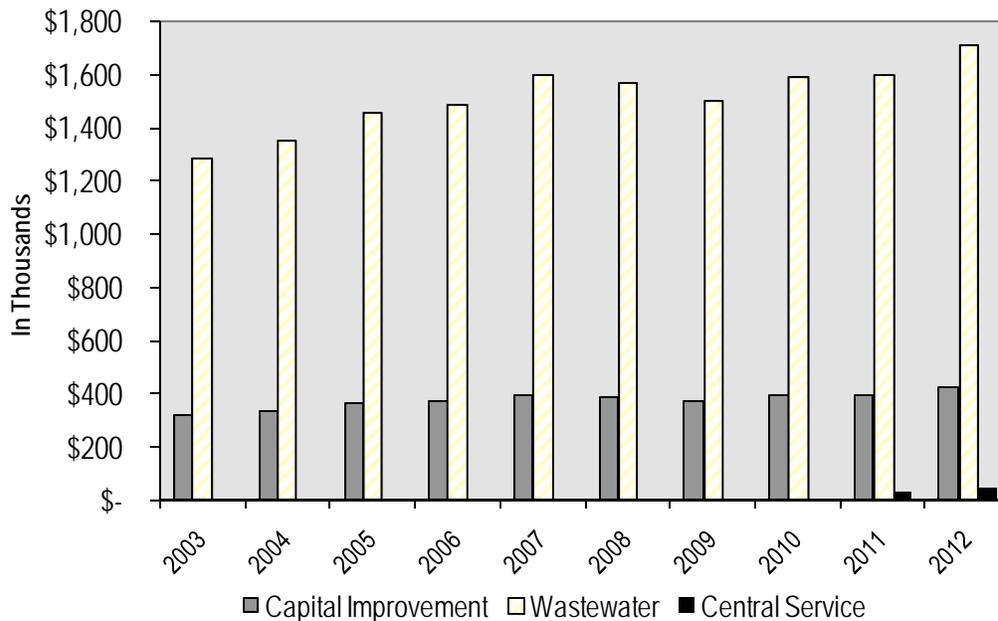
<u>Fiscal Year Ended June 30,</u>	<u>Capital Improvement (1)</u>	<u>Wastewater (2)</u>	<u>Central Service</u>	<u>Total (3)</u>	<u>Cumulative</u>
2012	\$ 427	\$ 1,707	\$ 47	\$ 2,181	\$ 30,610
2011	398	1,593	31	2,022	28,429
2010	396	1,584	-	1,980	26,407
2009	374	1,495	-	1,869	24,427
2008	392	1,567	-	1,959	22,558
2007	395	1,594	-	1,989	20,599
2006	370	1,481	-	1,851	18,610
2005	364	1,454	-	1,818	16,759
2004	337	1,347	-	1,684	14,941
2003	320	1,280	-	1,600	13,257

(1) Dedicated to acquisition of open space parkland

(2) Derived from wastewater enterprise operations

(3) Tax enacted July 1, 1993

**Food and Beverage Tax Revenues by Fund
Last Ten Years**



Statistical information

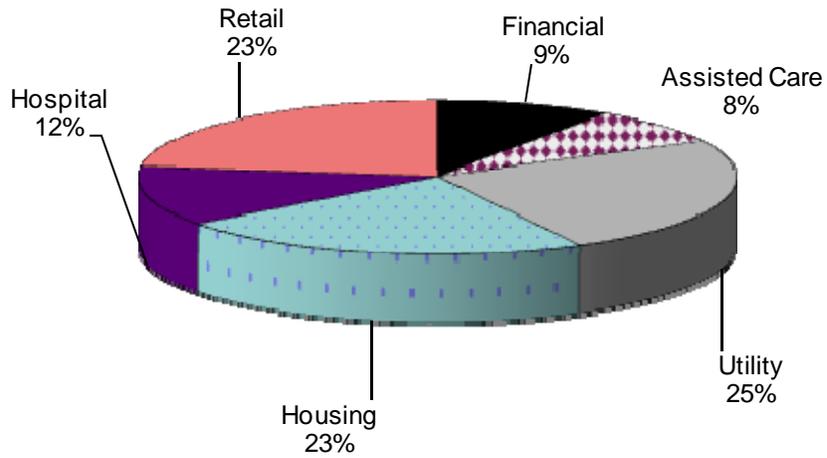
**CITY OF ASHLAND, OREGON
PRINCIPAL PROPERTY TAXPAYERS
Current Year and Ten Years Ago**

Taxpayers	Type of Business	Percentage	
		2012 Assessed Valuation	of Total Assessed Valuation
Ronald L. Deluca	Housing	\$ 10,110,540	0.47%
Qwest Corporation	Utility	8,533,700	0.40%
Ashland Community Hopsital	Hospital	8,250,970	0.39%
Avista Corp.	Utility	8,051,400	0.38%
Pacific Financial , Inc.	Financial	6,408,900	0.30%
Beverly Rydbom	Retail	5,321,930	0.25%
Skylark Assisted Living	Assisted Care	5,231,090	0.25%
Windmill Inns of America, Inc.	Motels	5,139,360	0.24%
Bard's Inn	Housing	5,007,650	0.24%
Summit Investment	Retail	4,938,750	0.23%
All other		2,061,664,857	96.85%
Total		\$ 2,128,659,147	100.00%

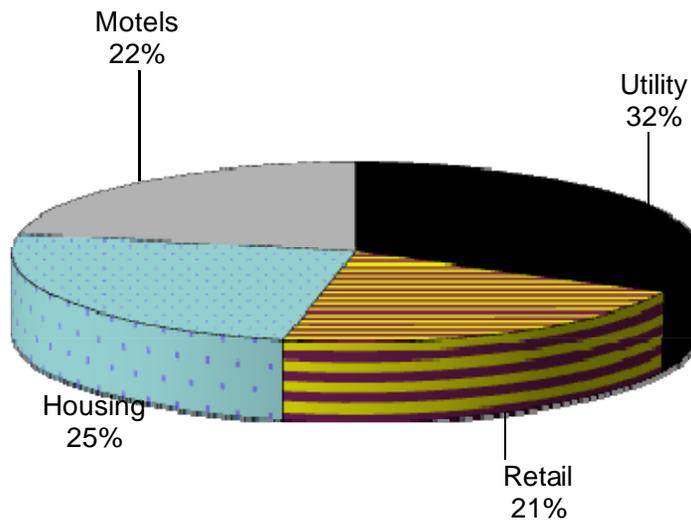
Taxpayers	Type of Business	Percentage	
		2003 Assessed Valuation	of Total Assessed Valuation
Qwest, Inc	Utility	\$ 14,492,510	1.02%
Windmill Inns of America, Inc.	Motels	8,949,760	0.63%
Ronald L. Deluca	Housing	7,288,670	0.51%
Avista Corp. DBA Washington Water Power Co.	Utility	5,743,500	0.40%
Financial Pacific, Inc	Housing	4,867,590	0.34%
Skylark Assisted Living	Housing	4,028,500	0.28%
Bard's Inn Limited	Motels	3,838,160	0.27%
Rydbom, Michael and Beverly	Retail	3,759,750	0.26%
Summit Investment	Retail	3,627,480	0.25%
Winsor Inn Motel	Motels	3,122,400	0.22%
All other		\$ 1,364,176,432	95.81%
Total		\$ 1,423,894,752	100.00%

Source: Jackson County Assessor

2012 Principal Property Tax Payers



2003 Principal Property Tax Payers



Statistical information

**CITY OF ASHLAND, OREGON
PROPERTY TAX LEVIES AND COLLECTIONS
for the last ten fiscal years - unaudited**

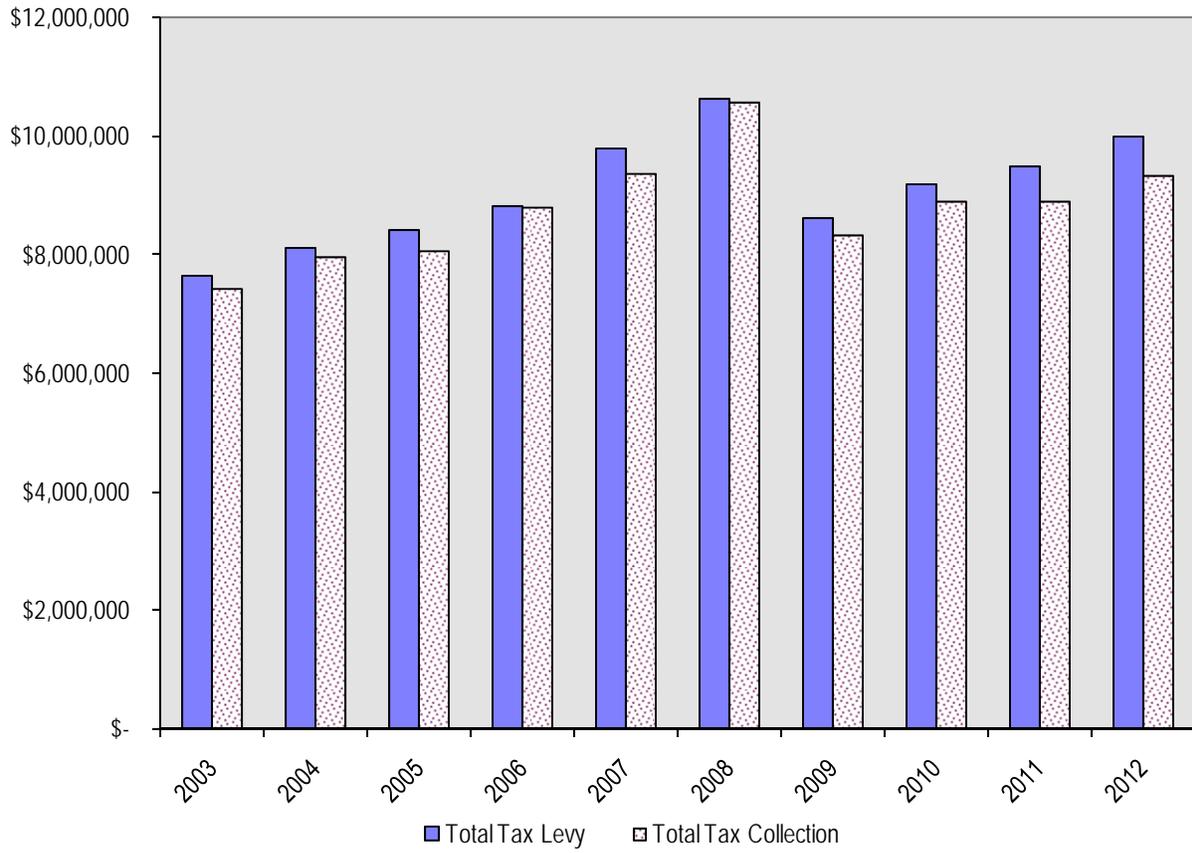
Fiscal Year Ended June 30,	Total Tax Levy (1)	Current Tax Collections (2)	Percent of Levy Collected	Delinquent Tax Collections (2)(3)	Total Tax Collections	Percent of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percent of Delinquent Taxes to Tax Levy
2012	\$9,997,229	\$ 9,322,678	93.3%	\$ 436,198	\$ 9,758,876	97.6%	\$ 755,098	7.6%
2011	9,470,164	8,885,987	93.8%	359,767	9,245,754	97.6%	773,714	8.2%
2010	9,176,778	8,511,729	92.8%	384,362	8,896,091	96.9%	699,122	7.6%
2009	8,616,000	7,981,337	92.6%	331,445	8,312,782	96.5%	684,345	7.9%
2008	10,609,706	10,273,879	96.8%	298,774	10,572,653	99.7%	636,512	6.0%
2007	9,797,262	9,142,734	93.3%	235,560	9,378,294	95.7%	609,308	6.2%
2006	8,803,680	8,428,550	95.7%	372,526	8,801,076	100.0%	642,298	7.3%
2005	8,399,000	7,753,164	92.3%	307,911	8,061,075	96.0%	535,484	6.4%
2004	8,103,092	7,618,841	94.0%	351,635	7,970,476	98.4%	661,833	8.2%
2003	7,643,588	7,100,832	92.9%	325,084	7,425,916	97.2%	717,103	9.4%

(1) Includes levy within the tax base, levy for bonded indebtedness, miscellaneous assessment payments in lieu of tax, and tax levy shared offsets

(2) Includes adjustments, rounding and discounts

(3) Delinquent taxes collected represent accumulative amounts for the specific fiscal year

PROPERTY TAX LEVIES AND COLLECTIONS



Statistical information

**CITY OF ASHLAND, OREGON
DEMOGRAPHIC STATISTICS
for the last ten fiscal years - unaudited**

Fiscal Year Ended June 30,	Population (1)	Percentage Change	Per Capita Income	Total Personal Income (2)	School Enrollment (3)	Jackson County Unemployment Rate (4)
2012	21,460	6.79%	-	unavailable	3,000	8.3%
2011	20,095	-6.56%	-	unavailable	3,000	11.9%
2010	21,505	0.09%	-	unavailable	3,000	12.1%
2009	21,485	-1.44%	18,219	391,431	3,000	13.6%
2008	21,800	1.73%	19,770	430,978	3,000	6.7%
2007	21,430	2.63%	21,636	463,652	3,000	5.6%
2006	20,880	1.41%	22,079	461,001	2,777	5.7%
2005	20,590	0.78%	19,976	411,308	2,920	6.2%
2004	20,430	1.49%	19,303	394,362	3,138	7.3%
2003	20,130	1.82%	16,805	338,294	3,321	6.8%

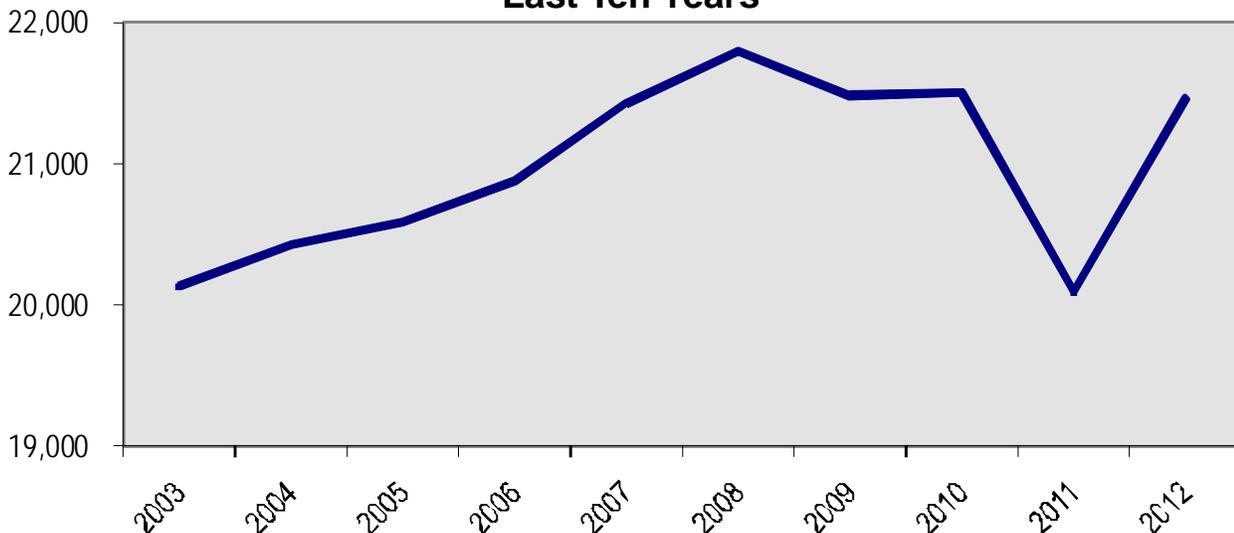
(1) Center for Population and Research and Census, and Portland State University

(2) State of Oregon, Department of Revenue, in thousands of dollars

(3) Ashland School District

(4) State of Oregon Employment Department

**Population Growth
Last Ten Years**





**CITY OF ASHLAND, OREGON
OPERATING INDICATORS
BY FUNCTION / PROGRAM
for the last ten years**

Function/Program	2012	2011	2010	2009
Police				
Physical arrests, juvenile and adult	2,670	2,343	2,073	2,098
Traffic violations	2,679	2,868	3,160	2,784
Fire				
Fire alarm responses	379	291	359	363
Emergency medical responses	3,105	2,694	2,705	2,761
Non-emergency public service responses	94	79	75	46
Code enforcement plans review	246	215	293	262
Total calls for service	3,577	3,327	3,128	3,170
Total ambulance patient transports	1,635	1,611	1,456	1,476
Water				
Service connections	9,071	8,678	8,433	8,126
Daily average consumption in millions of gallons	2.7	4.6	2.7	3.3
Maximum daily capacity of plant in million gallons	8.0	8	8	8
Sewer				
Service connections	7,850	8,181	7,995	8,008
Daily average treatment in million of gallons	2.2	2.1	2.2	2.2
Maximum daily capacity in millions of gallons	3.3	4	4	4
Electric				
Service connections	12,148	11,985	11,275	11,944
Telecommunications				
Cable TV	-	-	-	-
Cable modem	4,066	4,454	4,094	4,160
Potential station capacity	140	140	140	80

¹ Identifies correction to capacity

² Identifies the implementation of new software that correctly accounts for crimes

³ Cable TV outsourced

⁴ Cable TV analog channels

**CITY OF ASHLAND, OREGON
OPERATING INDICATORS
BY FUNCTION / PROGRAM
for the last ten years (continued)**

2008	2007	2006	2005	2004	2003
2,489	2,748	2,607	2,004	2,293	2,412
2,600	3,036	3,773	4,608	4,405	5,858
500	457	425	415	388	319
3,022	2,955	2,716	2,952	2,428	2,294
76	87	109	100	90	127
440	495	535	644	721	643
3,590	3,534	4,000	3,285	3,186	2,922
1,700	1,616	1,511	1,243	1,274	989
8,291	8,281	7,870	7,764	7,609	7,419
3.4	4	4	3	4	3
8	8	8	8	8	8
8,153	8,129	7,722	7,583	7,455	7,290
2.2	2	2	2	2	2
4	4	4	4	4	4
11,979	11,780	11,277	11,062	10,561	10,374
-	-	3,095	3,170	3,100	2,961
4,153	3,988	3,823	3,686	3,435	3,040
80	80	140	161	161	161

**CITY OF ASHLAND, OREGON
CAPITAL ASSETS AND INFRASTRUCTURE STATISTICS
BY FUNCTION/PROGRAM
for the last ten years**

Function/Program	2012	2011	2010	2009
Police				
Stations	1	1	1	1
Contact station	1	1	1	1
Patrol units (vehicles)	8	8	8	8
Sworn officers	28	25.0	26.5	26.5
Fire				
Stations	2	2	2	2
Fire fighters	27	26	26	29
Streets				
Miles of paved streets	102	92	92	92
Miles of gravel streets	10	9	14	14
Miles of storm sewers	83	93	93	90
Water				
Miles of water mains	130	130	130	130
Hydrants	1,253	1,248	1,245	1,237
Water treatment plant	1	1	1	1
Sewer				
Miles of sanitary sewers	110	110	110	110
Treatment plant	1	1	1	1

1 Identifies integration of Cartegraph System with GIS that has provided more accurate figures.

**CITY OF ASHLAND, OREGON
CAPITAL ASSETS AND INFRASTRUCTURE STATISTICS
BY FUNCTION/PROGRAM
for the last ten years (continued)**

2008	2007	2006	2005	2004	2003
1	1	1	1	1	1
1	NA	NA	NA	NA	NA
8	8	8	8	8	6
27	27	27	27	30	29
2	2	2	2	2	2
31	31	31	31	31	27
100	100	100	100	97	97
11	10	14	14	17	19
89	85	85	84	76	55
124	124	124	124	121	115
1,154	1,115	1,142	1,131	1,069	1,000
1	1	1	1	1	1
110	110	110	108	106	106
1	1	1	1	1	1

**CITY OF ASHLAND, OREGON
CAPITAL ASSETS AND INFRASTRUCTURE
STATISTICS BY FUNCTION/PROGRAM
for the last ten years (continued)**

Function/Program	2012	2011	2010	2009
Electric				
Street lights	1,850	1,827	1,832	1,811
Electrical transformers	2,000	2,007	2,002	1,996
Poles	3,608	3,506	3,560	3,557
Substations	3	3	3	3
Telecommunications				
Miles of fiber	25	25	25	25
Miles of coax	119	119	119	118
Parks and Recreation				
Community centers	3	3	3	3
Parks	16	16	19	19
Park acreage	642	642	642	640
Golf courses	1	1	1	1
Swimming pools	1	1	1	1
Ice skating rinks	1	1	1	1
Skateboard parks	1	1	1	1
Tennis courts	12	12	12	12
Trails (miles)	26	26	29	29
Health Care				
Hospital	1	1	1	1
Hospital beds	49	48	49	49
Education				
Elementary schools	5	4	4	4
Elementary school instructors	72	69	59	59
Secondary schools	2	2	2	2
Secondary school instructors	90	91	106	106
State universities	1	1	1	1

**CITY OF ASHLAND, OREGON
CAPITAL ASSETS AND INFRASTRUCTURE
STATISTICS BY FUNCTION/PROGRAM
for the last ten years (continued)**

2008	2007	2006	2005	2004	2003
1,802	1,802	1,771	1,707	1,804	1,870
1,982	1,982	1,973	1,943	1,851	1,815
3,453	2,551	2,559	3,501	2,511	2,501
3	3	3	3	3	3
25	25	29	25	25	35
117	117	110	117	117	117
3	3	3	3	3	3
19	19	19	19	19	19
640	640	640	637	637	637
1	1	1	1	1	1
1	1	1	1	1	1
1	1	1	1	1	1
1	1	1	1	1	1
12	12	12	12	12	12
29	29	29	29	29	NA
1	1	1	1	1	1
49	49	49	49	49	49
4	4	3	3	4	5
59	59	59	61	58	69
2	2	2	2	2	2
106	106	106	106	90	102
1	1	1	1	1	1

Glossary

A Accrual Basis: Method of accounting where expenditures and revenues are recorded when incurred, not when paid. The method differs from GAAP Accrual Basis in that, while capital outlays are recognized as expenditures, depreciation and amortization are not [ORS 294.311(1)]
[Glossary]

ADA: Americans with Disabilities Act.

Adopted budget: Financial plan that forms the basis for appropriations. Adopted by the governing body (ORS 294.435).

AFN: Ashland Fiber Network is the state-of-the-art telecommunications infrastructure of fiber optic cable that weaves through the City's neighborhoods. AFN provides citizens of Ashland with three services: high-speed data, cable modem Internet access and cable television.

AMR: Automatic Meter Reading System.

Annexation: The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Annual Revenues: The sum of all sources of Estimated Revenues of a fund excluding Working Capital Carryover.

APD: Ashland Police Department.

Appropriation: Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311.(3)].

Appropriation Resolution: The legal document passed by the City Council authorizing expenditures.

Approved Budget: The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.406).

Assessed Value: The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.

Audit: The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State (ORS 297.425).

Audit Report: A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's

financial statements, and compliance with requirements, orders and regulations.

B Balanced Budget: When total anticipated resources including beginning fund balance or carry over from the prior period, all revenue and other sources of money equal all proposed requirements including expenditures for personal services, materials & services, capital outlay, debt service, other uses and estimated ending fund balance or carry over to the next period.

Baseline: Year two of the prior budget year's long-term plan. The beginning point for the budget preparation, comparison and justification in the ensuing year.

Bioswale: Long narrow trenches dug next to impervious surfaces like parking lots. Water runs off these impervious surfaces into the trench where it is "cleaned" of oily substances and other pollutants prior to reaching the storm drain system. A variety of grasses, shrubs and ground covers are planted in the trenches.

Bonded Debt Levy: Property tax levy dedicated to repayment of General Obligation Bonds authorized by more than 50 percent of the community's registered voters. The levy cannot exceed the term of the bonds.

Bonds: Written promises to pay a sum of money, called principal or face value, at a future date, called the maturity date, along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

BPA: Bonneville Power Administration. This federal agency is the major wholesaler of Northwest electric energy.

Budget: A financial operating plan with estimated expenditures and expected revenues for a given period.

Budget Committee: A panel composed of the City Council and an equal number of citizens responsible for the review and recommendation of the annual budget (ORS 294.336).

Budget Message: A message prepared by the City Administrator and the Budget Officer explaining the annual proposed budget, articulating the strategies and budgets to achieve the City's goals, and identifying budget impacts and changes (ORS 294.391).

Budget Officer: The person appointed by the City Council to be responsible for assembling the budget. For the City of Ashland, the Finance Director serves this role (ORS 294.331).

Budget Period: A 24-month period beginning July 1 of the first fiscal year and ending June 30 of the second fiscal year.

Budget Transfers: Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

C CAP: Central Area Patrol (Police and Parks Fund)

CAP: Civil Area Patrol (Airport Fund)

Capital Expenditure: Payment for equipment, buildings or improvements that have a depreciable life of two or more years.

Capital Outlay: An object classification that includes items with a useful life of one or more years, such as machinery, land, furniture, computers, or other equipment, and which cost more than \$5,000 [ORS 294.352(6)].

Capital Project Funds: A fund type used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

CDBG: Community Development Block Grant are funds from the Department of Housing and Urban Development used to assist low and moderate income neighborhoods and households.

Central Service Charge: Reimbursement for services that are paid for out of one fund, but benefit the programs in another fund.

CERVS: Community Resource and Vital Services is a non-profit program that ICCA is part of. (See ICCA.)

CIP: Capital Improvement Plan.

CIP Fund: Capital Improvement Fund.

Contingency: An appropriation of funds to cover unforeseen events that may occur during the budget year. The City Council must authorize the use of any contingency appropriations.

CWSRF: Clean Water State Revolving Fund.

D Debt Service: Payment of interest and principal related to long term debt.

Debt Service Funds: A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

Depreciation: A system of accounting which aims to distribute the cost or other basic value of tangible capital assets, less salvage (if any), over the estimated useful life of the unit in a systematic and rational manner. It is a process of allocation, not of valuation. Depreciation is not budgeted by the City, in accordance with Oregon Local Budget Law.

DEQ: The Oregon Department of Environmental Quality works to restore, enhance, and maintain the quality of Oregon's air, water and land.

E Encumbrance: An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

EMS: Emergency Medical Services.

EMT: Emergency Medical Technician.

Enterprise Funds: Records the resources and expenses of acquiring, operating and maintaining a self-supporting facility or service.

EOC: The Emergency Operations Center is the coordinating and support organization headquarters for emergency operations within the City. The purpose of the EOC is to support Incident Command operations.

EPA: Environmental Protection Agency.

Expenditures: The money spent by the City for the programs and projects included within the approved budget.

F Fiscal Year: Twelve-month period from July 1 to June 30 for which the annual budget of the City is prepared and adopted. Example: FY, FY 06, FY 2006.

Fixed Assets: Assets of a long-term character such as land, buildings, furniture, and other equipment.

Food and Beverage Tax: Five-percent tax assessed on prepared food and beverage providers gross receipts from prepared food items excluding alcohol. The tax was enacted July 1, 1993 and authorization ends December 31, 2030.

Franchise: A privilege fee for using the ROW (Right of Way).

Glossary

Fringe Benefits: The non-salary part of employees' total compensation. A typical benefit package includes insurance, retirement, and vacation/sick leave components.

FTE: Full-time Equivalent is a term used to measure the number of employees on a 40 hour per week basis.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

Fund Balance: The difference between governmental fund assets and liabilities; also referred to as fund equity.

G GAAP: Generally accepted accounting principals as determined through common practice or as promulgated by the Government Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

General Fund: Records needed to run the daily operations of the local government such as wages, rent, and utilities. It also shows the money that is necessary to pay for these general needs.

I IBEW: International Brotherhood of Electrical Workers

ICCA: Interfaith Care Community of Ashland is an organization that is under the auspices of CERVS. It is a coalition of faith groups and community volunteers committed to providing a coordinated program of emergency services to families and individuals in need. Also known as ICCA/CERVS.

Interfund Loans: Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.460).

Internal Service Fund: Accounts for internally supported activities where the government is the primary reciprocate of the services provided by the fund.

IS: Information Services or Electronic Data Processing.

ISTEA: Intermodal Surface Transportation Efficiency Act grant to encourage various types of transportation.

L LCDC: Land Conservation Development Commission.

Line Item: An expenditure description at the most detailed level. Objects of expenditure are grouped into specific

items, such as printing.

LID: Local Improvement Districts are formed by petition and used to request the City of Ashland to finance improvements to neighborhoods (e.g., sidewalks) over a 10-year period.

Local option Levy: Voter-approved property tax levies for a period of two to five years above the permanent rate.

M Materials and Services: The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay.

Measure 47: In November 1996, voters passed a tax limitation initiative that was referred to as Measure 47. The measure's provisions included: a tax roll back for property taxes; a cap of 3 percent on assessed value increases in future years; a requirement that special elections for property tax increase measures must be approved by 50 percent of all registered voters, as opposed to a simple majority in general elections. Because of several complexities regarding implementation, the legislature instead proposed Measure 50 in May 1997.

Measure 50: In May 1997, voters replaced Measure 47 with Measure 50. The measure fundamentally changed the structure of property taxes in Oregon, moving from the tax base system to a permanent tax rate. Measure 50 has the same financial impact as Measure 47, with the benefit of simplified implementation.

Modified Accrual: Revenues are recorded in the accounting period in which they become available and measurable, and expenditures are recorded in the accounting period in which the fund liability is incurred.

O Ordinance: The method by which the appropriation of the budget is enacted into law by the city council per authority of the Oregon State Statutes.

Organizational Unit: An administrative subdivision, such as a department or division, of the city government charged with carrying on one or more specific functions.

P PEG: Public Education and Government access fee relative to the Cable TV Franchise.

Permanent Tax Rate: The rate per thousand dollars of Assessed Value that is the maximum that can be levied for government operations. The assessed valuation is capped and can only increase by three percent per year.

Personal Services: Employee wages, health insurance costs, workers' compensation charges, and any other employee benefits.

Program: Some departments are divided into programs for better management and tracking of resources.

Proposed Budget: The financial and operating document submitted to the Budget Committee and the governing body for consideration.

R Requirements: Total expenditures and unappropriated fund balance.

Reserve: A portion of a fund that is restricted for a specific purpose.

Resources: Total amounts available for appropriation consisting of the estimated beginning carryover balance plus anticipated revenues.

Revenues: Monies received or anticipated by a local government from both tax and non-tax sources.

R Requirements: Total expenditures and unappropriated fund balance.

Reserve: A portion of a fund that is restricted for a specific purpose.

Resources: Total amounts available for appropriation consisting of the estimated beginning carryover balance plus anticipated revenues.

Revenues: Monies received or anticipated by a local government from both tax and non-tax sources.

S SBA: Small Business Administration, established in 1953, is a federal agency that provides financial, technical, and management assistance to help Americans start, run and grow their businesses.

SCADA: Supervisory Control and Data Acquisition

SDC: System Development Charges are assessed on new construction to cover the demands placed on City services. Charges collected cover water, sewer, transportation, storm drains, and parks and recreation costs.

SOU: Southern Oregon University located in Ashland, Oregon.

SOWAC: Southern Oregon Women's Access to Credit is an organization that is a recipient of an Economic and Cultural Development grant.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose.

Supplemental Budget: A budget that is prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

T TAP Intertie: Talent Ashland Phoenix Intertie is the connecting of all three Cities into one water system.

Tax Levy: Total amount of dollars raised in property taxes imposed by the City, permanent tax rate, local option levies, and Bonded Debt levies.

TID: Talent Irrigation District.

TPAC: Transportation Plan Advisory Committee.

Transfer: An amount distributed from one fund to finance activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund.

Transient Occupancy Tax (Hotel/Motel Tax): A nine percent tax assessed on lodging providers gross receipts from rental of guest accommodations.

U Unappropriated Ending Fund Balance: An amount set aside to be used as cash carryover for the next fiscal year's budget.

W Working Capital Carryover: The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent.

WWTP: Wastewater Treatment Plant.

Y YAL: Youth Activity Levy.

Acronyms

A	ACCESS- Aging Community Coordinated Enterprise and Supportive Services		
	ADA- Americans with Disabilities Act		
	AFN- Ashland Fiber Network		
	AFR- Ashland Forrest Resiliency		
	AMR- Automatic Meter Reading System		
	APD- Ashland Police Department		
	ASA- Ambulance Service Area		
	AWTA- Ashland Woodland Trails Association		
B	BPA- Bonneville Power Administration		
C	CAFR- Comprehensive Annual Financial Report		
	CAP: Central Area Patrol (Police and Parks Fund)		
	CAP: Civil Area Patrol (Airport Fund)		
	CATV- Cable Television		
	CDBG- Community Development Block Grant		
	CERT- Community Emergency Response Team		
	CERVS- Community Resource and Vital Services		
	CIP- Capital Improvement Plan		
	CMOM- Capacity, Management, Operation, and Maintenance		
	CPI- Consumer Price Index		
	CSO- Community Service Officer		
	CSV- Community Service Volunteer		
	CUFR- Component Unit Financial Report		
	CWSRF- Clean Water State Revolving Fund		
D	DARE- Drug Awareness Resistance Education		
	DEQ- Department of Environmental Quality		
E	EMS- Emergency Medical Services		
	EMT- Emergency Medical Technician		
	EMT B- Emergency Medical Technician Basic		
	EMT I- Emergency Medical Technician Intermediate		
	EMT P- Emergency Medical Technician Paramedic		
	EFB- Ending Fund Balance		
	EOC- Emergency Operations Center		
	EOFY- End of Fiscal Year		
	EOY- End of Year		
	EPA- Environmental Protection Agency		
	ESD- Educational Service District		
F	F&B- Food and Beverage		
	FAA- Federal Aviation Administration		
	FAM- Federal Aid Money to Municipalities		
	FBO- Fixed Base Operator		
	FEMA- Federal Emergency Management Agency		
	FFY- Federal Fiscal Year		
	FTE- Full Time Employee		
	FY- Fiscal Year. Example: FY 2005-2006, FY 2005-06, FY 2006		
G	GAAP- Generally Accepted Accounting Principals		
	GASB- Government Accounting Standards Board		
	GIS- Geographic Information Systems		
H	HIPAA- Health Insurance Portability and Accountability Act		
	HR- Human Resources		
	HUD- Housing and Urban Development		
I	IBEW- International Brotherhood of Electrical Workers		

IS- Information Services	SDC- System Development Charges
ISP- Internet Service Provider	SOU- Southern Oregon University
ISTEA- Intermodal Surface Transportation Efficiency Act	SOWAC- Southern Oregon Women’s Access to Credit
J JJTC- Jackson/Josephine Transportation Committee	SRO- School Resource Officer
L LCDC- Land Conservation Development Commission	SUV- Sport Utility Vehicle
LID- Local Improvement District	T TAP- Talent Ashland Phoenix
LLC- Limited Liability Company	TID- Talent Irrigation District
M MS4- Municipal Storm Drain System	TOT- Transient Occupancy Tax
N NPDES- National Pollutant Discharge Elimination System	TPAC- Transportation Plan Advisory Committee
O OCI- Overall Condition Index	TTPC- Transportation Transit Parking Committee
ODA- Oregon Department of Agriculture	U UB- Utility Billing
ODOT- Oregon Department of Transportation	USFS- United States Forest Service
ORS- Oregon Revised Statute	W WW- Wastewater
OSF- Oregon Shakespeare Festival	WWTP- Wastewater Treatment Plant
OSHA- Occupational Safety and Health Administration	Y YAL- Youth Activities Levy
P PEG- Public Education and Government	YDO- Youth Diversion Officer
PERS- Public Employee Retirement System	
PMS- Pavement Management System	
PUC- Public Utility Commission	
PW- Public Works	
R RVACT- Rogue Valley Area Commission on Transportation	
RVTD- Rogue Valley Transit District	
RVTV- Rogue Valley Television	
S SBA- Small Business Administration	
SCADA- Supervisory Control and Data Acquisition	

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**City of Ashland
Budget Calendar
BY 2013-2015**

- 2/21/2013 BUDGET COMMITTEE - Introductions**
Council Chambers - 6:00 pm
- 3/20/2013 BUDGET SUBCOMMITTEE**
Social Service Grant Presentations
Council Chambers - 6:00 pm
- 3/21/2013 BUDGET SUBCOMMITTEE**
Social Service Grant Presentations
Council Chambers - 6:00 pm
- 4/17/2013 BUDGET SUBCOMMITTEE**
Economic & Cultural Development Grant Presentations
Council Chambers - 6:00 pm
- 4/18/2013 BUDGET SUBCOMMITTEE**
Economic & Cultural Development Grant Deliberations
Council Chambers - 6:00 pm
- 5/1/2013 BUDGET COMMITTEE - BUDGET MESSAGE**
Parks, Police
Council Chambers - 6:00 pm
- 5/8/2013 BUDGET PRESENTATIONS**
Administration, Administrative Services, City Recorder, Fire, Electric/IT
Council Chambers - 6:00 pm
- 5/15/2013 BUDGET PRESENTATIONS**
Community Development, Public Works
Council Chambers - 6:00 pm
- 5/22/2013 FULL BUDGET COMMITTEE MEETING/APPROVAL/WRAP UP**
Set Tax Rate, approval
Wrap up
Council Chambers - 6:00 pm
- 6/4/2013 PUBLIC HEARING**
Council Chambers - 7:00 pm
First Reading of Ordinance to Levy Taxes
Resolution to Qualify for State Revenues (Subventions)
Resolution to Receive State Revenues
Resolution Setting Appropriations
- 6/18/2013 SECOND READING OF ORDINANCE**
Council Chambers - 7:00 pm

Legal Compliance

CITY OF ASHLAND
ATTN: ACCOUNTS PAYABLE
20 E MAIN STREET
ASHLAND

730900

OR 97520

Affidavit of Publication

State of Oregon
County of Jackson

I, Becky Fabian, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 183.010 and 183.020; printed at Medford in the aforesaid county and state; that the

Public Meeting Notice 2-21-13, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for one (1) successive and consecutive insertions in the following issue: February 15, 2013
(HERE SET FORTH DATES OF ISSUES)

Becky Fabian

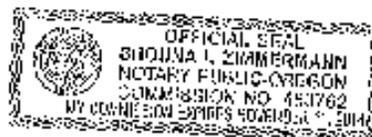
Subscribed and sworn to before me this 28 day of February, 2013

Shoune L. Zimmermann
NOTARY PUBLIC FOR OREGON

My Commission expires 11 day of November, 2014

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings
111 N. 3rd St.
Medford, OR 97501

COMMENTS	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT
ASHLAND DAILY TIDINGS	2/15/13	BUDGET COMMITTE	1	13.25
START DATE: 2/15/13	END DATE: 2/15/13			



Budget Committee Kickoff Meeting
Agenda
February 21, 2013 6:00 PM
Civic Center Council Chambers, 1175 East Main Street

I. CALL TO ORDER

II. ROLL CALL & INTRODUCTIONS

III. ELECTION OF CHAIR & VICE-CHAIR

IV. APPROVAL OF MINUTES

Approval of minutes from previous Budget Committee meetings dated:

NONE

V. PUBLIC INPUT

VI. PRESENTATION BY STAFF

- Budget Assumptions
 - Revenue projections
 - PERS update
 - Self-insurance update
 - Insurance charges to departments
 - Personnel costing assumptions
 - Central Service Fund charges
 - Budgeting for the Parks Department
 - Other
- Process Overview & Proposed Calendar (days & times)
- Training – None from the state; City Training March 7?

VII. SOCIAL SERVICE GRANT DISCUSSION

- Volunteers for the sub-committee
- Meetings on March 20 & 21, 2013

VIII. ECONOMIC & CULTURAL GRANT DISCUSSION

- Changes to process and procedure
- Meetings on April 17 & 18, 2013

IX. DISCUSSION BY COMMITTEE

X. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-

Legal Compliance

CITY OF ASHLAND
ATTN: ACCOUNTS PAYABLE
20 E MAIN STREET
ASHLAND OR 97520

700300

Affidavit of Publication

State Of Oregon
County of Jackson

Breck Fabian, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 193.010 and 193.029; printed at Medford in the aforesaid county and state; that the Notice of Budget Committee Meeting, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for ONE (1) successive and consecutive insertion in the following issues: April 22, 2013

(HERE SET FORTH DATES OF ISSUES)

Breck Fabian

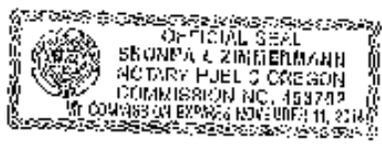
Subscribed and sworn to before me this 24 day of April, 2013

Sharon J. Zimmerman
NOTARY PUBLIC FOR OREGON

My Commission expires 11 day of November, 2014

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings
111 N. Fir St.
Medford, OR 97501

COMMENTS	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT
ASHLAND DAILY TIDINGS	4/22/13	NOTICE OF BUDGE	1	41.04
START DATE: 4/22/13	END DATE: 4/22/13			



NOTICE OF BUDGET COMMITTEE MEETING

A Public meeting of the Budget Committee for the City of Ashland, to discuss the budget for the biennium beginning July 1, 2013 and ending June 30, 2015 will be held in Council Chambers located at 1175 East Main Street. The meeting will take place on May 1, 2013 at 6:00 p.m. The purpose of the meeting is to receive the budget message and to receive comments from the public on the budget. A copy of the budget document may be inspected or obtained on or after April 24, 2013, at City Hall, Administrative Services Department, 20 East Main or by visiting www.ashland.or.us/2013publicnotice.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. The schedule for Budget Committee meetings is as follows:

- | | |
|-----------|---|
| 5/1/2013 | FULL BUDGET COMMITTEE MEETING-Budget Message
Parks, Police
Council Chambers 6:00pm |
| 5/8/2013 | DEPARTMENTAL BUDGET PRESENTATIONS
Administration, Administrative Services, City Recorder, Electric/IT
Council Chambers 6:00pm |
| 5/15/2013 | DEPARTMENTAL BUDGET PRESENTATIONS
Fire, Community Development, Public Works
Council Chambers 6:00pm |
| 5/22/2013 | FULL BUDGET COMMITTEE MEETING/APPROVAL/WRAP UP
Set Tax Rate, approval
Wrap up
Council Chambers 6:00pm |
| 6/4/2013 | PUBLIC HEARING
Council Chambers 7:00pm
First Reading of Ordinance to levy taxes
Resolution to qualify for state revenues (subventions)
Resolution to receive state revenues
Resolution setting appropriations |
| 6/18/2013 | SECOND READING OF ORDINANCE
Council Chambers 7:00pm |

Legal Compliance

CITY OF ASHLAND
ATTN: ACCOUNTS PAYABLE
20 E MAIN STREET
ASHLAND

700900

OR 97520

Affidavit of Publication

State Of Oregon
County of Jackson

I, Becki Fabian, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed at Medford in the aforesaid county and state; that the

Notice of Budget Hearings, a printed copy of which is hereto annexed, was published in the entire issue of

said newspaper for one successive and consecutive insertion

in the following issues MAY 30, 2013.

(HERE SET FORTH DATES OF ISSUES)

Becki Fabian

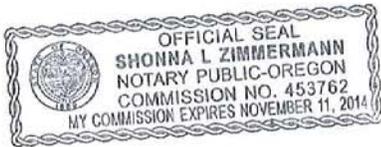
Subscribed and sworn to before me this 4 day of June, 2013

Shonna L Zimmermann
NOTARY PUBLIC FOR OREGON

My Commission expires 11 day of November, 2014

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings
111 N. Fir St.
Medford, OR 97501

COMMENTS	EXPIRE DATE	AD CAPTION	#	TIMES	AMOUNT
ASHLAND DAILY TIDINGS 5/30/13	5/30/13	2013 BUDGET LB1	1	1	1012.65



2013-15 biennial budget

A Public Hearing will be held at the meeting of the Ashland City Council on June 4, 2013, at 7:00 p.m. in Council Chambers, 1175 East Main Street, Ashland, Oregon. The purpose of the hearing is to discuss the budget for the biennium beginning July 1, 2013 as approved by the Ashland Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Ashland Administrative Services Department, City Hall, 20 East Main, between the hours of 8:30 a.m. and 4:30 p.m. This certifies that the budget was prepared on a basis of accounting that is consistent with the basis of accounting used the preceding year. Major changes, if any, and their effect on the budget are explained below.

TOTAL OF ALL FUNDS	Last Year Actual 2011-2012	This Year Adopted 2012-2013	Next Year Biennial Approved 2013-2015
FINANCIAL SUMMARY - RESOURCES			
Beginning Fund Balance/Net Working Capital	\$ 23,622,354	\$ 24,873,472	\$ 28,265,776
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	31,076,016	32,513,972	64,451,609
Federal, State & all Other Grants, Gifts, Allocations & Donations	3,450,632	8,433,178	10,108,357
Revenue from Bonds & Other Debt	3,060,434	8,336,930	9,495,500
Interfund Transfers/Internal Service Reimbursements	10,693,800	8,488,917	45,967,344
All Other Resources Except Property Taxes	11,028,281	10,488,577	21,672,967
Property Taxes Estimated to be Received	9,758,876	10,083,098	21,386,310
Total Resources	\$ 92,690,393	\$ 103,218,144	\$ 201,347,863
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personal Services	\$ 23,697,543	\$ 26,158,408	\$ 55,473,254
Materials and Services	29,036,630	34,236,111	82,082,898
Capital Outlay	5,359,064	18,350,085	28,885,070
Debt Service	4,576,034	4,513,787	9,892,574
Transfers	203,105	406,635	2,738,500
Other Financing Uses (Interfund Loan)	408,000	408,000	1,949,000
Contingencies	-	2,060,000	4,542,000
Unappropriated Ending Fund Balance	29,410,017	17,085,118	15,784,567
Total Requirements	\$ 92,690,393	\$ 103,218,144	\$ 201,347,863
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT			
NAME: Administration Department	\$ 2,102,339	\$ 2,577,362	\$ 7,367,471
FTE:	12.15	13.15	15.15
NAME: Information Technology Department	\$ 2,952,668	\$ 3,184,835	\$ 6,800,971
FTE:	15.50	14.50	14.50
NAME: Administrative Services Department	\$ 3,767,642	\$ 5,767,149	\$ 29,312,119
FTE:	16.25	16.25	16.25
NAME: City Recorder	\$ 319,864	\$ 324,681	\$ 708,330
FTE:	2.00	2.00	2.00
NAME: Police Department	\$ 5,645,100	\$ 5,794,103	\$ 12,391,656
FTE:	36.30	36.30	36.75
NAME: Fire & Rescue Department	\$ 5,929,825	\$ 9,680,564	\$ 13,590,749
FTE:	34.75	34.75	34.00
NAME: Public Works Department	\$ 19,092,546	\$ 29,645,743	\$ 52,135,777
FTE:	58.50	60.05	59.30
NAME: Community Development Department	\$ 1,985,922	\$ 2,128,214	\$ 4,589,289
FTE:	12.60	13.00	14.00
NAME: Electric Department	\$ 13,403,471	\$ 15,877,397	\$ 29,204,529
FTE:	20.25	20.75	17.25
NAME: Parks & Recreation	\$ 5,352,747	\$ 6,013,810	\$ 15,881,100
FTE:	43.80	43.80	43.80
NAME: Non-departmental	\$ 32,138,269	\$ 22,224,286	\$ 29,365,872
FTE:	0	0	0
Total Requirements	\$ 92,690,393	\$ 103,218,144	\$ 201,347,863
Total Full-Time Equivalents	252.10	254.55	253.00

Council Communication

June 18, 2013, Business Meeting

Adoption of the 2013-15 Biennial Budget, including Second Reading of an Ordinance Levying Taxes for the Period of July 1, 2013, to and including June 30, 2014

FROM:

Lee Tuneberg, Finance Director, Administrative Services Department, tuneberl@ashland.or.us

SUMMARY

Oregon budget law requires the City Council to hold a public hearing prior to adopting the budget for the City of Ashland (including the Ashland Parks & Recreation Commission) for Biennium 2013-2015. After the public hearing, Council will take action to adopt the budget, make appropriations, certify it qualifies for and elects to receive state revenue sharing; and levy property taxes by ordinance.

BACKGROUND AND POLICY IMPLICATIONS:

Oregon law identifies the process by which public agencies develop, approve and adopt a budget. The process uses a Citizen Budget Committee and open meetings to review the Proposed Budget and to gain approval. The Budget Committee met four times and two grant subcommittees met two nights this spring to review the Proposed Budget and allocations for the biennial budget covering 2013-2015. On May 22, 2013, the Budget Committee approved the budget. The Council must take the actions listed under "Suggested Motions" to adopt the biennium 2013-2015 budget.

This is the first biennial budget ever produced by the City. It provides appropriations and expenditure authority for a two-year period. However, the Council must elect to levy taxes annually, although it cannot levy an amount great than what has been approved by the Budget Committee in either year of the biennium without going through a prescribed public process. This is also the first budget in memory that does not record Parks and Recreation Fund revenue as "property tax." Instead, this budget records all general property tax collections in the General Fund and shows the Parks Fund's primary revenue source as a payment from the General Fund.

Also noteworthy in this approved budget are the following:

1. The budget includes \$175,000 in each year of the biennium for the Ashland Forest Resiliency project. This is shown in the Water Fund. A revenue stream has not been identified to offset the expense so a reduction in fund balance is reflected.
2. The General Fund transfers to the Debt Service Fund are reduced by \$956,176. Instead, revenue from voter-approved tax levies are directly deposited in the Debt Service fund as revised by staff.

1. Certain Public Works program and project work funded in FY 2012-2013 will not be completed as projected due to extenuating circumstances, such as poor weather which has delayed construction. Such delays, in effect, reduce expenditures this year, increasing the corresponding carry forward into next year. As such, the budget proposed for adoption recognizes a larger beginning fund balance for the biennium and an increase in 2013-2015 appropriations (re-budgeting for the incomplete work). This has no net impact between the two budget periods. The attached memo supports:
 - a. \$716,573 (net) in Street programs for improvements
 - b. \$20,000 in Storm Drain programs for improvements
 - c. \$411,500 in Water Fund programs for improvements
 - d. \$584,605 in Wastewater Fund programs for improvements

Other changes may come forward from public input during the hearing and changes accepted by Council should be addressed in the final budget adoption. The resolution to establish appropriations has been constructed to reflect the action taken by the Budget Committee on May 22, 2013. Staff will be prepared to address changes at the hearing.

Oregon budget law allows the elected body to increase expenditures by \$5,000 (\$10,000 for a biennium) or 10% (whichever is greater) of any fund without further review and approval by the Committee. Council cannot increase the tax rate without republishing the amended budget and a second hearing before July 1.

Total changes to a fund beyond 10% also would require re-publishing the amended budget and holding another public hearing prior to July 1. A summary memo is provided that identifies changes made to the proposed budget to create the approved budget.

Council certifies that the City qualifies for subventions (revenues shared by the state) by resolution each year. Additionally, Council annually adopts a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from taxes imposed as part of state revenue sharing. These are both necessary steps in the 2013-2015 budget process.

The operating property tax rate is calculated to remain unchanged at \$4.1972 for a total of \$10,519,347 from the permanent rate for the General Fund. The local option levy that is included for the Library has Committee approval of \$0.1921. This levy will generate \$432,000 before discounts. Included as well is voter-approved, tax supported debt of \$299,970 to pay for 2005 bonded debt and \$216,527 for the 2011 bonded debt for Fire Station #2 levy.

The ordinance authorizing the tax levy rate is consistent with the Budget Committee's approved tax rates and amounts for the first year (2013-2014) of the biennium. Taxes for the second year (2014-2015) of the biennium will be considered by Council in the spring of 2014.

Legal Compliance

FISCAL IMPLICATIONS:

The Biennium 2013-15 is the City's fiscal plan for the coming two-year period. The total budget is \$202,124,365 and is up 1.8% over the prior two-year period. Without an adopted budget, the City has no expenditure authority

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval of the accompanying four Resolutions and the reading by title only of the Ordinance.

SUGGESTED MOTIONS:

I move to approve a resolution titled, "Resolution Adopting the 2013-2015 Biennial Budget and Making Appropriations,"

And

I move to approve a resolution titled, "Resolution Certifying City Provides Sufficient Municipal Services to Qualify for State Subventions,"

And

I move to approve a resolution titled, "A Resolution Declaring the City's Election to Receive State Revenues,"

And

I move to approve second reading by title only of an ordinance titled, "An Ordinance Levying Taxes for the Period of July 1, 2013 to and including June 30, 2014, Such Taxes in the Sum of \$10,519,347 Upon All the Real and Personal Property Subject to Assessment and Levy Within the Corporate Limits of the City of Ashland, Jackson County, Oregon" and move the ordinance on to second reading.

ATTACHMENTS:

- 1) Resolution adopting budget and making appropriations
- 2) Summary tables incorporated in Notice of Public Hearing to adopt the budget
- 3) Resolution certifying City qualifies for State Subventions
- 4) Resolution declaring City elects to receive State revenue
- 5) Certification of election to receive State Revenue
- 6) Ordinance to levy property taxes
- 7) Memo to Mayor and Council from Budget Officer
- 8) Biennium 2013-2015 Summary of Changes – Resources & Requirements
- 9) Public Works memo on capital projects adjustments

RESOLUTION 2013- 20

RESOLUTION CERTIFYING CITY PROVIDES SUFFICIENT MUNICIPAL SERVICES TO QUALIFY FOR STATE SUBVENTIONS

RECITALS:

A. ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing fund to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police Protection
2. Fire Protection
3. Street construction, maintenance, lighting
4. Sanitary Sewer
5. Storm Sewer
6. Planning, zoning and subdivision control
7. One or more utility services

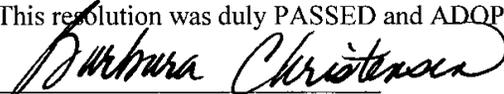
B. City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with 221.760.

Be it resolved, the City of Ashland hereby certifies that it provides the following municipal services enumerated in ORS 221.760(1):

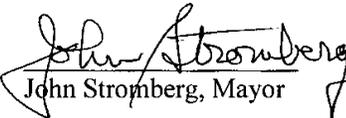
1. Police Protection
2. Fire Protection
3. Planning
4. Street construction, maintenance, lighting
5. Storm Sewer
6. Water
7. Sanitary Sewer
8. Electric Distribution

This resolution takes effect upon signing by the Mayor.

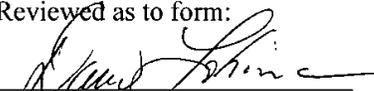
This resolution was duly PASSED and ADOPTED this 18 day of June, 2013.


Barbara Christensen, City Recorder

SIGNED AND APPROVED this 19 day of June, 2013.


John Stromberg, Mayor

Reviewed as to form:


David Lohman, City Attorney

RESOLUTION 2013- 21

**A RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

RECITALS:

The City must annually adopt a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from tax imposed on the sale of liquor as part of State Revenue Sharing.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2013-2014

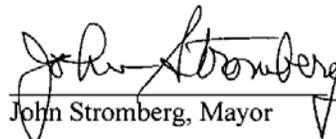
This resolution takes effect upon signing by the Mayor.

This resolution was duly PASSED and ADOPTED this 18 day of June, 2013.



Barbara Christensen, City Recorder

SIGNED AND APPROVED this 19 day of June, 2013.


John Stromberg, Mayor

Reviewed as to form:



David Lohman, City Attorney

**A RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

I certify that a public hearing before the Budget Committee was held on May 22, 2013 and a public hearing before the City Council was held on June 4, 2013, giving citizens an opportunity to comment on use of State Revenue Sharing.



Barbara Christensen, City Recorder

RESOLUTION 2013- 19

**RESOLUTION ADOPTING THE BIENNIAL BUDGET AND MAKING
APPROPRIATIONS**

The City of Ashland resolves that the 2013-2015 Biennial Budget, now on file in the office of the City Recorder, is adopted. Summary tables from the notice of the public hearing are attached. The amounts for the biennial budget year beginning July 1, 2013, and for the purposes shown below are hereby appropriated as follows:

SECTION 1:

GENERAL FUND

Administration Department	\$ 553,465
Administration Department - Library	812,000
Administration Department- Municipal Court	994,970
Administrative Services - Social Services Grants	257,688
Administrative Services - Economic & Cultural Grants	1,433,226
Administrative Services - Miscellaneous	610,208
Administrative Services - Band	120,390
Administrative Services - Parks Services	8,856,000
Police Department	12,391,656
Fire and Rescue Department	13,053,484
Public Works - Cemetery Division	704,551
Community Development - Planning Division	2,730,822
Community Development - Building Division	1,390,632
Transfers	192,824
Contingency	1,041,000
TOTAL GENERAL FUND	45,142,916

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Personal Services	61,100
Materials and Services	406,735
TOTAL CDBG FUND	467,835

RESERVE FUND

Interfund Loan	900,000
Transfers	190,000
TOTAL RESERVE FUND	1,090,000

STREET FUND

Public Works - Street Operations	7,628,710
Public Works - Street Operations Debt	341,750
Public Works - Storm Water Operations	1,247,230
Public Works - Storm Water Operations Debt	26,317
Public Works - Transportation SDC's	446,613
Public Works - Storm Water SDC's	80,600
Contingency	215,000
TOTAL STREET FUND	9,986,220

AIRPORT FUND	
Materials and Services	143,310
Capital Outlay	65,000
Debt Service	77,072
Interfund Loan	19,000
Contingency	10,000
TOTAL AIRPORT FUND	314,382
CAPITAL IMPROVEMENTS FUND	
Public Works - Facilities	2,406,460
Administrative Services - Parks Open Space	3,929,000
Transfers	466,900
Contingency	200,000
TOTAL CAPITAL IMPROVEMENTS	7,002,360
DEBT SERVICE FUND	
Debt Service	4,548,084
Interfund Loan	370,000
TOTAL DEBT SERVICE FUND	4,918,084
WATER FUND	
Administration - Conservation Division	449,010
Fire - Forest Lands Management Division	887,265
Public Works - Water Supply	2,951,820
Public Works - Water Supply Debt	44,985
Public Works - Water Treatment	2,570,700
Public Works - Water Treatment Debt	467,427
Public Works - Water Distribution	8,570,680
Public Works - Water Distribution Debt	662,995
Public Works - Reimbursement SDC's	-
Public Works - Improvement SDC's	282,750
Public Works - Debt SDC's	241,845
Debt Services	-
Interfund loan	150,000
Contingency	403,000
TOTAL WATER FUND	17,682,477
WASTEWATER FUND	
Public Works - Wastewater Collection	5,298,621
Public Works - Wastewater Collection Debt	151,075
Public Works - Wastewater Treatment	6,527,385
Public Works - Wastewater Treatment Debt	3,253,250
Public Works - Reimbursement SDC's	117,500
Public Works - Improvement SDC's	1,383,491
Debt Services	30,000
Contingency	440,000
TOTAL WASTEWATER FUND	17,201,322

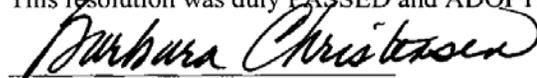
Legal Compliance

ELECTRIC FUND	
Administration - Conservation Division	1,494,890
Electric - Supply	13,628,373
Electric - Distribution	13,398,521
Electric - Transmission	2,177,635
Debt Services	47,774
Contingency	923,000
TOTAL ELECTRIC FUND	31,670,193
TELECOMMUNICATIONS FUND	
Personal Services	1,288,560
Materials and Services	2,667,283
Capital Outlay	308,000
Contingency	150,000
TOTAL TELECOMMUNICATIONS FUND	4,413,843
CENTRAL SERVICES FUND	
Administration Department	3,015,362
IT - Computer Services Division	2,537,128
Administrative Services Department	4,084,194
City Recorder Division	708,330
Public Works - Administration and Engineering	3,362,420
Interfund Loan	-
Contingency	104,000
TOTAL CENTRAL SERVICES FUND	13,811,434
INSURANCE SERVICES FUND	
Personal Services	178,080
Materials and Services	1,446,500
Contingency	300,000
TOTAL INSURANCE SERVICES FUND	1,924,580
HEALTH BENEFITS FUND	
Personal Services	-
Materials and Services	7,816,992
Interfund Loan	510,000
Contingency	500,000
TOTAL INSURANCE SERVICES FUND	8,826,992
EQUIPMENT FUND	
Public Works - Maintenance	2,054,460
Public Works - Purchasing and Acquisition	3,113,000
Interfund Loan	-
Contingency	156,000
TOTAL EQUIPMENT FUND	5,323,460
CEMETERY TRUST FUND	
Transfers	10,600
TOTAL CEMETERY TRUST FUND	10,600

PARKS AND RECREATION FUND	
Parks Division	7,469,390
Recreation Division	2,547,830
Golf Division	1,012,880
Transfer	922,000
Contingency	100,000
TOTAL PARKS AND RECREATION FUND	12,052,100
 YOUTH ACTIVITIES LEVY FUND - Closed 6/30/2013	
Materials and Services	-
TOTAL YOUTH ACTIVITIES LEVY FUND	-
 PARKS CAPITAL IMPROVEMENTS FUND	
Capital Outlay	4,851,000
TOTAL PARKS CAPITAL IMP. FUND	4,851,000
 TOTAL APPROPRIATIONS, ALL FUNDS	 \$ 186,689,798
 TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS	 \$ 15,434,567
 TOTAL ADOPTED BUDGET	 \$ 202,124,365

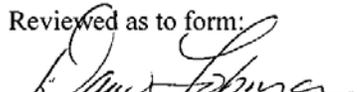
SECTION 2. This resolution takes effect upon signing by the Mayor.

This resolution was duly PASSED and ADOPTED this 18 day of June, 2013.


Barbara Christensen, City Recorder

SIGNED AND APPROVED this 19 day of June, 2013.


John Stromberg, Mayor

Reviewed as to form:

David Lohman, City Attorney

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

**FORM LB-50
2013-2014**

To assessor of Jackson County

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

Check here if this is an amended form.

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

20 East Main Ashland OR 97520 6/18/2013
Mailing address of district City State ZIP code Date submitted
Darlow L. Tuneberg Admin Srvc/Finance Director 541/482-5300 tuneberl@ashlan.or.us
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: TOTAL PROPERTY TAX LEVY

	Subject to General Government Limits		
	Rate —or— Dollar Amount		
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	4.1972		
2. Local option operating tax 2	.1921		Excluded from Measure 5 Limits
3. Local option capital project tax 3			
4. Levy for pension and disability obligations 4			Dollar Amount of Bond Levy
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 5a			
5b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 5b			516,497
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) 5c			516,497

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 6	4.2865
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
Ashland Library Levy	September 19, 2007	2008	2017	.19

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.

ORDINANCE NO. 3083

AN ORDINANCE LEVYING TAXES FOR THE PERIOD OF JULY 1, 2013 TO AND INCLUDING JUNE 30, 2014, SUCH TAXES IN THE SUM OF \$10,519,347 UPON ALL THE REAL AND PERSONAL PROPERTY SUBJECT TO ASSESSMENT AND LEVY WITHIN THE CORPORATE LIMITS OF THE CITY OF ASHLAND, JACKSON COUNTY, OREGON

THE PEOPLE OF THE CITY OF ASHLAND ORDAIN AS FOLLOWS:

Section 1. That the City Council of the City of Ashland hereby levies the taxes provided for in the adopted budget in the permanent rate of \$4.1972 per thousand an amount estimated to be \$9,570,850, voter authorized Local Option in the rate of \$.1921 per thousand an amount estimated to be \$432,000 as well as \$516,497 authorized for the repayment of General Obligation Debt and that these taxes are hereby levied upon the assessed value for the fiscal year starting July 1, 2013, on all taxable property within the City.

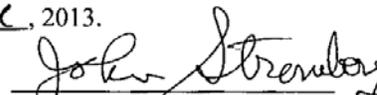
Section 2. That the City Council hereby declares that the taxes so levied are applicable to the following funds:

	<u>Permanent Rate</u>	<u>Local Option</u>	<u>Bonded Debt</u>	<u>Per \$ 1,000</u>
General Fund - Operations	\$ 9,570,850			4.1972
Ashland Library Levy		\$ 432,000		0.1921
2005 GO Bonds			\$ 299,970	
2011 GO Bonds - Fire Station #2			216,527	
	<u>\$ 9,570,850</u>	<u>\$ 432,000</u>	<u>\$ 516,497</u>	

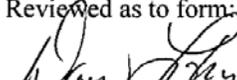
The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 4 day of June, 2013, and duly PASSED and ADOPTED this 18 day of June, 2013.


Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 19 day of June, 2013.


John Stromberg, Mayor

Reviewed as to form:


David H. Lohman, City Attorney

This report is intended to promote the best possible management of public resources.

You are welcome to keep this copy, however, if you no longer need it, please return it to:

Administrative Services Department
City of Ashland
20 East Main Street
Ashland, OR 97520

The Administrative Services Department maintains a file of past documents. Your cooperation will help us save copying costs.