

CITY OF ASHLAND



Oregon

Adopted 2009–2010 Budget

CITIZENS' BUDGET COMMITTEE

ELECTED MEMBERS:

John Stromberg, Mayor
David Chapman, Councilor
Carol Voisin, Councilor
Greg Lemhouse, Councilor
Kate Jackson, Councilor
Eric Navickas, Councilor
Russ Silbiger, Councilor

APPOINTED MEMBERS:

Lynn Thompson, Chair
Allen Douma, Vice Chair
Marion Boenheim
Dee Anne Everson
Arlen Gregorio
William Heimann
Dennis Slattery

ADMINISTRATIVE STAFF

Martha Bennett, City Administrator
Lee Tuneberg, Administrative Services/Finance Director
Don Robertson, Parks and Recreation 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, 2008.

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.

Introduction

City of Ashland Organization Chart 1-1
City at a Glance 1-2
The Budget Message 1-6
Budget Message Addendum 1-22
Budget Committee Recommendations and Council Actions..... 1-24
Community Values Statement and Council Goals..... 1-28
The Budget Process..... 1-30
Summary by Fund 1-32
Resources Summary by Classification..... 1-34
Requirements Summary by Classification 1-35
Requirements Summary by Department 1-36
Debt Summary 1-38
Debt Summary Type 1-39
Property Tax Summary 1-40

Capital Improvements Plan

Capital Improvements Plan (projected expenditures through 2015)..... 2-1

Department Funds

Administration Department 3-3
Information Technology Department..... 3-15
Administrative Services Department 3-23
City Recorder / Treasurer..... 3-39
Police Department..... 3-43
Fire and Rescue Department 3-55
Public Works Department 3-67
Community Development Department 3-101
Electric Department 3-111
Parks and Recreation Department..... 3-121
Non-Departmental Activities 3-137

Resources and Long-Term Plan

Resources Summary Long-Term Plan 4-2
Long-Term Plan Fund Totals 4-4
General Fund 4-6
Community Development Block Grant 4-10
Reserve Fund..... 4-14
Street Fund 4-18
Airport Fund 4-26
Capital Improvements Plan 4-30
Debt Service Fund 4-38
Water Fund 4-42
Wastewater Fund 4-50
Electric Fund 4-58

table of contents

Telecommunication Fund 4-62
Central Services Fund 4-66
Insurance Services Fund 4-70
Equipment Fund 4-74
Cemetery Trust Fund 4-78
Parks and Recreation Fund 4-82
Parks Capital Improvement Fund 4-86
Youth Activities Levy Fund..... 4-90

Appendix

History of Combined Property Tax Rates A-2
History of Property Tax Levies..... A-3
History of Property Tax Rates..... A-4
Future Debt Requirements A-5
Economic and Cultural Development Grant History A-6
Social Service Grant History..... A-7
Financial Management Policies A-8
Accounting Methods A-14
Salary Schedule..... A-16
History of Positions and Summary of Union Affiliation A-20
Chart of Accounts Descriptions A-22
Glossary..... A-26
Acronyms A-30
Index..... A-32

Legal Compliance

Budget Calendar, FY 2009-10 L-3
Affidavit of Publication, December 9, 2008 L-4
Legal Notice, December 9, 2008..... L-5
Affidavit of Publication, April 9, 2009 L-6
Legal Notice, April 9, 2009..... L-7
Affidavit of Publication, April 16, 2009 L-8
Legal Notice, April 16, 2009..... L-9
Affidavit of Publication, May 27, 2009 L-10
Legal Notice, May 27, 2009..... L-11
Resolution 2009-17, Certifying City Provides Sufficient
Municipal Services to Qualify for State Subventions L-14
Resolution 2009-16, Declaring the City’s Election to
Receive State Revenues L-15
Resolution 2009-15, Adopting the Annual Budget and
Making Appropriations L-17
Form LB-50, Notice of Property Tax and Certification
of Intent to Inpose a Tax, Fee, Assessment, or Charge on Property L-20
Ordinance No.2987 Levying taxes for the Period of July 1, 2009
to and including June 30, 2010 L-21

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 \$8.4 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 \$4.5871 per \$1,000 of assessed value.

Transient Occupancy Tax (TOT) also referred to as the hotel/motel tax generates approximately \$1.7 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 Hotels and Motels rate in Ashland is currently 9%. The hotel or 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 \$1.9 million and 80% of the revenue goes toward annual debt service on the wastewater treatment plant completed in 2003 and 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 2010.

Electric Utility Users Tax generates approximately \$2.6 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 generates approximately \$21.8 million and pays for the Water, Wastewater, Electric and high speed data services provided to residential, commercial and governmental properties. In general, the revenue generated is based upon the base cost to provide the service and normally includes a charge that represents level of service used.

Utility Fees generates approximately \$1.9 million and are used to pay for operational and construction needs for Transportation (streets, sidewalks, bicycle lanes, handicap access, etc.) and for Storm Drain (line maintenance, open ditches, sediment pond cleaning, etc.).

Miscellaneous Licenses, Permits and other Fees and Charges (excluding interest earnings, transfers & internal payments) generates approximately \$9.0 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.

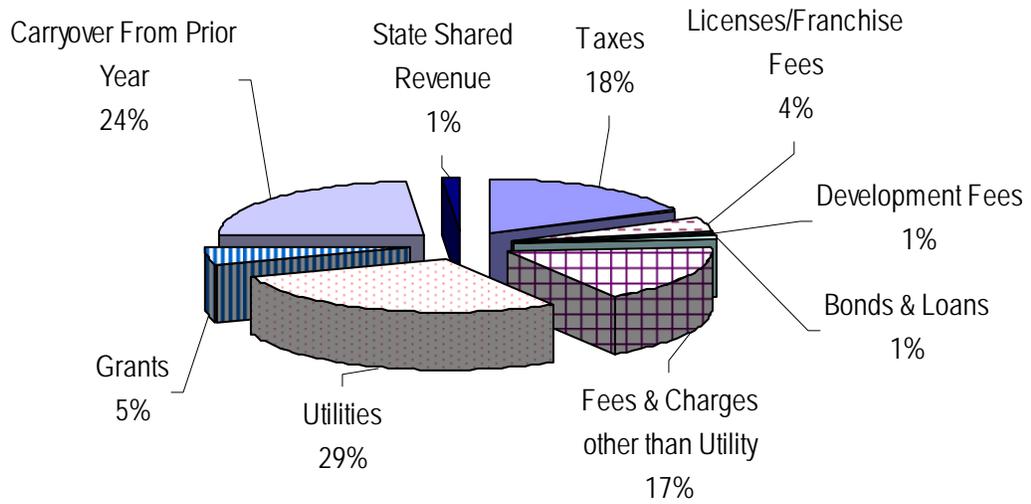
Examples of service levels and outcomes can be found throughout the Capital Improvement and Departmental sections of this document.

Note: All rates and amounts shown are current and subject to change during the year or by Council Action.

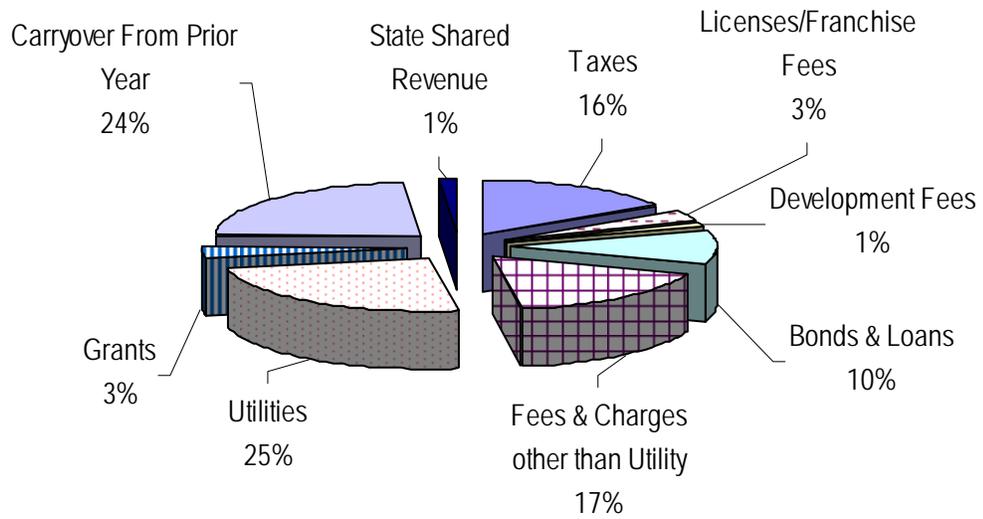
Where the Money Comes From

	<u>2009 Adopted</u>	<u>2010 Adopted</u>
Taxes		
Property (Current)	\$ 7,926,535	\$ 8,447,550
Property (Prior)	595,865	240,000
Food & Beverage	2,109,600	1,860,955
Hotel/Motel	1,723,000	1,720,000
Utility Users Tax	2,776,525	2,600,000
	<u>15,131,525</u>	<u>14,868,505</u>
Licenses/Franchise Fees		
License	193,500	215,750
Franchises	2,764,300	2,955,300
	<u>2,957,800</u>	<u>3,171,050</u>
Development Fees		
Permits	1,132,000	612,500
	<u>1,132,000</u>	<u>612,500</u>
Bonds & Loans		
Capital Improvement Projects	5,376,000	525,000
Street Improvement Bonds	4,263,400	515,600
Interfund Loan	-	80,000
	<u>9,639,400</u>	<u>1,120,600</u>
Fees & Charges other than Utility		
Finance	92,600	97,100
Police	160,230	100,000
Court	320,200	312,000
Fire & Rescue	906,500	892,000
City Recorder	38,100	6,300
Cemetery	46,000	45,000
Planning & Building	130,000	65,000
Public Works	785,000	782,870
Electric	214,100	150,000
Parks & Recreation	853,805	846,805
Technology Payment	1,119,000	1,119,000
Rents	110,000	100,000
Internal Service	7,862,900	8,047,700
SDC's	930,000	78,450
Interest on Investments	794,600	375,300
Fines	160,000	142,000
Special Assessment Payments	100,000	218,110
Miscellaneous Income	1,390,701	339,815
Transfers	573,746	513,546
	<u>16,587,482</u>	<u>14,230,996</u>
Utilities		
Wastewater	2,700,000	3,316,000
Storm Water	535,000	584,000
Street	1,235,000	1,275,100
Electric	12,481,700	12,194,900
Ashland Fiber Network	1,708,389	1,846,000
Water	4,300,000	4,469,600
	<u>22,960,089</u>	<u>23,685,600</u>
Grants		
Federal Grants	1,624,536	4,018,468
State Grants	1,587,325	316,850
	<u>3,211,861</u>	<u>4,335,318</u>
Carryover From Prior Year	22,335,358	19,433,253
	<u>22,335,358</u>	<u>19,433,253</u>
State Shared Revenue		
Cigarette Tax	35,600	29,295
Liquor Tax	268,500	261,265
Gas Tax	947,000	890,180
	<u>1,251,100</u>	<u>1,180,740</u>
Total Resources	<u>\$ 95,206,615</u>	<u>\$ 82,638,562</u>

2009-10 Adopted



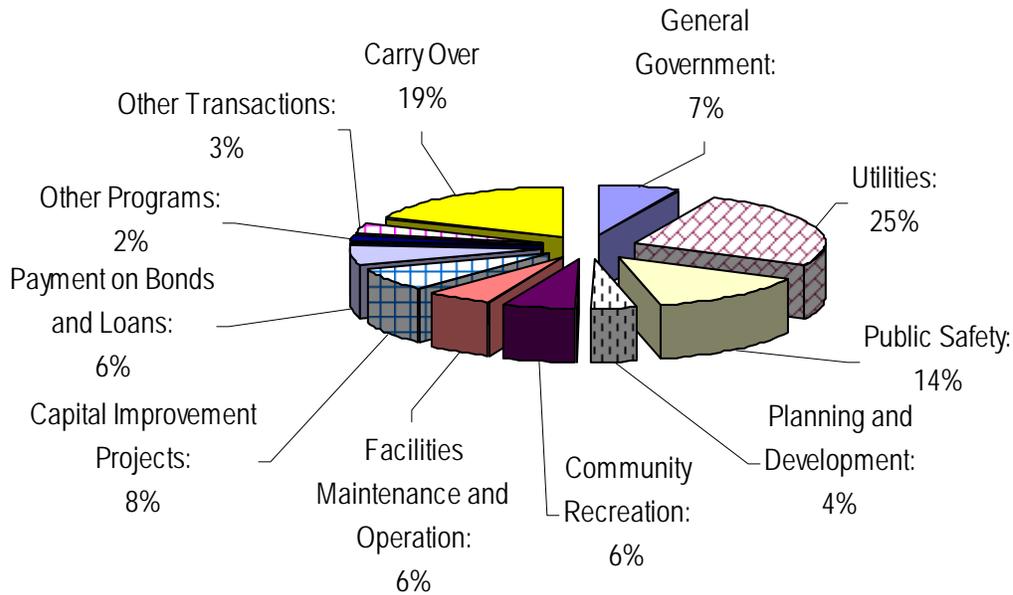
2008-09 Adopted



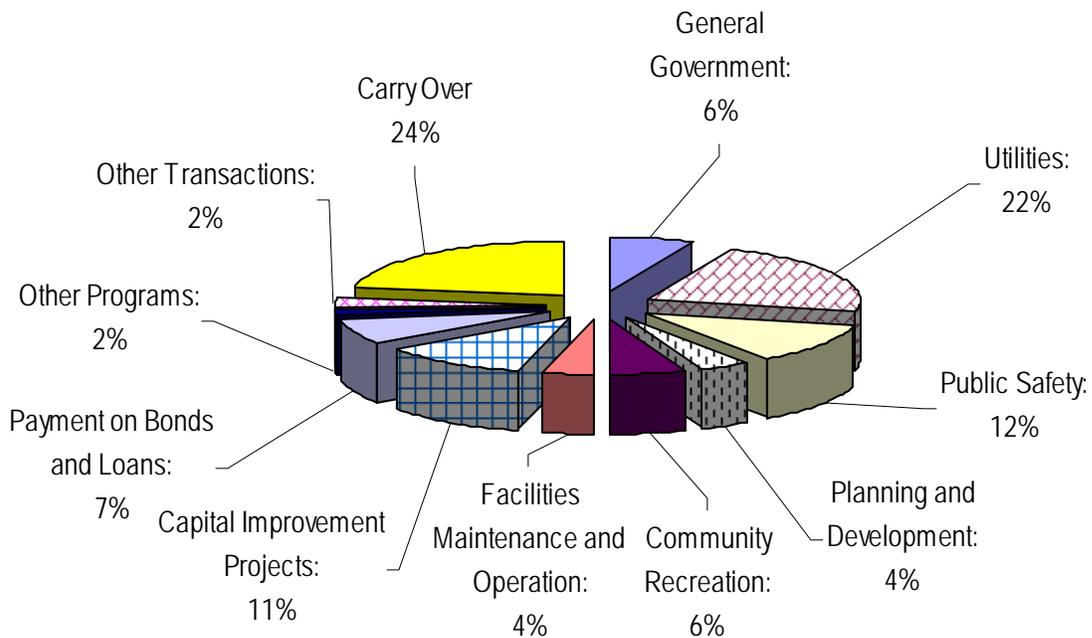
Where the Money Goes

	<u>2009 Adopted</u>	<u>2010 Adopted</u>
General Government:		
Mayor, Council, City Recorder	\$ 441,692	\$ 402,419
Administration	1,148,560	1,013,752
Legal Services	456,004	420,092
Human Resources	374,660	309,670
Finance & Accounting	1,741,830	1,724,890
Insurance Services	765,327	760,933
Computer Services	1,196,824	1,105,133
	<u>6,124,897</u>	<u>5,736,889</u>
Utilities:		
Electric	11,471,574	11,736,385
Water	3,785,795	3,606,473
Wastewater	3,230,804	3,595,043
AFN	1,916,120	1,898,062
Storm water Collection	545,521	527,878
	<u>20,949,814</u>	<u>21,363,841</u>
Public Safety:		
Police Protection	5,595,065	5,459,435
Fire Protection	2,716,091	2,841,483
Forest Interface	190,435	260,420
Ambulance Services	2,361,556	2,244,222
Municipal Court	442,180	419,924
	<u>11,305,327</u>	<u>11,225,484</u>
Planning and Development:		
Planning	1,325,414	1,214,363
Building Inspections	786,690	656,331
Engineering Services	1,467,692	1,383,370
	<u>3,579,796</u>	<u>3,254,064</u>
Community Recreation:		
Parks Operation & Maintenance	3,592,671	3,249,100
Recreation Programs & City Band	1,170,213	1,173,494
School Support	457,671	100,000
Golf Course	412,211	398,420
	<u>5,632,766</u>	<u>4,921,014</u>
Facilities Maintenance and Operation:		
Roadways & Bikeways	1,834,030	1,823,088
Equipment Maintenance	845,804	803,129
Buildings, Grounds, Airport	833,956	1,819,628
Cemeteries	316,630	298,305
	<u>3,830,420</u>	<u>4,744,150</u>
Capital Improvement Projects:		
Construction and Internal Projects	9,778,600	5,795,494
Equipment	993,300	565,360
	<u>10,771,900</u>	<u>6,360,854</u>
Payment on Bonds and Loans:		
Infrastructure Improvements	5,871,522	5,088,703
Land Acquisition	1,200,000	200,000
	<u>7,071,522</u>	<u>5,288,703</u>
Other Programs:		
Economic and Cultural Development Grants	508,333	570,000
Social Services Grants	124,570	120,342
Community Development Grants	438,087	493,958
Conservation	737,395	682,790
	<u>1,808,385</u>	<u>1,867,090</u>
Other Transactions:		
Interfund Loans	-	80,000
Operating Transfers to Other Funds	573,746	513,546
Contingencies	1,768,000	1,720,000
	<u>2,341,746</u>	<u>2,313,546</u>
Carry Over	<u>21,790,043</u>	<u>15,562,927</u>
Total Requirements	<u>\$ 95,206,615</u>	<u>\$ 82,638,562</u>

2009-10 Adopted



2008-09 Adopted



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.

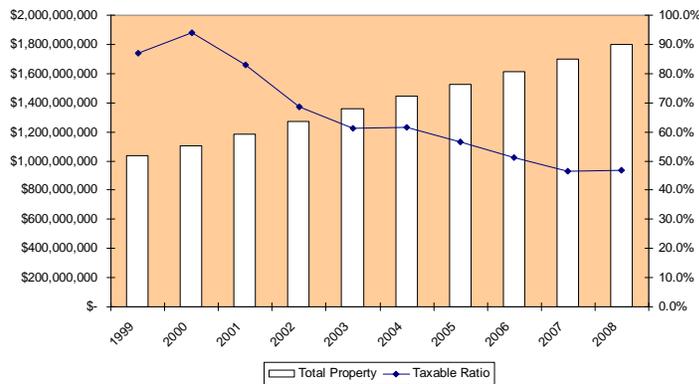
<u>If you have this Question:</u>	<u>Refer to Section:</u>	<u>Page(s)</u>
What are the Council Goals and Community Values?	Introduction	1-28 to 29
Where do I find statistics on the city and community?	Introduction	1-2 to 1-3
What is the budget timeline?	Introduction	1-30
What are the roles and authority of the budget process participants?	Introduction	1-30
What are the major revenue sources?	Introduction	1-34
What are the major expenditures?	Introduction	1-35
What capital improvements are expected next year?	Capital Improvement	Section 2
What assumptions were used to create the budget?	Introduction	1-15
What does the long-term financial condition look like on a city-wide and fund basis?	Resources and Long Term	4-1 to 4-94
Where do I find a department’s budget across funds?	Departmental	
Where do I find a fund’s budget for all departments?	Resources and Long Term	4-1 to 4-94
What outstanding debt is included in the budget?	Appendix	A-5
What is the history of property taxes for the City and Parks?	Appendix	A-3
What basis of accounting does the city use?	Appendix	A-8
What is the policy for budgeting Contingency and Ending Fund balances?	Appendix	A-9 to A-12

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	Utilities	Total	Property Tax Rate	Taxable ratio (True Cash Value to Assessed)
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%
2002	1,272,205,820	4,983,960	32,044,090	23,806,860	1,333,040,730	5.38	68.6%
2001	1,183,527,490	4,760,560	30,004,310	21,823,850	1,240,116,210	5.46	83.0%
2000	1,106,322,240	4,241,270	26,183,680	20,989,320	1,157,736,510	4.81	94.0%
1999	1,039,559,010	4,439,960	25,093,370	19,043,890	1,088,136,230	4.92	87.0%

All property is evaluated once every six years as required by State Statute
 Includes Non-Profit Housing
 Source: County Assessor tax roll property values
 Source: FY 2007-2008 Comprehensive Annual Financial Report

**Real Property Value and Taxable Ratio
Last Ten Years**



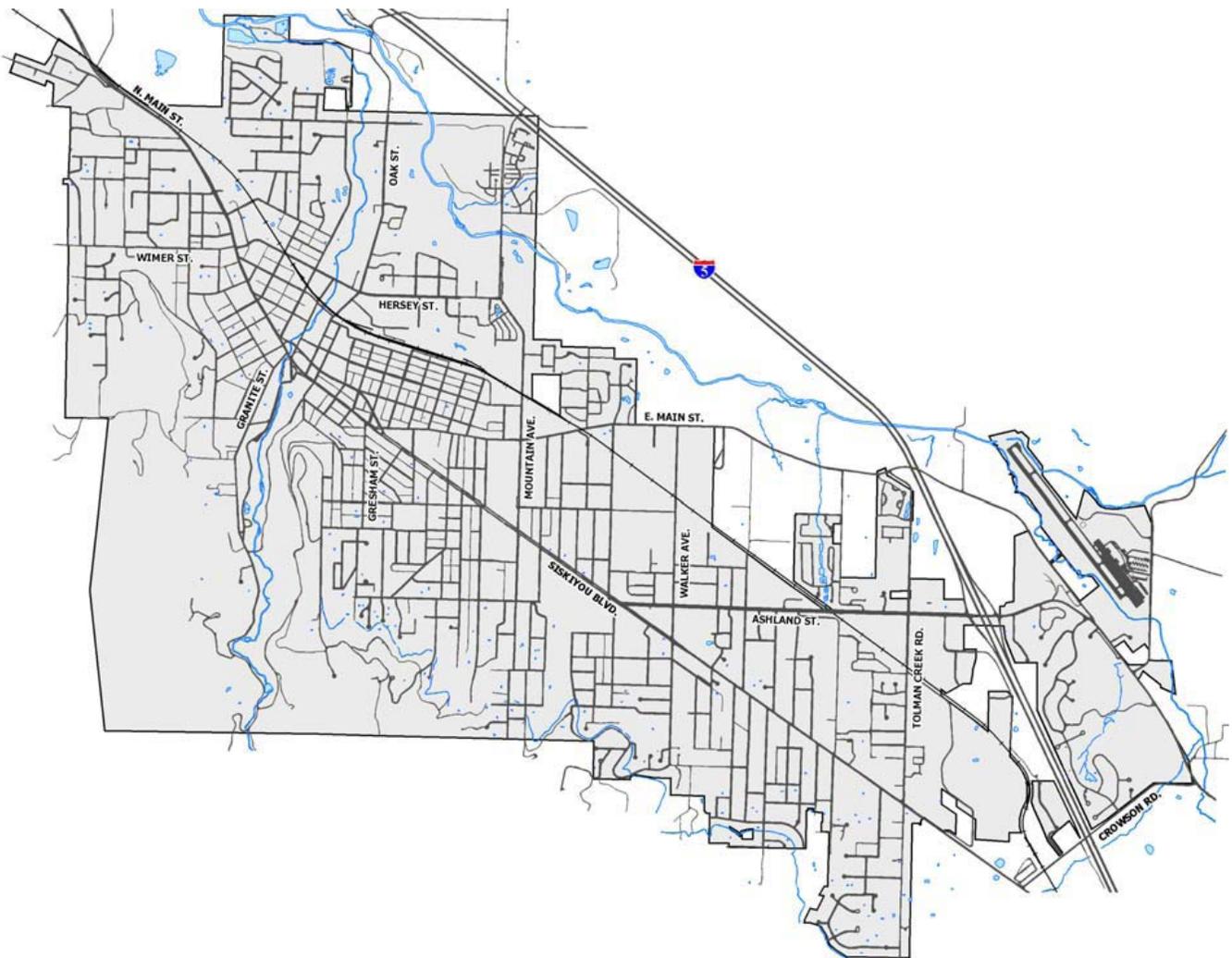
Photograph by Fred Stockwell, Ashland Oregon

**CITY OF ASHLAND, OREGON
PRINCIPAL EMPLOYERS
Current Year and Ten Years Ago**

2008		
Employer	Employees	Percentage of Total City Employment
Southern Oregon University	850	9.44%
Ashland Community Hospital	410	4.56%
Oregon Shakespeare Festival	398	4.42%
Ashland Public Schools	350	3.89%
City of Ashland*	229	2.54%
Pathway Enterprises	140	1.56%
Ashland Food Cooperative	130	1.44%
Professional Tool Mfg. LLC	100	1.11%
Prestige Care (Linda Vista)	75	0.83%
 Total	 2,682	 29.80%
 Estimated Total City Employment	 9,000	

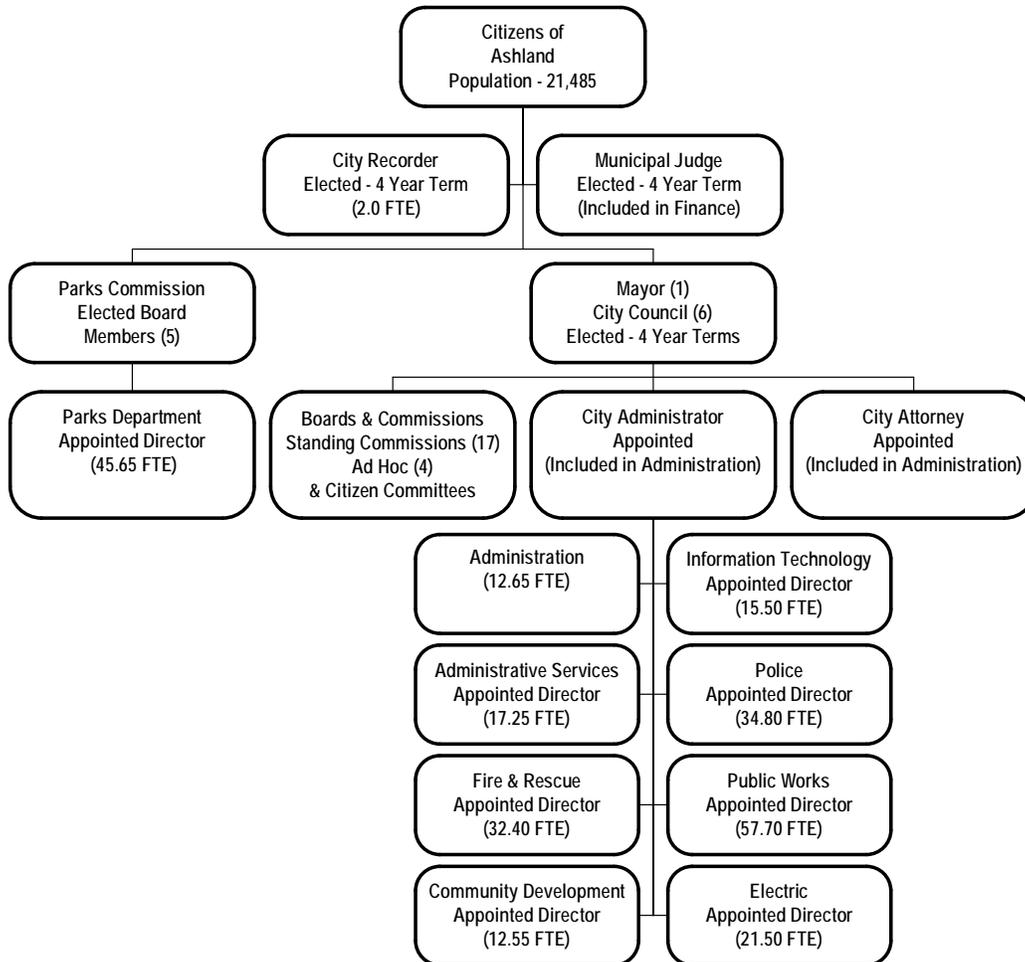
1999		
Employer	Employees	Percentage of Total City Employment
Southern Oregon State College	740	12.33%
Public Schools	382	6.37%
Oregon Shakespeare Festival	430	7.17%
Ashland Community Hospital	264	4.40%
Southern OR Training & Habilitation	246	4.10%
City of Ashland*	197	3.28%
Darex Corporation	135	2.25%
Linda Vista Care	85	1.42%
Parson's Pine Products	71	1.18%
 Total	 2,550	 42.50%
 Estimated Total City Employment	 6,000	

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 21,485.





City of Ashland 252.00 FTE Adopted



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 21,485 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. The City Administrator has responsibility for all City functions with the exception of the Parks Department. The Mayor, with confirmation of the City Council, also appoints the Department Heads, the City Attorney, and the Band Board.

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

In addition to the help they receive from their appointed staff and employees, 21 advisory boards and commissions assist the City Council. Over 135 Ashland citizens serve on these boards and commissions and make a valuable contribution to the City of Ashland.

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	6.52
Elevation in Feet	1,900
Annual Precipitation	18

Police

Stations	1
Patrol Units	8
Sworn Officers	27
Physical Arrests, Juvenile and Adult (non traffic)	2,489
Traffic Violations	2,600

Fire

Stations	2
Fire Fighters	31
Fire Alarm Responses	500
Emergency Medical Responses	3,022
Non-emergency Public Service Responses	76
Total Calls for Service	3,590
Total Ambulance Patient Transports	1,700
Code Enforcement Plans Review	440

Streets

Miles of Paved Streets	100
Miles of Gravel Streets	11
Miles of Storm Sewers	89

Water

Miles of water Mains	124
Hydrants	1,154
Service Connections	8,291
Daily Average Consumption in Millions of Gallons	3.4
Maximum Daily Capacity of Plant in Million Gallons	8

Sewer

Miles of Sanitary Sewers	110
Treatment Plant	1
Service Connections	8,153
Daily Average Treatment in Million Gallons	2.2
Maximum Daily Capacity in Million Gallons	4

Electric	
Service Connections	12,479
Street Lights	1,802
Electrical Transformers	1,982
Poles	3,453
Substations	3
Telecommunications	
Miles of Fiber	25
Miles of Coax	117
Cable Modem	4,153
Potential Station Capacity	424
Parks and Recreation	
Community Centers	3
Parks	19
Parks Acreage	640
Golf Courses	1
Swimming Pools	1
Ice Skating Rinks	1
Skateboard Parks	1
Tennis Courts	12
Trails (miles)	29
Health Care	
Hospital	1
Hospital Beds	49
Education	
Elementary Schools	3
Elementary School Instructors	59
Secondary Schools	2
Secondary School Instructors	106
State Universities	1

Ten Year Statistics

Year	Assessed Valuation	Population	School Enrollment
1999-00	1,157,736,510	19,490	3,258
2000-01	1,240,116,210	19,610	3,411
2001-02	1,333,040,730	19,770	3,393
2002-03	1,423,894,752	20,130	3,321
2003-04	1,511,835,569	20,430	3,138
2004-05	1,593,607,600	20,590	2,920
2005-06	1,677,271,999	20,880	2,777
2006-07	1,761,135,599	21,430	3,000
2007-08	1,853,307,500	21,800	3,000
2008-09	1,991,746,917	21,485	3,000 est.

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:

City Recorder	\$1,000
Community Development Till	150
Electric	100
Finance-Accounting	300
Finance-Purchasing	400
Fire and Rescue Department	200
Hangardine Parking Structure	50
Municipal Court Till	100
Parks and Recreation	200
Parks and Recreation Till	550
Police Department	200
Police Till	50
Utilities Till	260
	<u>260</u>
	<u>\$3,560</u>



CITY OF ASHLAND

DATE: April 23, 2009

TO: Ashland Budget Committee

FROM: Martha Bennett, City Administrator
Lee Tuneberg, Budget Officer

RE: Fiscal Year 2009-2010 Budget Message

OVERVIEW

We respectfully submit the proposed budget for the City of Ashland for Fiscal Year 2009-2010. In addition to a proposed operating plan for next fiscal year, this budget includes long term planning for the next six years.

The largest challenge in preparing the FY 2009-2010 budget has been anticipating how larger economic forces will affect the City of Ashland in the next fiscal year and into the future. The global, national, and regional economic downturn has depressed many of the economic activities that the City relies on for revenue. As anticipated, reduced revenues mean the City faces choices, which are neither easy nor obvious.

The proposed budget for FY 2009-2010 protects core services in each fund, and staff believes the budget will maintain quality services, albeit at a reduced level. We sought increased efficiencies wherever possible, and have looked at alternative methods and ways of delivering service. Programs and activities that are less important are reduced, modified or eliminated. We are committed to working with the Budget Committee, Council, and Parks and Recreation Commission to address key needs next fiscal year and into the future.

FY 2009-2010 BUDGET

Staff used assumptions approved by the Budget Committee in February 2009 to prepare the budget. The proposed budget is based on the FY 2008-2009 budget amount for each fund less the amount that was administratively cut in December 2008. In most departments, this means the proposed budget is either 3% or 5% less than last year's adopted budget. Additionally, as outlined in the Budget Committee's approved assumptions, capital spending has been greatly reduced. In as many funds as possible, staff budgeted fund balances that meet adopted policy. Staff also tried to ensure that expected revenues exceeded or matched proposed expenses in each fund. This was not possible in the General Fund, the Central Services Fund, the Water Fund, and the Wastewater Fund.

Even though the City made reductions in December 2008, these budget assumptions mean the proposed budget contains additional reductions. Overall, there are 14.35 fewer FTE funded in the proposed budget as compared to the FY 2009 adopted budget. There are significant reductions in many materials and services budgets, unless an external factor required increased funds.

Staff applied the criteria adopted by Council and discussed by the Budget Committee to decide which programs and activities need to be protected, and which can be reduced, delayed or eliminated. As expected, this was not always easy, but the following table has examples of how certain programs or activities fit these criteria.

Higher Priority	Example of service in FY 2010 Proposed Budget
Federal and State mandates	Treatment plant operations in both Water and Wastewater Current planning activities that meet State 120 day deadline mandates Long Range Planning activities Stormwater activities to meet Phase II requirements (in street and wastewater funds) Budgeting, accounting, financial reporting
City Charter and Code	Mayor and Council City Administration/ City Attorney City Recorder Municipal Court/ City Judge Parks Maintenance
Contractual obligations and bond covenants	Wastewater treatment plant debt payment Debt obligations for technology Debt obligations for water bonds
Emergency response	Police response to calls and investigation (some reductions) Fire and Ambulance operations (some reductions to meet target)
Basic needs/public health & welfare	Building Inspection program/ Fire and Life Safety Inspections Electric Fund services Water distribution and wastewater collections Social Service Grant program City affordable housing program Senior Center
Medium Priority	
Operational efficiency/risk management/ fiscal health	Utility Billing Risk Management Administrative Services tasks – AP,AR, PR, etc. Information Technology
Support for local economic health	City's economic development staffing Economic, cultural, and arts grant program Ashland Fiber Network
Environmental protection above mandated levels	Invasive species program in Parks & Recreation City conservation programs Nature Center
Emergency preparedness	CERT (service is partially cut) Forest Interface fuel reduction work
Service only available from government/ not offered by private or non-profit provider	Mayor and Council, public safety, public utility, planning, (all noted above) Transit subsidy
Lower Priority	
Enhance quality of life/desirability of Ashland	Code Enforcement Many Recreational programs Recreational Facilities
Support for residents' health beyond basics	Many recreational programs
Quality citizen service	Building Inspection
Key issue of local control	Municipal court services

Key highlights of the proposed budget include:

General Fund. The proposed budget is balanced without increases in taxes, fees, or rates. We recommend the Budget Committee levy the entire permanent rate for FY 2010, using additional revenues either to restore reduced programs in Fire and Police or to build a reserve to prevent additional reductions in Fiscal Year 2011. The fund maintains the staffing reductions made in the Municipal Court, the Community Development Department, the Police Department, and the Fire Department. The proposed budget includes additional staffing reductions. The most notable reductions are in the Fire Department, which is balanced by eliminating funding

the budget message

for two filled Firefighter/paramedic positions and the CERT coordinator position. The Police Department balances by changing the Records Supervisor position to a lead worker (demotion) and by reducing a records clerk position from full time to half time. The revenues needed to restore these cuts are discussed later in this Budget Message.

Library Levy. The proposed budget includes an amount to be levied for library services under the voter approved library levy of 19 cents per thousand. This is 6 cents greater than the amount levied in FY 2009, but is less than allowed under the local option levy measure approved by the voters in November 2008 and is less than the 20 cents per thousand levied in FY 2008.

Water and Wastewater Funds. The City implemented a 10% increase in Water and 20% increase in Sewer charges effective in April 2009. Despite these increases, the City faces additional operational costs in Water and Wastewater, particularly related to the costs of chemicals required to meet federal Safe Drinking Water Act and Clean Water Act standards. These operating costs meant that there is a reduction of one staff position in each of these two funds. Staff believes that the Water Fund continues to be a challenge for the City, and we may need to request rate increases from the City Council in the fall or winter of FY 2010 if summer time water sales in 2009 follow the trend of the past two years.

Other Utilities. The proposed budget includes rate increases for the Electric Utility of 5%, with anticipated implementation in Fall 2009. The proposed budget also includes minimal rate increases of 3% in the Transportation Utility fee and 3% in the Storm Water Utility Fee, also proposed for fall 2009. These percentages are likely to change as stimulus monies that are too attractive to ignore are made available to the City.

Internal Service Funds. As we have in the past three budget years, staff have held internal service charges for the Central Services Fund, the Insurance Services Fund, and for facilities maintenance flat by using ending fund balances and reducing operating budgets. We noted in last year's budget message that this could "only last one more year." The proposed budget includes an ending fund balance in the Central Services Fund that is only possible if these departments do not spend any of the fund's budgeted contingency. No additional reductions are possible in Central Services without a significant reduction in activity (e.g., a reduction in operating hours).

Capital Projects. Capital spending is \$5,587,100 in the proposed budget, compared to \$10,342,000 in the FY 2009 adopted budget. Capital projects have been carefully selected based on whether the City has available, non-operating funds (such as grants or restricted monies), whether the project will lower operating costs or reduce future capital cost, and whether the project meets a critical community need. Unless we already have secured funding, projects that may receive federal stimulus dollars are in the adopted Capital Improvement Plan, but are not in the proposed budget. We recommend that the City Council adjust the Budget during the fiscal year when they receive funds for specific projects. This may also require the Council to identify revenues if the federal funds are allocated as loans or as matching grants.

No new positions were included in the budget and many were eliminated. Add packages are not proposed by departments, and the costs of restoring positions are discussed below.

Health costs continue to rise. Future budgets will likely continue to include significant increases in premiums unless major health-care reform stabilizes the health insurance market. The proposed budget reflects the remaining units moving to the preferred provider plan, which results in a reduction in premiums for those employee groups of approximately 9%. That savings is offset by increases in the general increase of costs to members of the City/County Insurance Pool. On the advice of our insurance provider, staff has budgeted for a 15% increase in health care premiums. Staff will be looking in the next fiscal year at options to our current insurance provider. The City and its unions will need to continue to collaborate to ensure that the City provides attractive benefits at a manageable cost.

GENERAL FUND

The General Fund remains a challenge for FY 2009-2010 and beyond. Many General Fund revenues are either flat or are dropping. As we have noted in past years, Ashland has benefited from diverse revenue streams. For the first time in several years, the most reliable revenue stream is property taxes, which are projected to exceed the conservatively budgeted levels in FY 2009. Because construction is dramatically slowed and because the foreclosure rate in Jackson County is the 2nd highest in Oregon, we do not know whether property taxes will continue to be stable, so the proposed budget assumes an increase in property tax collections from the existing rate because assessed values still exceed real market value on most residential property in Ashland. The proposed budget does not assume increases in assessed value related to construction.

With the exception of the property tax, other General Fund revenues are flat or reduced. We project at the end of FY 2008-2009, the City's overall tax collections, including increased property tax revenues, electric users' tax, franchise fess and increased transient occupancy taxes, will be \$200,000 less than budget. In particular, all revenues related to construction are drastically reduced, and revenues related to tourism are down 7%. We project that this trend will continue, and the proposed budget estimates that General Fund total revenues will be consistent with the actual revenues received in FY 2008, which is 8.4% less than budgeted in FY 2009 (excluding the \$1 million in land sales budgeted and not done).

As was true for the last several fiscal years, fees for ambulance services appear at best to be flat. The amount collected for each ambulance trip will continue to decline as Federal Medicare and Medicaid reimbursement rates continue to decline. Staff by no means recommends elimination of medical transports, and the Fire Department will address this issue during its presentation. The challenge for the City is absorbing increased costs while reimbursements decline. FY 2010 is the last year of this phased federal approach to cost containment for elderly users of this service.

This proposed budget contains reductions in most General Fund Departments. Wherever possible, City staff focused on eliminating projects that had not yet started, eliminating vacant positions, and increasing efficiencies. Some of the reductions included in the proposed budget include:

- Implementation of a Preferred Provider Health Insurance Plan, a higher deductible, and an HRA-VEBA program for Police, Fire and IBEW Clerical-Technical employees. These changes are subject to bargaining, and the contracts are not complete.
- A Cost of Living Adjustment (COLA) for non-bargaining employees at 0%.
- A COLA of 0% for Police, Fire and IBEW Clerical-Technical employees. These changes are subject to bargaining, and the contracts are not complete.
- Elimination of funding for three Firefighter/ Paramedic positions. One of these positions is vacant.
- Elimination of funding for the CERT coordinator position. The ½ FTE CERT Assistant position is funded.
- Reduction of a records clerk position in the Police Department position from 1 FTE to ½ time FTE. This position is currently filled.
- Continuation of all reductions made in December 2008, which included a reduction in the Deputy Police Chief position from 1 FTE to ½ FTE, elimination of funding for a vacant police officer position (1 FTE), reduction of a Building Inspector position 0.9 FTE, reduction of the Code Compliance Specialist Position (1 FTE), and a shift of the Permit Center Manager position to Administration to fill the Project Manager Position (1 FTE).

With these reductions, the General Fund does not quite meet the fund balance requirement, although it is closer to meeting the target than in the proposed budgets for the last several fiscal years.

The City has 20.68 cents that has not been levied in its permanent rate. We have identified below the amount of additional property tax required to restore several of the positions that have been cut in the General Fund.

the budget message

Action	Dollar Value	Property Tax Increase
Restore two Firefighter/ Paramedic Positions	\$175,000	9.4 cents
Restore CERT Coordinator	\$77,000	4.2 cents
Keep Records Clerk in APD at 1 FTE	\$32,300	1.7 cents
Restore vacant Police officer position (not recommended, pending grant proposal)	\$85,000	4.6 cents
TOTAL AMOUNT NEEDED TO RESTORE POSITIONS		19.9 cents

WATER FUND

Despite the 10% rate increase approved by the City Council in March, we could not balance the Water Fund without a reduction in personnel. This is true primarily because the costs of the chemicals needed to treat drinking water to Safe Drinking Water Maximum Contaminant Level standards have increased substantially, and these chemical costs are a large share of this fund's expenditure. To protect water treatment, the cut is proposed for the water distribution crew. Restoring this position would require an additional rate increase in Water of 1%. This reduction in maintenance may increase the City's capital costs in the long run but is probably sustainable for one or two fiscal years as we work on the health of this fund.

Even with the rate increase and the staffing cut, operating costs in the proposed budget for the water fund still exceed projected revenue. The long term health of this fund will depend on additional rate increases of approximately 10% in each of the two next fiscal years. Moreover, if water sales remain low this year, staff may request additional rate adjustments in the fall to ensure we meet mandates.

WASTEWATER FUND

As with the water fund, staff could not balance the wastewater fund, despite a 20% rate increase in rates, without a reduction in personnel. The proposed budget includes cutting one person from the wastewater collection crew. Restoring this position would require an increase of an additional 1.6% in wastewater rates.

Similar to the Water Fund, the City's costs for treatment that meets federal Clean Water Act requirements have risen substantially, especially the costs of chemicals. As the Budget Committee knows, as well, this fund carries the debt service payment for the wastewater treatment plant, which is partially paid for from food and beverage tax (F&B) revenues. F&B revenues have fallen, and the debt payment has been absorbed by rates. The operating expenses for this fund also exceed revenues in the proposed budget.

The proposed budget assumes that the Food and Beverage Tax sunsets at the end for calendar year 2010, which is why the long-term budget assumes large rate increases in FY 2011 and beyond.

CENTRAL SERVICES FUND

The FY 2009 Budget included significant reductions in Central Services programs and activities. This budget continues all of those reductions and includes additional reductions as well. As with all funds, however, despite these cuts, costs are still increasing. The fund balance for the Central Services Fund in the proposed budget is very low (approximately \$12,000), which we proposed because we have not recommend increasing the Central Services charges to the other funds, nor do we recommend additional cuts. This Fund rarely spends its contingency budget, and we believe the fund is healthy as long as departments manage to their budgets.

PARKS AND RECREATION FUND

As with the General Fund, the total property tax collections for the Parks and Recreation Fund are expected to be relatively stable. As the Budget Committee will recall, Parks & Recreation made significant reductions in preparing the Fiscal Year 2009 budget, and the Department made additional reductions in December 2008. The proposed budget for FY 2010 includes:

- Reduction of one additional Park Maintenance employee in addition to the two positions that were cut in December 2008. This means there are 3.9 FTE fewer in Park Maintenance compared to the FY 2009 adopted budget.
- No Cost of Living Adjustment (COLA) for Parks & Recreation employees.
- Reorganization of recreation staff to reduce hiring summer seasonal employees
- Renegotiating the school grounds maintenance contract at the request of Ashland Public Schools.
- Consolidating vehicle maintenance with the City shop.
- Increasing funds for non-native vegetation removal. The Department reduced this program in the past two fiscal years, but they have concluded this will increase their maintenance costs in the long term.
- Deferring construction of the Ashland Creek Park (Vogel Property) project to a future fiscal year.

The proposed budget for the Parks & Recreation fund contains \$70,000 in capital projects to replace playground equipment.

LONG TERM SECTION

As with previous years, the proposed budget contains a six-year forecast of revenues and expenditures. Again this year we have added more historical information, balancing five years of actual information and five years of projection around the current year's amended budget and projection and the proposed resources and appropriations for the coming year.

Staff has modeled the long-term forecast with assumptions that are as consistent as possible. However, we note that the past year illustrates that our ability to predict larger economic forces is limited. The change in the credit market has echoes throughout the budget, and we caution the budget committee to use the long term pages as a planning rather than as a predictive tool.

RECOMMENDATION

Many people have asked as we have prepared the budget when we expect things to “get better.” On balance, we believe that the City's financial condition will remain constrained for at least two additional fiscal years beyond FY 2010, even if the economy begins to improve in calendar years 2009 and 2010. A variety of factors – such as slow activity in current planning, projections of the major tourism-related organizations in the community, continued escalation of health care costs, and the long-term impact of the drop in the stock market on Oregon PERS – lead to this conclusion. Because of this, the City will continue to look at ways to reduce costs, increase service efficiencies, and focus on the higher priority services

We noted in both of the previous fiscal years that departments are spending a higher percentage of their budgets than in the past. This issue has become even more significant as departments have cut spending to meet reduced revenues. The proposed budget contains very little “room” in any program, service, or activity. Any unexpected event, large or small, will likely require adjustments to the budget during the fiscal year.

Because the financial conditions the City faces are not temporary and because the City is not well positioned for unexpected events, we once again recommend that the Budget Committee levy the full amount available under the City's property tax authority. Some of the funds generated by this property tax increase could be used to support existing emergency services, especially firefighter/paramedic staff and police records, but the remainder should be placed into a restricted reserve, which could only be tapped in an emergency or if future Budget Committees determine that it is in Ashland's best interest to spend the reserve. If the Budget Committee agrees with this

the budget message

recommendation, staff can assist in crafting policies that would govern use of these funds.

COUNCIL GOALS

The City Council is meeting to set goals after the creation of this proposed budget and drafting of this budget message. Therefore, we are reporting on the City Council goals adopted in 2007.

Given	Status in FY 2009-2010 Proposed Budget
Implement Community Policing	This project is integrated into the Police Department budget.
Complete Planning Process for Croman Mill Site	The FY 2010 budget contains sufficient staffing to complete the changes to the Code needed to implement the Master Plan and to work on financing for the capital projects in the plan.
Complete the Arts Master Plan	This project is complete.
Provide timely response to the AFR w/in the USFS schedule	This project is complete.
Work regionally to resolve funding for library	This project is complete
Adoption of Riparian Ordinance	This project may be complete by the end of FY 2009. Sufficient staff is included in the FY 2010 Budget to complete work related to adoption of the existing ordinance.
Goals	Status in FY 2009-2010 Proposed Budget
Develop a City-led Comprehensive Economic Development Strategy with an Emphasis on Local Economy, Diverse Population, Risks of Over-Reliance on Single-Industry, and Living Wage	This project began in Spring 2009. The Budget includes staffing and limited funds to keep the project moving forward.
Develop City-Employee Continuity Strategy/ Implement Program to Provide Workforce Housing for City Employees	This project began in 2009. The FY 2010 budget includes sufficient staff to develop options on the "continuity" portion of this goal, but not the employee housing portion.
Develop a City-Wide Transportation Strategy	The FY 2010 CIP and the Street Fund budgets includes funds to update the City's Transportation System Plan.
Complete a City-wide Visioning Plan	This project will be refined by Council goal setting. Staffing for this project is combined with economic development in the FY 2010 budget.
Develop plan to establish fiscal stability, manage costs, prioritize services, and insure key revenue streams	The FY 2010 budget includes the staff added by the Budget Committee for this project.
Generate Net Increase in Affordable/Workforce Housing by a Minimum of 200 Units by 2011	The City's Housing Specialist position is continued in the FY 2010 proposed budget.
Increase Effectiveness in Conservation programs and Identify Specific targets in Energy and Resource Consumption	No additional funds were included for this work in the FY 2010 proposed budget.
Develop a Long-Term Plan for all City Facilities and Properties	This project will likely be completed in FY 2009.
Develop a Strategy for the Railroad Property	This project is not included in the FY 2010 proposed budget.
Complete Downtown Planning Process	This project is not included in the FY 2010 proposed budget.

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 and
 - identified potential related additional revenues or
 - reduced lesser priority expenses where possible to better align to targets.
- Modeled long-term budgetary impacts

An overview of the complete budget process required by the State of Oregon and followed by Ashland is on Page 1-30.

BUDGET FORMAT

The budget format is consistent with the prior year. 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. Revenue groupings are on page A-21 and Expenditure groupings are listed on page A-22 Chart of Accounts Descriptions to 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.

the budget message

BUDGET SUMMARY

The total for all funds for the 2009-2010 budget is \$80,905,962 which is \$15.4 million or 16 % less than last year's amended budget. It includes \$984,578 less in staffing costs, \$1.1 million less materials & services, \$588,978 less in debt service and \$4,754,900 less in capital costs. The \$81.1 million includes all appropriations, transfers, contingencies and unappropriated fund balances. Included in the proposed budget are:

- Social services grants
- Economic and cultural grants
- Capital improvements
- Debt service
- Status quo core services
- Changes to revenues and services to meet city needs

Below is a total budget comparison by fund. Significant dollar changes can be seen in all of the funds that include capital projects and related financing. Increases by fund are primarily due to personnel costs, new or held-over projects and related borrowing. Decreases come from a reduction in total capital projects, financing and fund balances but the largest single decrease is \$1.0 million in the General Fund where a property sale and corresponding purchase for the affordable housing program were not re-budgeted.

Proposed 2009-2010 Budget Comparison			2012 Projected	
Fund	2008-2009 Amended	2009-2010 Proposed	Dollar Difference	Percent Difference
General	17,835,428	15,990,710	(1,844,718.00)	-10.3%
CDBG	449,886	438,958	(10,928.00)	-2.4%
Street	10,731,020	7,439,997	(3,291,023.00)	-30.7%
Airport	453,067	361,311	(91,756.00)	-20.3%
Capital Improvements	3,654,843	3,142,607	(512,236.00)	-14.0%
Debt	3,419,161	3,539,648	120,487.00	3.5%
Water	11,236,684	6,622,037	(4,614,647.00)	-41.1%
Wastewater	11,228,341	9,540,259	(1,688,082.00)	-15.0%
Electric	15,356,269	13,792,485	(1,563,784.00)	-10.2%
Telecommunications	2,537,918	2,533,197	(4,721.00)	-0.2%
Central Services	6,409,025	5,979,179	(429,846.00)	-6.7%
Insurance Services	1,868,130	1,454,199	(413,931.00)	-22.2%
Equipment	2,918,702	2,506,290	(412,412.00)	-14.1%
Cemetery Trust	850,918	832,948	(17,970.00)	-2.1%
Total by Fund	88,949,392	74,173,827	(14,775,565)	-16.6%
Parks Total	7,357,353	6,732,135	(625,218)	-8.5%
Total Requirements	\$96,306,745	\$80,905,962	(\$15,400,783)	-16.0%

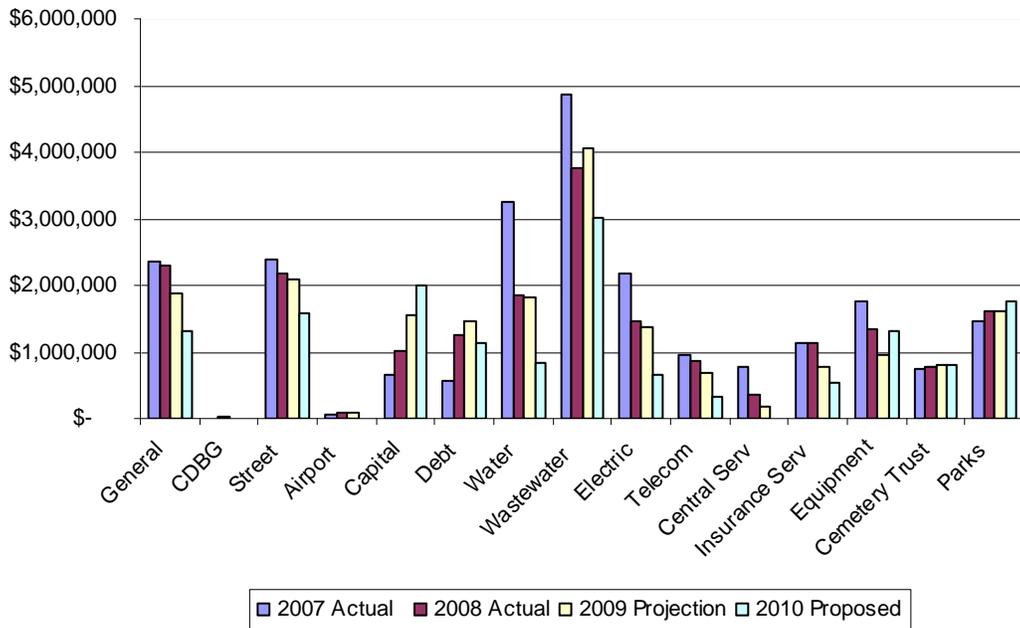
Budget Assumptions

In the past, assumptions were agreed upon as to the rate of inflation, population growth, tax revenue and other revenue stream changes between years. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past.

- General growth in revenue streams affected by growth is 1%.
- Property tax assessed valuation growth will be 3% under Measure 50 and new construction will be flat with little or no growth each year.
- General inflation impacting costs is 3%, Personnel costs increase annually about 6% and debt service changes per schedule and is not based upon an inflation factor.
- Population growth, after 2009's reduction, will be 1.0%.
- Staff will ensure efficient and effective operations prior to recommending tax level increases.
- Health care premiums will increase 15%, some will be offset by changes in coverage.
- User fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets of the City will be maintained at current levels.
- The city will comply with Federal and State requirements.

Ending Fund Balance Comparison *		2009 Actual		2012 Projected	
Fund	2007 Actual	2008 Actual	2009 Projection	2010 Proposed	
General	\$ 2,367,714	\$ 2,296,666	\$ 1,879,800	\$ 1,308,508	
CDBG	12,033	44,705	-	-	
Street	2,377,220	2,170,470	2,096,532	1,593,363	
Airport	55,339	86,891	103,311	9,024	
Capital	656,315	1,003,916	1,547,552	2,012,061	
Debt	559,263	1,246,509	1,453,352	1,149,113	
Water	3,241,590	1,865,418	1,834,342	837,814	
Wastewater	4,862,001	3,764,972	4,060,134	3,020,769	
Electric	2,178,995	1,469,744	1,384,585	649,494	
Telecom	963,896	869,719	671,697	325,135	
Central Serv	788,106	368,086	170,179	12,531	
Insurance Serv	1,125,430	1,138,699	774,199	543,266	
Equipment	1,750,852	1,329,672	956,090	1,322,161	
Cemetery Trust	749,918	771,948	792,448	812,948	
Parks	1,448,973	1,625,377	1,626,830	1,748,740	
Total	\$ 23,137,645	\$ 20,052,792	\$ 19,351,051	\$ 15,344,927	

Ending Fund Balance Comparison



REVENUES

Ashland’s revenue is primarily fee based as shown on the revenue summary page. Revenues are summarized by fund in the Long-term section of the budget document.

TAXES - The tax category makes up 29.8% of the total revenues, 0.8% more of the total revenue figure for the prior year due to a reduction in other revenues and “flattening” of some tax projections. Taxes include property taxes, Electric Utility Users tax, Food & Beverage taxes, Hotel/Motel taxes and franchise fees.

PROPERTY TAXES - Property taxes are distributed to the General Fund and Parks Fund for operational needs. No tax will be levied in FY 2009-2010 for the Ashland Youth Activity Fund (YAL) in Parks. Taxes are levied for the Debt Service Fund for payment of bonded indebtedness. The estimated tax rate for 2010 is \$4.46950 or approximately \$0.05160 greater than the prior year’s \$4.41790. Several things contribute to this increase. They are:

- A proposed increase of \$0.06 for Library Local Option Levy in the General Fund to \$0.19.
- Approved debt service supported by taxes decrease of \$0.00840 from \$0.20820 to \$0.19980.

Tax rate comparisons by categories can be seen on pages 1-40 and A-4.

CHARGES FOR SERVICE - Charges for services account for 60.4% of Ashland’s revenues. Some of the charges are for ambulance patient services, transportation utility fees, storm drain utility fees, airport rental fees, water services, wastewater services, electric service and telecommunications services, system development charges and internal service charges.

Each year the city must evaluate the appropriate level of its fees and charges. Staff attempts to stagger such adjustments for the benefit of the customer and to allow adequate time for evaluation since not all systems can be addressed in a single year.

The following chart shows the estimated fee changes in the next several years. These estimates are necessary to meet projected operational and capital costs and to provide for long-term financial stability. These are only estimates. Ashland’s history in rate changes indicates that adjustments are based upon need identified during rate hearings before Council and often result in smaller increases than modeled in the long-term budget.

Actual, Proposed & Projected Increases	FY 2006	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012
	Actual	Actual	Actual	Actual (8/1/08)	Actual (4/20/09)	Projected	Projected	Projected
Transportation Utility Fee	8.1%	0.0%	15.0%	3.0%	N/A	3.0%	4.0%	4.0%
Storm Drain Utility Fee	8.4%	0.0%	50.0%	10.0%	N/A	3.0%	4.0%	4.0%
Airport Fees	CPI	CPI	CPI	CPI	N/A	To Be Determined		
Water Fees	3.5%	0.0%	6.0%	4% - 7.8%	10.0%	10.0%	10.0%	5.0%
Wastewater Fees *	3.0%	0.0%	10.0%	3.0%	20.0%	40.0%	15.0%	3.0%
Electric Rate Increase	0.0%	0.0%	8.7%	0.0%	N/A	5.0%	5.0%	5.0%
Electric Surcharge Elimination in FY 2008 *	-10.0%	0.0%	-16.6%	N/A	N/A			

* FY 2010 through FY 2012 increases dependent upon Food & Beverage Tax renewal.

SYSTEM DEVELOPMENT CHARGES - It is important for the City to re-evaluate each system development charge (SDC) on a regular basis. As part of our long-term plan, staff has identified needed changes in certain other SDCs to better match their contribution to the type of project being constructed or expenditure being made. Based upon internal financial planning and a Transportation Funding Task Force review, an evaluation of transportation SDC fees is in process. A review of Storm Water SDCs is included in the current process.

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, as did wholesale power for 2009 and 2010. A comparison of operational budgets including personal services, materials & services (excluding capital expenditures) and debt service is as follows:

Proposed Operational Budget Comparison				
Category	2008-2009	2009-2010	Dollar Difference	Percent Difference
	Amended Budget	Proposed Budget		
Personal Services	23,490,058	22,505,480	(984,578)	-4.2%
Materials and Services	30,424,652	29,307,452	(1,117,200)	-3.7%
Debt Service	5,677,679	5,088,701	(588,978)	-10.4%
Total	\$59,592,389	\$56,901,633	(2,690,756)	-4.5%

the budget message

EXPENDITURES

PERSONAL SERVICES - Personal services costs represent 28% of the total proposed budget and 40% of the operational budget. The decrease of 4.2% is primarily general compensation and benefits with 14.35 fewer funded FTE. Some insurance increases are being offset by the remaining bargaining units changing to coverage consistent with the rest of the City employees. Total city-wide retirement costs also reduced with the decrease in staff. Additionally, the City elected to account separately for PERS costs for Public Safety and General Service employees, transitioning away from a melded rate. All things being equal, the change would not impact the total amount paid for PERS in a year but would better allocate the cost between the two groups, across all funds.

Department	2008-2009 (FTE)	Change	2009-2010 (FTE)
Administration	12.65	0.00	12.65
Information Technology	15.65	-0.15	15.50
Administrative Services	16.75	0.50	17.25
City Recorder	2.00	0.00	2.00
Police	36.55	-2.25	34.30
Fire	34.40	-5.00	29.40
Public Works	59.50	-1.80	57.70
Community Development	15.45	-2.90	12.55
Electric	21.35	0.15	21.50
City Subtotal	214.30	-11.45	202.85
Parks	49.55	-3.90	45.65
Total FTE	263.85	-15.35	248.50

The above table presents a city-wide net reduction of 14.35 funded FTE and one unfunded position. The table identifies the many changes between departments that resulted in the net amount. No significant shifts between departments like the Human Resources or Municipal Courts changes done in 2008. However, as part of the reductions done in December 2008 and preparation for FY 2010 some positions did move between departments.

MATERIALS AND SERVICES - This category represents 36.2% of the total budget and is budgeted to decrease \$1.1 million or 3.7% despite larger projected increases in petroleum based products like fuel and asphalt increases, treatment chemicals, paying technology debt through departments, etc.

All departments and funds have held costs where possible to balance the budget. Reductions were made wherever possible in programs and operating costs such as supplies, training and travel to meet the goals established.

Also, Central Services costs (accounting, computers, legal assistance, executive management, etc.) and insurance coverage and, facilities charges were increased only on a limited basis to balance the budget, partially enabled by larger carry forward amounts in those funds. This approach may not be possible in 2011.

CAPITAL OUTLAY – Total Capital Outlay (including equipment and furniture) and project costs are decreasing from \$13.1 million to \$6.5 million. Included in that range are capital projects totaling \$5.6 million which is 56% less than the \$10.3 million amount budgeted in the prior year. The majority of capital equipment budgeted can be found in the Equipment Fund and an overview of each capital project can be found in the Capital Improvement section of this budget. Total CIP projected for 2010 and over the following six years is \$80 million and represents significant financing challenges for the city. The anticipated timing of projects will change based upon the priority of need, the City’s ability to take on all proposed projects and the community’s ability to pay for improvements.

Below is a summary by category of the projects included in the Capital Improvement Plan for the proposed budget year.

Capital Improvement Projects Category Totals	Cost
Transportation Projects	\$ 2,270,100
Local Improvement District Projects	230,000
Storm Drain Projects	187,000
Airport Projects	150,000
Water Projects	575,000
Wastewater Projects	850,000
Electric Projects	505,000
Telecommunications Projects	325,000
Information Technology	95,000
Administration Projects	200,000
Parks Projects	200,000
Total	\$ 5,587,100

DEBT SERVICE - The proposed budget includes the payment of all current debt obligations of the city. The amount budgeted is approximately 10.4% less than the prior year despite an increase of \$133,075 for principal and interest on the AFN bonds, \$200,000 in Bancroft bonds if the local improvement projects are done and assessed property owners elect financing, debt service for new revenue bonds if capital projects and related financing is approved by Council. Also, fewer capital projects budgeted translates into less “new” debt service.

The City has scheduled several external financing efforts in FY 2009-2010, and after, as required for infrastructure and approved by Council and citizens. A review of the Capital Improvement and Long-term sections of this document will assist the reader in understanding the identified improvements and related financing for transportation-related projects, local improvement district financing and municipal buildings through tax-based bonds (general obligation bonds) and revenue-backed bonds for enterprise projects. The City will have to consider capital project timing and ability to pay as it looks to future issues of bonds or loans for construction.

ACKNOWLEDGEMENTS

We want to acknowledge the creative energy of staff and their dedication to the City of Ashland. Special thanks to the finance staff and others for who have helped prepare this document.

the budget message

SUMMARY AND CONCLUSION

In summary, this document represents the expertise, creativity, ingenuity and resourcefulness of the Department Heads, Finance Department, Division Managers, Supervisors and Staff. Both of us sincerely appreciate the hard work that dozens of staff people have put into this proposed budget. In many cases, the work was more challenging than it has been for decades in the City of Ashland, and we have appreciated the positive approach modeled by staff throughout the City.

It is our hope and belief that this budget protects the capacity of the City of Ashland to meet key ongoing service needs, adjusts City operations for a slow economy for several years, and positions the city to improve core service levels when determined necessary. We look forward to the opportunity to discuss this budget with the Budget Committee.

Respectfully submitted,



Martha Bennett
City Administrator

Lee Tuneberg
Budget Officer



**CITY OF
ASHLAND**

DATE: June 2, 2009
TO: Mayor and Council
FROM: Lee Tuneberg, Budget Officer
RE: FY 2009-2010 Budget Process - Summary of Changes

During this year's process we invested over 30 hours reviewing budgets, projections and issues. The changes made total \$1,714,000 across all funds and include \$1,285,000 proposed by staff and \$429,000 determined by the committee resulting in a total Approved Budget of \$82,619,962. The Approved Budget includes a \$67,057,035 in Appropriations.

Below is a summary of adjustments made at various stages of the process:

1. Preliminary revisions to the Proposed Budget from staff:
 - a. Increase in General Fund Ending Fund Balance (EFB) of \$24,000 recognizing the amount of Community Emergency Response Team (CERT) grant to be received in the year. Expenditures had already been included.
 - b. Increase in Community Development Block Grant Fund expenditures in Materials & Services of \$55,000 recognizing the award of a housing grant to be received during FY 2009-2010.
 - c. An increase of \$1,150,000 in Airport Fund, Capital Outlay, to create appropriations consistent with the projects transferred from the Airport Fund and an additional grant of \$1,000,000 to be received in FY 2009-2010. EFB was increased by \$125,000 for use in FY 2010-2011.
2. Committee revisions finalized at the May 13, 2009, meeting:
 - a. An increase in the General Fund of \$32,000 in the Police Department and \$182,000 in the Fire Department for a total of \$214,000 in positions restored by raising property taxes \$0.1176. This increase returned the PD clerk to full time and added back two Firefighter/Paramedics and the CERT Coordinator positions. A reduction of \$70,000 in Fire Department overtime helped to offset the increase.

- b. A Reserve Fund (special revenue fund) was created by a transfer of \$215,000 from the Street Fund. The transfer reduces the Street Fund EFB by the \$215,000 and no appropriation was created in the Reserve Fund. The amount transferred will create an EFB that will not be available for use until the FY 2010-2011 budget process.
2. Revision recommended to Council by staff for adoption at the June 2, 2009, public hearing:
 - a. An increase in the Water Fund of \$18,600 in the Forest Interface program to recognize a federal grant from the National Forest Foundation for forest resiliency.

The result of these changes is a total budget of \$82,638,562 and a proposed property tax rate \$4.5871 for all funds and debt service. This budget leaves \$0.08920 of the permanent rate unlevied.

A resolution incorporating all changes has been submitted. Mayor and Council can approve the resolution as submitted or make adjustments to appropriations within the guidelines established by Oregon Budget law that allows adjustments to any fund of up to \$5,000 or 10%, whichever is larger.

budget committee recommendations and council action

City of Ashland Fiscal Year 2009-2010 Summary of Changes

	2010 Proposed	Staff Revisions	2010 Revised	Committee Revisions	2010 Approved	Revisions Recommended to Council	2010 Adopted
GENERAL FUND							
Administration Department	201,590		201,590		201,590		201,590
Administration Department - Library	355,088		355,088		355,088		355,088
Administration Department- Municipal Court	419,924		419,924		419,924		419,924
Administrative Services - Social Services Grants	120,342		120,342		120,342		120,342
Administrative Services - Economic & Cultural Grants	570,000		570,000		570,000		570,000
Administrative Services - Miscellaneous	45,000		45,000		45,000		45,000
Administrative Services - Band	57,619		57,619		57,619		57,619
Police Department	5,427,435		5,427,435	32,000	5,459,435		5,459,435
Fire and Rescue Department	4,903,705		4,903,705	182,000	5,085,705		5,085,705
Public Works - Cemetery Division	310,305		310,305		310,305		310,305
Community Development - Planning Division	1,214,363		1,214,363		1,214,363		1,214,363
Community Development - Building Division	656,331		656,331		656,331		656,331
Transfers	500		500		500		500
Contingency	400,000		400,000		400,000		400,000
Ending Fund Balance	1,308,508	24,000	1,332,508		1,332,508		1,332,508
TOTAL GENERAL FUND	15,990,710	24,000	16,014,710	214,000	16,228,710	-	16,228,710
COMMUNITY DEVELOPMENT BLOCK GRANT FUND							
Personal Services	38,000		38,000		38,000		38,000
Materials and Services	400,958	55,000	455,958		455,958		455,958
Ending Fund Balance			-				-
TOTAL CDBG FUND	438,958	55,000	493,958	-	493,958	-	493,958
RESERVE FUND							
Transfers			-				-
Ending Fund Balance			-	215,000	215,000		215,000
TOTAL RESERVE FUND	-	-	-	215,000	215,000	-	215,000
STREET FUND							
Public Works - Street Operations	4,106,258	12,000	4,118,258		4,118,258		4,118,258
Public Works - Storm Water Operations	620,878		620,878		620,878		620,878
Public Works - Transportation SDC's	561,400		561,400		561,400		561,400
Public Works - Storm Water SDC's	274,000		274,000		274,000		274,000
Public Works - Local Improvement Districts	196,098		196,098		196,098		196,098
New Debt			-		-		-
Transfers			-	215,000	215,000		215,000
Contingency	88,000		88,000		88,000		88,000
Ending Fund Balance	1,593,363	69,000	1,662,363	(215,000)	1,447,363		1,447,363
TOTAL STREET FUND	7,439,997	81,000	7,520,997	-	7,520,997	-	7,520,997
AIRPORT FUND							
Materials and Services	78,750		78,750		78,750		78,750
Capital Outlay	150,000	(150,000)	-		-		-
Debt Service	38,537		38,537		38,537		38,537
Interfund Loan	80,000		80,000		80,000		80,000
Contingency	5,000		5,000		5,000		5,000
Ending Fund Balance	9,024		9,024		9,024		9,024
TOTAL AIRPORT FUND	361,311	(150,000)	211,311	-	211,311	-	211,311
CAPITAL IMPROVEMENTS FUND							
Personal Services	181,905		181,905		181,905		181,905
Materials and Services	361,905		361,905		361,905		361,905
Capital Outlay	258,690	1,150,000	1,408,690		1,408,690		1,408,690
Transfers	278,046		278,046		278,046		278,046
Contingency	50,000		50,000		50,000		50,000
Ending Fund Balance	2,012,061	125,000	2,137,061		2,137,061		2,137,061
TOTAL CAPITAL IMPROVEMENTS	3,142,607	1,275,000	4,417,607	-	4,417,607	-	4,417,607

budget committee recommendations and council action

	2010 Proposed	Staff Revisions	2010 Revised	Committee Revisions	2010 Approved	Revisions Recommended to Council	2010 Adopted
DEBT SERVICE FUND							
Debt Service	2,390,535		2,390,535		2,390,535		2,390,535
Ending Fund Balance	1,149,113		1,149,113		1,149,113		1,149,113
TOTAL DEBT SERVICE FUND	3,539,648	-	3,539,648	-	3,539,648	-	3,539,648
WATER FUND							
Public Works - Forest Lands Management Division	241,820		241,820		241,820	18,600	260,420
Public Works - Water Supply	315,616		315,616		315,616		315,616
Public Works - Water Treatment	1,070,748		1,070,748		1,070,748		1,070,748
Public Works - Water Distribution	2,486,783		2,486,783		2,486,783		2,486,783
Public Works - Reimbursement SDC's	328,750		328,750		328,750		328,750
Public Works - Improvement SDC's	266,250		266,250		266,250		266,250
Public Works - Debt SDC's	123,446		123,446		123,446		123,446
Electric- Conservation Division	178,292		178,292		178,292		178,292
Debt Services	633,518		633,518		633,518		633,518
Contingency	139,000		139,000		139,000		139,000
Ending Fund Balance	837,814		837,814		837,814		837,814
TOTAL WATER FUND	6,622,037	-	6,622,037	-	6,622,037	18,600	6,640,637
WASTEWATER FUND							
Public Works - Wastewater Collection	1,658,499		1,658,499		1,658,499		1,658,499
Public Works - Wastewater Treatment	2,155,544		2,155,544		2,155,544		2,155,544
Public Works - Reimbursement SDC's	127,890		127,890		127,890		127,890
Public Works - Improvement SDC's	550,000		550,000		550,000		550,000
Debt Services	1,877,557		1,877,557		1,877,557		1,877,557
Contingency	150,000		150,000		150,000		150,000
Ending Fund Balance	3,020,769		3,020,769		3,020,769		3,020,769
TOTAL WASTEWATER FUND	9,540,259	-	9,540,259	-	9,540,259	-	9,540,259
ELECTRIC FUND							
Electric - Conservation Division	504,498		504,498		504,498		504,498
Electric - Supply	5,905,204		5,905,204		5,905,204		5,905,204
Electric - Distribution	5,432,581		5,432,581		5,432,581		5,432,581
Electric - Transmission	903,600		903,600		903,600		903,600
Debt Services	25,108		25,108		25,108		25,108
Contingency	372,000		372,000		372,000		372,000
Ending Fund Balance	649,494		649,494		649,494		649,494
TOTAL ELECTRIC FUND	13,792,485	-	13,792,485	-	13,792,485	-	13,792,485
TELECOMMUNICATIONS FUND							
IT - Internet	1,720,228		1,720,228		1,720,228		1,720,228
IT - High Speed	387,834		387,834		387,834		387,834
Contingency	100,000		100,000		100,000		100,000
Ending Fund Balance	325,135		325,135		325,135		325,135
TOTAL TELECOMMUNICATIONS FUND	2,533,197	-	2,533,197	-	2,533,197	-	2,533,197
CENTRAL SERVICES FUND							
Administration Department	1,311,716		1,311,716		1,311,716		1,311,716
IT - Computer Services Division	1,145,133		1,145,133		1,145,133		1,145,133
Administrative Services Department	1,679,890		1,679,890		1,679,890		1,679,890
City Recorder Division	277,539		277,539		277,539		277,539
Public Works - Administration and Engineering	1,383,370		1,383,370		1,383,370		1,383,370
Contingency	169,000		169,000		169,000		169,000
Ending Fund Balance	12,531		12,531		12,531		12,531
TOTAL CENTRAL SERVICES FUND	5,979,179	-	5,979,179	-	5,979,179	-	5,979,179

budget committee recommendations and council action

	2010 Proposed	Staff Revisions	2010 Revised	Committee Revisions	2010 Approved	Revisions Recommended to Council	2010 Adopted
INSURANCE SERVICES FUND							
Personal Services	80,130		80,130		80,130		80,130
Materials and Services	680,803		680,803		680,803		680,803
Contingency	150,000		150,000		150,000		150,000
Ending Fund Balance	543,266		543,266		543,266		543,266
TOTAL INSURANCE SERVICES FUND	1,454,199	-	1,454,199	-	1,454,199	-	1,454,199
EQUIPMENT FUND							
Personal Services	288,120		288,120		288,120		288,120
Materials and Services	515,009		515,009		515,009		515,009
Capital Outlay	334,000		334,000		334,000		334,000
Contingency	47,000		47,000		47,000		47,000
Ending Fund Balance	1,322,161		1,322,161		1,322,161		1,322,161
TOTAL EQUIPMENT FUND	2,506,290	-	2,506,290	-	2,506,290	-	2,506,290
CEMETERY TRUST FUND							
Transfers	20,000		20,000		20,000		20,000
Ending Fund Balance	812,948		812,948		812,948		812,948
TOTAL CEMETERY TRUST FUND	832,948	-	832,948	-	832,948	-	832,948
PARKS AND RECREATION FUND							
Parks Division	3,319,100		3,319,100		3,319,100		3,319,100
Recreation Division	1,115,875		1,115,875		1,115,875		1,115,875
Golf Division	398,420		398,420		398,420		398,420
Contingency	50,000		50,000		50,000		50,000
Ending Fund Balance	1,450,910		1,450,910		1,450,910		1,450,910
TOTAL PARKS AND RECREATION FUND	6,334,305	-	6,334,305	-	6,334,305	-	6,334,305
YOUTH ACTIVITIES LEVY FUND							
Materials and Services	100,000		100,000		100,000		100,000
Ending Fund Balance	10,591		10,591		10,591		10,591
TOTAL YOUTH ACTIVITIES LEVY FUND	110,591	-	110,591	-	110,591	-	110,591
PARKS CAPITAL IMPROVEMENTS FUND							
Capital Outlay			-				-
Ending Fund Balance	287,239		287,239		287,239		287,239
TOTAL PARKS CAPITAL IMP. FUND	287,239	-	287,239	-	287,239	-	287,239
TOTAL BUDGET	80,905,962	1,285,000	82,190,962	429,000	82,619,962	18,600	82,638,562
Less Ending Fund Balance	15,344,927	218,000	15,562,927	-	15,562,927	-	15,562,927
Total Appropriations	65,561,035	1,067,000	66,628,035	429,000	67,057,035	18,600	67,075,635



COMMUNITY VALUES STATEMENT

“The citizens of Ashland value a city government that helps create an environment within which they are able to live happy and productive lives. This includes a healthy and sustainable environment; an opportunity to acquire the basic necessities of life; a sound infrastructure that meets our common needs for transportation, energy, information and communications, health care, water and waste management; and a variety of social, recreational, business and cultural opportunities.

The citizens want their government to respect our diverse people, natural environment, and rich heritage and culture; and to promote citizen involvement, initiative, innovation, and a strong sense of community.”

2009-2010 CITY COUNCIL GOALS

OVERVIEW

The City Council has set goals for the next 12 to 24 months to continue Ashland’s history as a community that focuses on sustaining itself and its people. To us, sustainability means using, developing and protecting resources at a rate and in a manner that enables people to meet their current needs and also provides that future generations can meet their own needs. The City of Ashland has a responsibility towards sustainability in six primary areas:

- Economy
- Environment
- Social Equity
- Municipal Organization
- Public Facilities
- Partnerships

ECONOMY
Goal Proposed for Adoption
Develop and implement a comprehensive economic development strategy for the purpose of: <ul style="list-style-type: none">○ Diversifying the economic base of the community○ Supporting creation and growth of businesses that use and provide local and regional products○ Increasing the number of family-wage jobs in the community○ Leveraging the strengths of Ashland’s tourism and repeat visitors
Complete Croman Mill Master Plan and develop an implementing strategy for funding and infrastructure for Croman.
Increase the clarity, responsiveness, and certainty of the development process.

2009-2010
Council Goals of the City of Ashland Continued

ENVIRONMENT
Goal Proposed for Adoption
Develop an integrated land use and transportation plan to increase the viability of transit, bicycles, walking and other alternative modes of transportation; reduce per capita automobile vehicle miles traveled; provide safe walking and bicycling routes to home, work, shopping and schools; implement environmentally responsible design standards, and minimize new automobile-related infrastructure.
Adopt an integrated Water Master Plan that addresses long-term water supply including climate change issues, security and redundancy, watershed health, conservation and reuse, and stream health.
Implement specific capital projects and operational programs to ensure that City facilities and operations are a model of efficient use of water, energy, land, and other key resources.
Adopt land use codes, building codes, and fee structures that creates strong incentives for new development that is energy, water, and land efficient and supports a multi-modal transportation system.
Develop a strategy to use conservation and local renewable sources to meet Tier 2 power demands by 2014.
SOCIAL EQUITY
Goal Proposed for Adoption
Complete the development of affordable housing on the Clay Street property.
Conduct a comprehensive study of Ashland’s homeless.
ORGANIZATION
Goal Proposed for Adoption
Develop plan for fiscal stability, manage costs, prioritize services, and insure key revenue streams for the City and Parks & Recreation.
Address issues the stability of the organization including employee recruitment and retention; succession planning; and effective and increased use of citizen volunteers.
PUBLIC FACILITIES
Goal Proposed for Adoption
Develop a plan to replace Fire Station #2.
Refine a long term strategy for the Ashland Fiber Network that improves its financial viability, provides high quality services to residents, and promotes healthy economic development.
PARTNERSHIPS
Goal Proposed for Adoption
Foster strong collaboration of the local community, City, State and Federal leaders in efforts to improve the health of the Ashland watershed through reducing fire hazards and restoring forest health.
Restore rail service to and through Ashland.

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.

The appointed members:

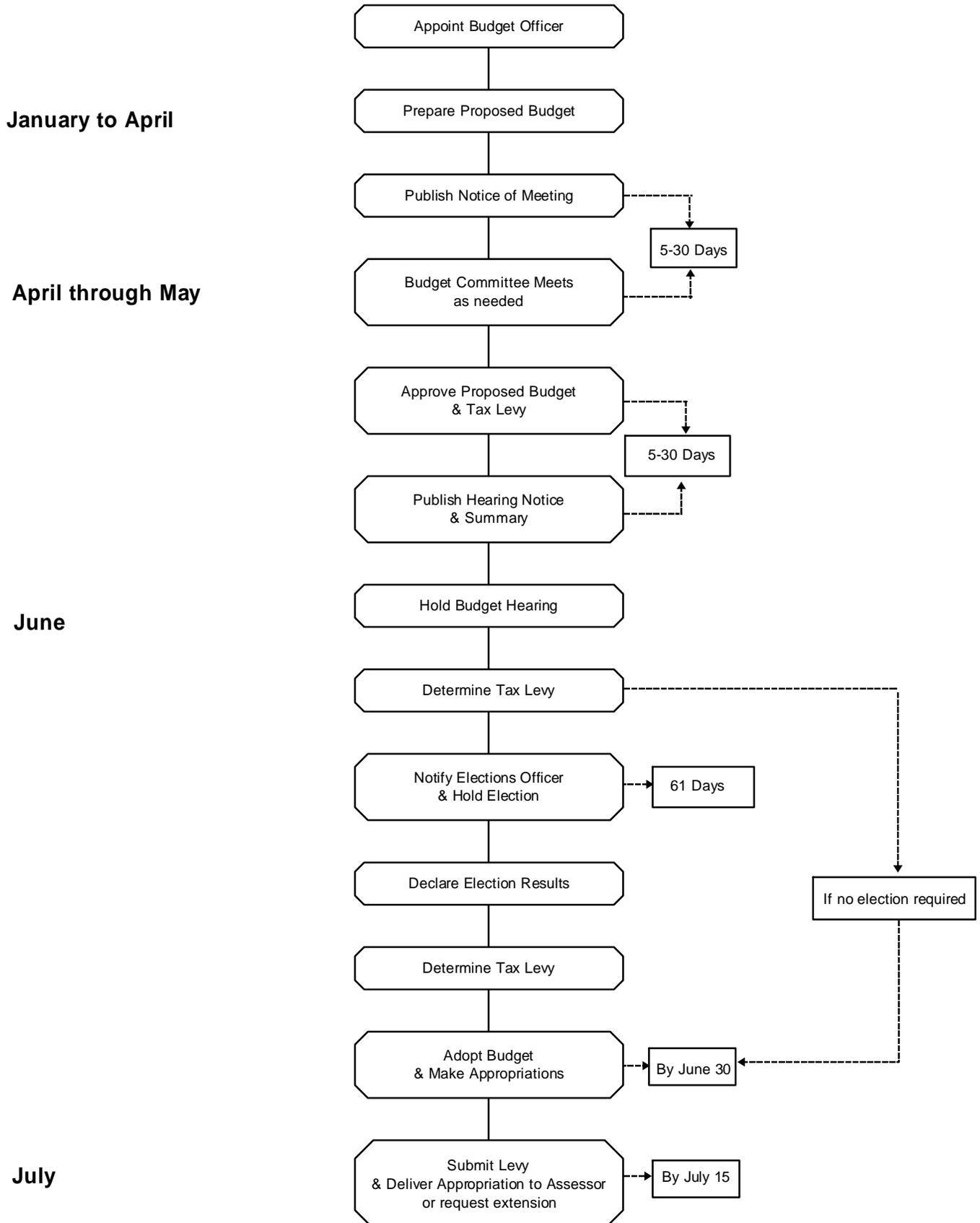
- Must live in the City of Ashland,
- Cannot be officers, agents, or employees of the local government,
- Serve three-year terms that are staggered so that approximately one-third of the terms end each year, and
- Can be spouses of officers, agents, or employees of the Municipality.

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 Budget Process

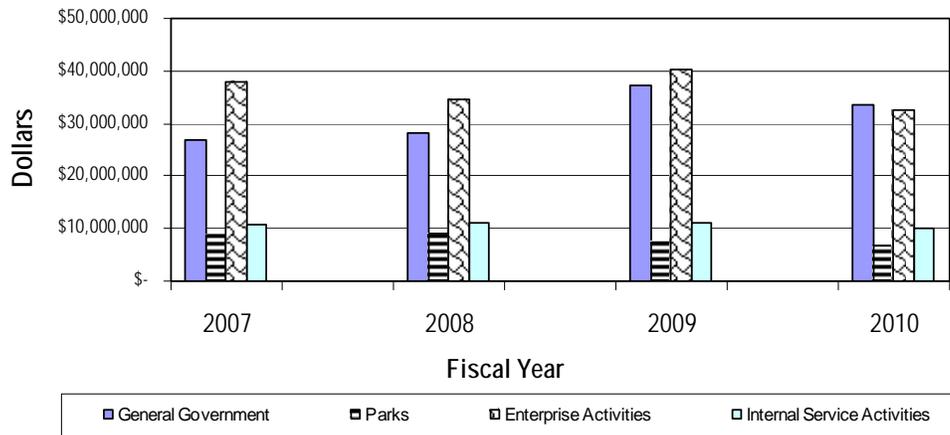


Overview

The 2010 budget Summary by Fund is on the following page. The City portion decreased 13.6% or \$11,979,837 from the 2009 Adopted Budget, while the Parks portion decreased 8% or \$588,216 from the 2009 Adopted Budget.

The Long-Term budget includes a summary by fund from 2004 through 2015.

Total Budget By Activity

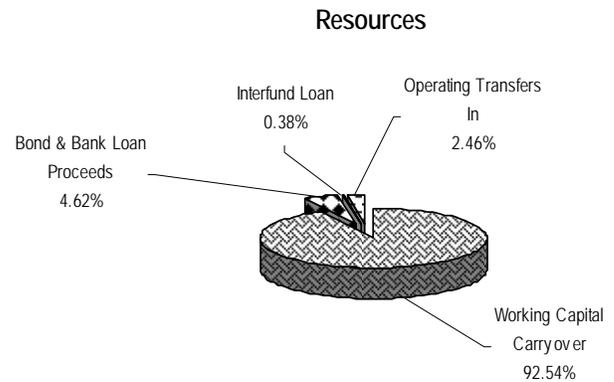
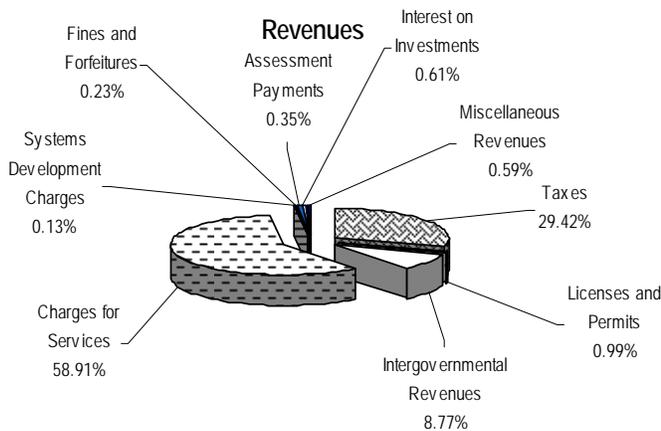


summary by fund

REQUIREMENTS BY FUND	2007	2008	2009	2010	2010	2010
	Actual	Actual	Amended	Proposed	Approved	Adopted
City Component						
General Fund	\$ 15,587,023	\$ 16,204,655	\$ 17,835,428	\$ 15,990,710	\$ 16,228,710	\$ 16,228,710
Community Development Block Grant Fund	592,770	82,897	449,886	438,958	493,958	493,958
Reserve Fund	-	-	-	-	215,000	215,000
Street Fund	5,052,978	5,546,505	10,731,020	7,439,997	7,520,997	7,520,997
Airport Fund	173,835	344,399	453,067	361,311	361,311	361,311
Capital Improvements Fund	2,598,320	2,151,638	3,654,843	3,142,607	4,267,607	4,267,607
Debt Service Fund	2,146,603	3,063,486	3,419,161	3,539,648	3,539,648	3,539,648
Water Fund	10,830,368	7,563,172	11,236,684	6,622,037	6,622,037	6,640,637
Wastewater Fund	9,850,583	9,344,747	11,228,341	9,540,259	9,540,259	9,540,259
Electric Fund	14,621,322	15,022,002	15,356,269	13,792,485	13,792,485	13,792,485
Telecommunications Fund	2,653,272	2,772,890	2,537,918	2,533,197	2,533,197	2,533,197
Central Services Fund	6,031,821	5,969,533	6,409,025	5,979,179	5,979,179	5,979,179
Insurance Services Fund	1,794,328	1,840,625	1,868,130	1,454,199	1,454,199	1,454,199
Equipment Fund	3,055,741	3,226,288	2,918,702	2,506,290	2,506,290	2,506,290
Cemetery Trust Fund	780,918	805,128	850,918	832,948	832,948	832,948
Total City Component	75,769,884	73,937,967	88,949,392	74,173,827	75,887,827	75,906,427
Parks Component						
Parks and Recreation Fund	5,955,884	6,094,504	6,392,090	6,334,305	6,334,305	6,334,305
Ashland Youth Activities Levy Fund	2,346,591	2,625,804	457,673	110,591	110,591	110,591
Parks Capital Imp Fund	350,271	396,394	507,590	287,239	287,239	287,239
Total Parks Component	8,652,746	9,116,702	7,357,353	6,732,135	6,732,135	6,732,135
Total Budget	\$ 84,422,629	\$ 83,054,669	\$ 96,306,745	\$ 80,905,962	\$ 82,619,962	\$ 82,638,562

resources summary by classification

RESOURCE SUMMARY	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Revenues:						
Taxes	\$ 18,110,493	\$ 19,210,961	\$ 18,109,325	\$ 17,943,555	\$ 18,157,555	\$ 18,157,555
Licenses and Permits	847,665	886,644	1,132,000	612,500	612,500	612,500
Intergovernmental Revenues	2,794,689	1,967,465	4,356,941	4,112,458	5,397,458	5,416,058
Charges for Services	32,913,167	33,550,185	35,820,294	36,363,575	36,363,575	36,363,575
Systems Development Charges	911,704	683,852	930,000	78,450	78,450	78,450
Fines and Forfeitures	169,558	150,346	160,000	142,000	142,000	142,000
Assessment Payments	108,864	67,195	100,000	218,110	218,110	218,110
Interest on Investments	1,168,860	995,412	794,600	375,300	375,300	375,300
Miscellaneous Revenues	1,499,832	1,439,709	1,685,080	364,815	364,815	364,815
Total Revenues	58,524,832	58,951,769	63,088,240	60,210,763	61,709,763	61,728,363
Budgetary Resources:						
Working Capital Carryover	24,665,985	23,352,647	22,335,357	19,351,053	19,351,053	19,351,053
Other Financing Sources:						
Bond & Bank Loan Proceeds	-	304,000	9,639,400	965,600	965,600	965,600
Interfund Loan	214,877	-	670,000	80,000	80,000	80,000
Operating Transfers In	1,016,934	446,253	573,746	298,546	513,546	513,546
Total Budgetary Resources	25,897,796	24,102,900	33,218,503	20,695,199	20,910,199	20,910,199
Total Resources	\$ 84,422,629	\$ 83,054,669	\$ 96,306,745	\$ 80,905,962	\$ 82,619,962	\$ 82,638,562



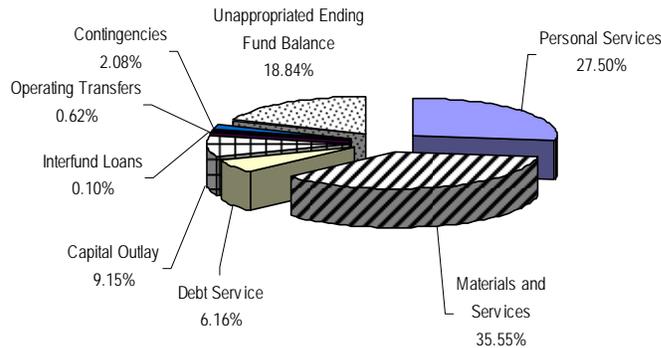
Charges for Services are 60.4% of Revenues. They primarily consist of Electric, Water, Wastewater, Telecommunications and other changes for services provided. The second largest category is Taxes of 29.4 of revenues.

Budgetary Resources consist of Carryover, Loans and Transfers between funds, and Borrowings from outside sources. These categories account for \$20.9 million of 25.3% of the \$82.6 million budget Working Capital Carryover (the beginning equity of the City) accounts for 92.6% of Budgetary Resources, while borrowings accounted for most of the remainder.

requirements summary by classification

REQUIREMENTS BY CLASSIFICATION	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Operating Expenditures						
Personal Services	\$ 21,191,339	\$ 22,294,142	\$ 23,490,058	\$ 22,505,480	\$ 22,719,480	\$ 22,719,480
Materials and Services	28,119,673	29,357,449	30,424,652	29,307,452	29,374,452	29,393,052
Debt Service	4,088,128	4,328,927	5,677,679	5,088,701	5,088,701	5,088,701
Total Operating Expenditures	53,399,141	55,980,518	59,592,389	56,901,633	57,182,633	57,201,233
Capital Construction						
Capital Outlay	6,528,975	6,575,102	13,123,900	6,560,854	7,560,854	7,560,854
Budgetary Requirements						
Interfund Loans	339,936	-	670,000	80,000	80,000	80,000
Operating Transfers	1,016,934	446,253	573,746	298,546	513,546	513,546
Contingencies	-	-	1,676,665	1,720,000	1,720,000	1,720,000
Unappropriated Ending Fund Balance	23,137,644	20,052,792	20,670,042	15,344,927	15,562,927	15,562,927
Total Budgetary Requirements	24,494,514	20,499,045	23,590,453	17,443,473	17,876,473	17,876,473
Total Requirements by Classification	\$ 84,422,629	\$ 83,054,669	\$ 96,306,745	\$ 80,905,962	\$ 82,619,962	\$ 82,638,562

Adopted Budget



Personal Services decreased 3.3%, Materials and Services decreased 1% and Capital Outlay decreased 47% from the 2009 Adopted Budget.

requirements summary by department

Overview

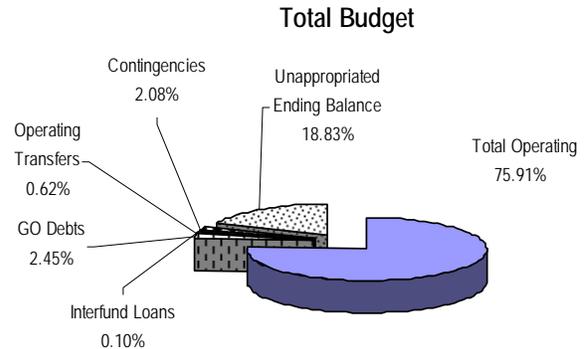
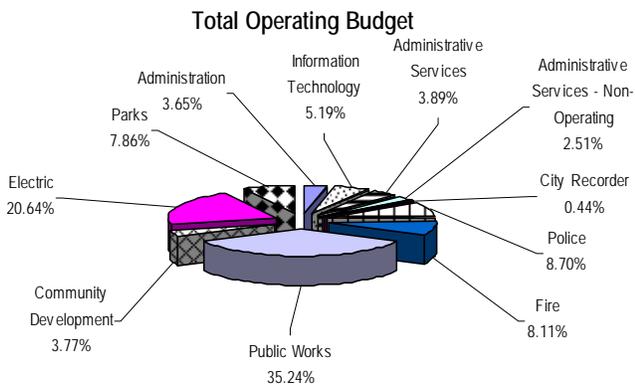
The total budget of \$82.6 million is a \$12.6 million decrease over last year's total adopted budget of \$95.2 million.

The Requirements Summary by Department totals \$82.6 million on the following page. Contributing to the decrease from the previous year are mostly reductions in Personal Services and Capital Outlay costs as mentioned in the Budget Message.

Fund related requirements totaling \$19.9 million are segregated at the bottom of the presentation.

requirements summary by department

REQUIREMENTS BY DEPARTMENT	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Administration	1,093,919	1,672,973	2,564,154	2,288,318	2,288,318	2,288,318
Information Technology	2,579,789	3,056,724	3,238,244	3,253,195	3,253,195	3,253,195
Administrative Services	2,893,576	2,641,418	2,948,157	2,440,823	2,440,823	2,440,823
Administrative Services - Non-Operating	1,429,313	1,218,708	1,483,185	1,574,868	1,574,868	1,574,868
City Recorder	270,596	281,257	303,337	277,539	277,539	277,539
Police	4,671,440	5,310,434	5,790,115	5,427,435	5,459,435	5,459,435
Fire	5,176,972	4,837,745	5,116,997	4,903,705	5,085,705	5,085,705
Public Works	18,682,440	19,007,976	26,320,653	21,075,646	22,087,646	22,106,246
Community Development	2,253,155	2,019,180	3,550,191	2,309,652	2,364,652	2,364,652
Electric	12,604,652	13,714,720	13,080,369	12,949,283	12,949,283	12,949,283
Subtotal	51,655,852	53,761,135	64,395,402	56,500,464	57,781,464	57,800,064
Parks	7,123,773	7,381,326	6,009,147	4,933,395	4,933,395	4,933,395
Total Operating	58,779,625	61,142,461	70,404,549	61,433,859	62,714,859	62,733,459
GO Debts	1,148,490	1,413,159	2,311,740	2,028,628	2,028,628	2,028,628
Interfund Loans	339,936	-	670,000	80,000	80,000	80,000
Operating Transfers	1,016,934	446,253	573,746	298,546	513,546	513,546
Contingencies	-	-	1,676,665	1,720,000	1,720,000	1,720,000
Unappropriated Ending Balance	23,137,644	20,052,792	20,670,042	15,344,927	15,562,927	15,562,927
Total Non-departmental	25,643,004	21,912,204	25,902,193	19,472,101	19,905,101	19,905,101
Total Requirements by Department	\$ 84,422,629	\$ 83,054,669	\$ 96,306,745	\$ 80,905,962	\$ 82,619,962	\$ 82,638,562



Overview

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

The total debt limitation as 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 a true cash value estimated at \$4,000,418,984 on June 30, 2008, this computes to a limit of \$120,012,570. The City has \$101,852,570 of available Legal Debt Margin.

debt summary

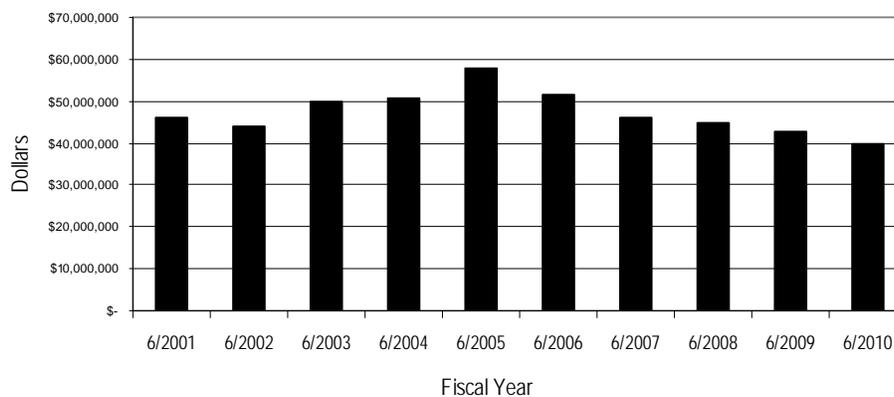
DEBT SUMMARY

Fund	Debt Instrument	June 30, 2009	Retirements	New Debt	June 30, 2010
City Component					
Airport Fund	Hangar Construction Capital Loan	\$ 290,000	\$ 22,175		\$ 267,825
Street Fund	To be determined, LID Portion	-	-	188,600	188,600
Street Fund	To be determined, Revenue Bond Portion	-	-	327,000	327,000
Debt Service Fund	2000 Flood & Fire Station Bonds	150,000	150,000		-
Debt Service Fund	Open Space Land Notes	181,850	89,274		92,576
Debt Service Fund	Hospital Land Notes	152,180	24,658		127,522
Debt Service Fund	OSF Parking Structure	755,812	25,445		730,367
Debt Service Fund	Hillah Financing	656,509	156,488		500,021
Debt Service Fund	2005 Refunding Series	2,460,000	110,000		2,350,000
Debt Service Fund	2004 Revenue Bonds*	14,855,000	605,000		14,250,000
Water Fund	1997 Water Refunding Bond	505,000	160,000		345,000
Water Fund	2003 Water Revenue Bonds	3,645,000	345,000		3,300,000
Water Fund	2009 Water Full Faith and Credit Bond	700,000	32,412		667,588
Wastewater Fund	State Revolving Fund	17,627,168	1,096,753		16,530,415
Wastewater Fund	2009 Wastewater Full Faith and Credit Bond	300,000	13,890		286,110
Wastewater Fund	To be determined	-	-	450,000	450,000
Electric Fund	Clean Renewable Energy Bond	282,286	21,714		260,571
Total Budget		\$ 42,560,804	\$ 2,852,809	\$ 965,600	\$ 40,673,595

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

Summary by Type	June 30, 2009	Retirements	New Debt	June 30, 2010
External Obligations:				
General Obligation Bonds	\$ 18,465,000	\$ 911,302	\$ 188,600	\$ 17,742,298
Revenue Bonds, Loans and Notes	23,005,963	1,802,130	777,000	21,980,832
Notes Payable	1,089,841	139,377	-	950,465
	42,560,804	2,852,809	965,600	40,673,595
Total Obligations	\$ 42,560,804	\$ 2,852,809	\$ 965,600	\$ 40,673,595

Budgeted Indebtedness



Overview

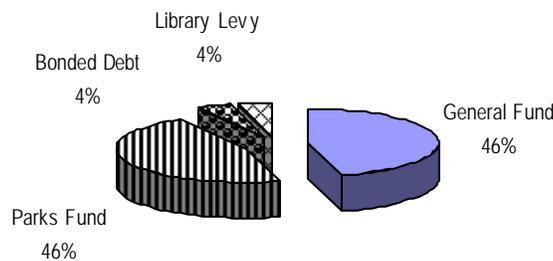
Property taxes are distributed to the General Fund, Parks Fund, and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for FY 2009-10 is \$4.5871, which is an increase from the prior year's rate of \$4.4179.

PROPERTY TAX SUMMARY

	Amount Authorized 2009-10	Unused Authority (unallocated)*	Adopted Levy 2009-10	Estimated Uncollectible	Estimated Current Year Taxes	Estimated Tax Rate 2009-10
Permanent:						
General Fund- Operations	\$ 3,946,000		\$ 3,861,761	\$ 263,061	\$ 3,598,700	1.9295
General Fund- Technology Fee	350,000		350,000	13,400	336,600	0.1750
Parks Fund	4,283,000		4,188,739	280,439	3,908,300	2.0928
	<u>8,579,000</u>	<u>178,500</u>	<u>8,400,500</u>	<u>556,900</u>	<u>7,843,600</u>	<u>4.1973</u>
Local Option Levies:						
Ashland Library	376,393	-	376,393	21,305	355,088	0.1900
Bonded Debt:						
2000 Flood & Fire Station Bonds	167,506	-	167,506	9,481	158,025	0.0837
2005 GO Bonds	232,379	-	232,379	13,154	219,225	0.1161
	<u>399,885</u>	<u>-</u>	<u>399,885</u>	<u>22,635</u>	<u>377,250</u>	<u>0.1998</u>
Total	\$ 9,355,278	\$ 178,500	\$ 9,176,778	\$ 600,840	\$ 8,575,938	4.5871

*Unused authority before estimated uncollectible and discounts

**Distribution of 2009-10
Property Tax**



The City of Ashland levies property taxes for the funds and activities in the amounts shown in the table above. The City has assumed an uncollectible rate of 6% for budgetary purposes. The chart to the right shows the distribution of property taxes as a percentage of total tax levied.



Resources and Long-Term Plan

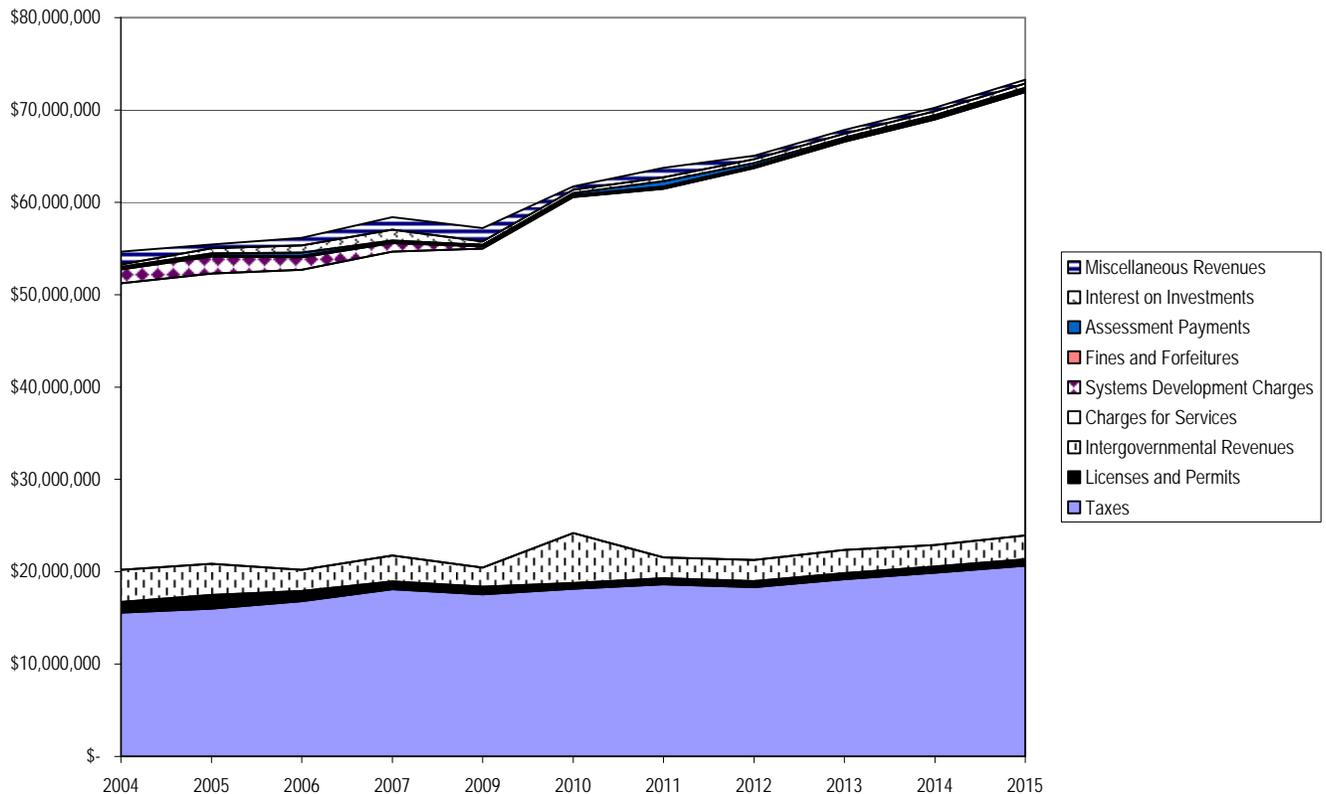
Resources Summary Long-Term Plan 4-2
Long-Term Plan Fund Totals 4-4
General Fund 4-6
Community Development Block Grant 4-10
Reserve Fund..... 4-14
Street Fund 4-18
Airport Fund 4-26
Capital Improvements Fund 4-30
Debt Service Fund 4-38
Water Fund 4-42
Wastewater Fund 4-50
Electric Fund 4-58
Telecommunication Fund 4-62
Central Services Fund 4-66
Insurance Services Fund 4-70
Equipment Fund 4-74
Cemetery Trust Fund 4-78
Parks and Recreation Fund 4-82
Parks Capital Improvement Fund 4-86
Youth Activities Levy Fund..... 4-90

resources and long - term plan

RESOURCE SUMMARY

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended Budget	2009 Estimate for the Year	2010 Adopted
Revenues:								
Taxes	\$ 15,569,073	\$ 16,001,016	\$ 16,814,824	\$ 18,110,493	\$ 19,210,961	\$ 18,109,325	\$ 17,547,035	\$ 18,157,555
Licenses and Permits	1,156,285	1,489,379	1,106,317	847,665	886,644	1,132,000	840,830	612,500
Intergovernmental Revenues	3,495,985	3,378,974	2,282,072	2,794,689	1,967,465	4,356,941	2,049,689	5,416,058
Charges for Services	31,004,670	31,411,906	32,499,061	32,913,167	33,550,185	35,820,294	34,552,380	36,363,575
Systems Development Charges	1,491,451	1,839,774	1,344,063	911,704	683,852	930,000	238,085	78,450
Fines and Forfeitures	120,749	133,170	137,460	169,558	150,346	160,000	142,000	142,000
Assessment Payments	170,860	222,408	360,860	108,864	67,195	100,000	18,110	218,110
Interest on Investments	258,452	553,348	782,272	1,168,860	995,412	794,600	380,546	375,300
Miscellaneous Revenues	1,390,416	412,503	828,597	1,374,773	1,439,709	1,685,080	1,451,797	364,815
Total Revenues	54,657,941	55,442,479	56,155,526	58,399,773	58,951,769	63,088,240	57,220,472	61,728,363
Budgetary Resources:								
Working Capital Carryover	18,199,957	16,692,342	25,694,989	24,665,985	23,352,647	22,335,359	20,052,794	19,351,053
Other Financing Sources:								
Bond & Bank Loan Proceeds	375,000	15,500,000	-	-	304,000	9,639,400	2,638,961	965,600
Interfund Loan	12,825,000	7,530,000	310,000	339,936	-	670,000	625,000	80,000
Operating Transfers In	388,393	447,693	972,780	1,016,934	446,253	573,746	333,746	513,546
Total Budgetary Resources	31,788,350	40,170,035	26,977,769	26,022,855	24,102,900	33,218,505	23,650,501	20,910,199
Total Resources	\$ 86,446,291	\$ 95,612,514	\$ 83,133,295	\$ 84,422,629	\$ 83,054,669	\$ 96,306,745	\$ 80,870,973	\$ 82,638,562

City Wide Revenue Trend



resources and long - term plan

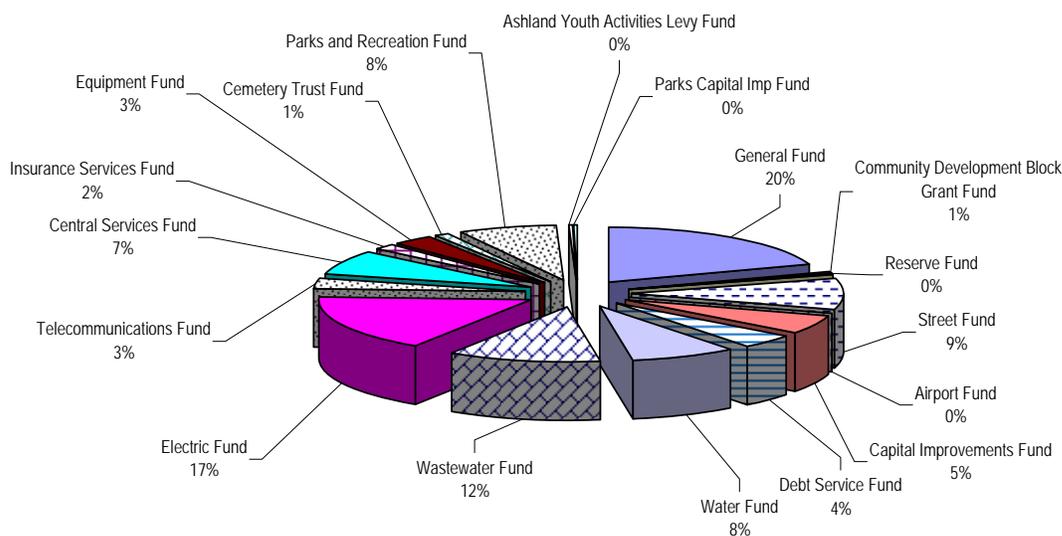
RESOURCE SUMMARY

	2011 Projection	2012 Projection	2013 Projection	2014 Projection	2015 Projection
Revenues:					
Taxes	\$ 18,649,710	\$ 18,331,950	\$ 19,180,350	\$ 19,895,250	\$ 20,638,350
Licenses and Permits	631,000	650,000	670,000	690,000	711,000
Intergovernmental Revenues	2,263,758	2,275,558	2,492,158	2,313,558	2,586,758
Charges for Services	39,914,545	42,442,670	44,212,735	46,066,735	48,005,735
Systems Development Charges	82,100	85,600	89,100	93,700	98,300
Fines and Forfeitures	146,000	150,000	155,000	160,000	165,000
Assessment Payments	612,940	306,600	200,000	200,000	200,000
Interest on Investments	407,500	415,200	424,300	439,800	455,400
Miscellaneous Revenues	1,012,100	393,300	399,800	406,000	412,500
Total Revenues	63,719,653	65,050,878	67,823,443	70,265,043	73,273,043
Budgetary Resources:					
Working Capital Carryover	17,247,929	17,312,522	16,498,620	16,036,526	16,132,379
Other Financing Sources:					
Bond & Bank Loan Proceeds	2,847,450	3,300,650	1,570,250	1,674,000	1,219,000
Interfund Loan	625,000	-	-	-	-
Operating Transfers In	339,582	266,036	250,135	75,135	46,480
Total Budgetary Resources	21,059,961	20,879,208	18,319,005	17,785,661	17,397,859
Total Resources	\$ 84,779,614	\$ 85,930,086	\$ 86,142,448	\$ 88,050,704	\$ 90,670,902

long - term plan fund totals

FUND TOTALS	2004	2005	2006	2007	2008	2009	2009	2010
	Actual	Actual	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Adopted
General Fund	\$ 12,976,865	\$ 13,662,129	\$ 14,746,318	\$ 15,587,023	\$ 16,204,655	\$ 17,835,428	\$ 16,272,004	\$ 16,228,710
Community Development Block Grant Fund	769,147	597,623	133,008	592,770	82,897	449,886	195,660	493,958
Reserve Fund	-	-	-	-	-	-	-	215,000
Street Fund	6,509,317	4,336,047	4,771,566	5,052,978	5,546,505	10,731,020	5,398,321	7,520,997
Airport Fund	508,562	1,412,740	230,330	173,835	344,399	453,067	478,091	211,311
Capital Improvements Fund	1,005,375	1,098,479	1,720,311	2,598,320	2,151,638	3,654,843	3,260,206	4,417,607
Debt Service Fund	1,350,958	1,270,415	1,244,541	2,146,603	3,063,486	3,419,161	3,505,755	3,539,648
Water Fund	11,361,651	11,706,729	11,029,733	10,830,368	7,563,172	11,236,684	7,532,513	6,640,637
Wastewater Fund	10,371,147	10,254,422	10,376,352	9,850,583	9,344,747	11,228,341	9,308,612	9,540,259
Electric Fund	13,319,740	14,302,968	14,667,411	14,621,322	15,022,002	15,356,269	13,802,910	13,792,485
Telecommunications Fund	9,665,886	18,371,485	4,236,493	2,653,272	2,772,890	2,537,918	2,609,769	2,533,197
Central Services Fund	5,554,234	5,233,981	5,855,967	6,031,821	5,969,533	6,409,025	5,939,581	5,979,179
Insurance Services Fund	1,732,616	1,532,827	1,658,323	1,794,328	1,840,625	1,868,130	1,938,699	1,454,199
Equipment Fund	2,521,637	2,671,155	2,853,811	3,055,741	3,226,288	2,918,702	2,888,672	2,506,290
Cemetery Trust Fund	691,369	714,989	744,880	780,918	805,128	850,918	812,448	832,948
Total by Fund	78,338,504	87,165,989	74,269,044	75,769,884	73,937,967	88,949,392	73,943,243	75,906,427
Parks and Recreation Fund	5,479,366	5,798,287	6,047,964	5,955,884	6,094,504	6,392,090	6,306,900	6,334,305
Ashland Youth Activities Levy Fund	2,095,084	2,198,733	2,377,501	2,346,591	2,625,804	457,673	260,591	110,591
Parks Capital Imp Fund	533,337	449,505	438,786	350,271	396,394	507,590	360,239	287,239
Total Parks	8,107,787	8,446,525	8,864,251	8,652,746	9,116,702	7,357,353	6,927,730	6,732,135
Grand total	\$ 86,446,291	\$ 95,612,514	\$ 83,133,295	\$ 84,422,629	\$ 83,054,669	\$ 96,306,745	\$ 80,870,973	\$ 82,638,562

2010 Adopted Budget by Fund



long - term plan fund totals

FUND TOTALS

	2011	2012	2013	2014	2015
	Projection	Projection	Projection	Projection	Projection
General Fund	\$ 16,687,108	\$ 17,042,808	\$ 17,286,108	\$ 17,373,108	\$ 17,282,808
Community Development Block Grant Fund	438,958	438,958	438,958	438,958	438,958
Reserve Fund	215,000	215,000	215,000	215,000	215,000
Street Fund	5,967,053	5,739,953	5,765,453	6,056,753	6,311,253
Airport Fund	127,024	150,787	378,050	159,113	393,276
Capital Improvements Fund	4,286,496	3,695,814	3,930,778	4,209,143	4,675,208
Debt Service Fund	4,266,015	4,182,208	4,215,227	4,020,778	3,792,858
Water Fund	7,593,314	7,594,319	5,748,709	5,387,517	5,138,767
Wastewater Fund	9,547,469	10,073,790	10,144,181	10,530,043	10,924,405
Electric Fund	14,154,594	14,382,858	14,775,093	15,590,200	16,608,778
Telecommunications Fund	2,487,135	2,856,435	3,108,435	3,362,435	3,616,935
Central Services Fund	6,250,231	6,625,430	6,971,630	7,285,630	7,563,430
Insurance Services Fund	1,434,266	1,463,266	1,547,266	1,693,266	1,908,266
Equipment Fund	3,543,161	3,503,161	3,478,161	3,464,161	3,466,161
Cemetery Trust Fund	854,048	875,148	896,248	917,448	938,648
Total by Fund	77,851,874	78,839,937	78,899,299	80,703,555	83,274,753
Parks and Recreation Fund	6,530,910	6,689,910	6,803,910	6,868,910	6,878,910
Ashland Youth Activities Levy Fund	35,591	-	-	-	-
Parks Capital Imp Fund	361,239	400,239	439,239	478,239	517,239
Total Parks	6,927,740	7,090,149	7,243,149	7,347,149	7,396,149
Grand total	\$ 84,779,614	\$ 85,930,086	\$ 86,142,448	\$ 88,050,704	\$ 90,670,902

General Fund Narrative

Ashland's diverse tax revenues are emphasized in this General Fund budget with five classifications of taxes, none bearing more than 35 percent of total taxes. Taxes represent 80 percent of the proposed resources, with current property taxes and electrical utility users tax comprising 28 and 18 percent, respectively, of the total. Highlighted below are significant resource items.

Current Property Taxes. This is the City portion of the City of Ashland's permanent tax rate as defined by Measure 50. The permanent tax rate is shared between the General and the Parks and Recreation fund.

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. Fifty-seven percent of the General Fund tax is dedicated to support the public access TV channel with Southern Oregon University. The City has negotiated a 75-cent per account Public Education and Government (PEG) access fee. This fee is dedicated to the public access channel.

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 fee is projected to increase with growth.

Telephone Franchise. This line item is expected to stabilize in the following years after an audit of and settlement with Qwest.

Water and Wastewater Franchise. The water and wastewater franchise fee is equal to 10 percent of revenues, 80% is dedicated to the General Fund and the remaining balance goes to the Street Fund.

Hotel-Motel Tax. The revenue included in this document is expected to remain flat or reduced due to economic conditions.

Planning and Zoning Fees. The proposed budget includes reviewing planning fees in the future to better balance the costs associated with development with those planning costs that should be paid for by users other than the general property tax payer.

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-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 decrease than prior years.

Long-Term Assumptions

- ⇒ Property assessed valuation growth will be 3% and new construction will be flat with little or no growth.
- ⇒ Property tax rate will not exceed \$2.1937 City, \$2.0928 Parks. (Total authorized is \$4.2865).
- ⇒ Electric Utility Users Tax and Utility Franchise revenue will increase 5% on average.
- ⇒ Natural gas franchise revenue will increase 5% on average.
- ⇒ Telephone Franchise revenue will remain flat.
- ⇒ Water franchise revenue will increase 4% on average.
- ⇒ Wastewater franchise revenue will increase 4% on average.
- ⇒ Transient occupancy revenue will remain flat.
- ⇒ Intergovernmental revenues will grow at 3% on average.
- ⇒ Court fees will remain flat.
- ⇒ Ambulance revenues will grow each year per transports but may be limited by federal restrictions.
- ⇒ The City will comply with Federal and State requirements.

general fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 1,715,220	\$ 1,755,143	\$ 2,093,388	\$ 2,326,936	\$ 2,367,714	\$ 1,746,683	\$ 1,879,800	\$ 1,879,800	\$ 1,879,800
	Taxes									
	Property Taxes									
	Current	2,071,094	2,180,492	2,554,260	2,800,401	3,617,992	3,797,100	3,948,000	4,162,000	4,162,000
	Prior	98,938	85,064	85,901	92,234	146,770	125,000	100,000	100,000	100,000
	Electric Utility User Tax	2,102,550	2,277,178	2,329,930	2,345,323	2,375,368	2,776,525	2,600,000	2,600,000	2,600,000
	Franchises	1,985,321	1,982,756	1,945,477	2,442,920	2,388,315	2,554,300	2,740,100	2,740,100	2,740,100
	License	162,357	153,761	187,241	134,345	207,324	193,500	215,750	215,750	215,750
	Hotel/Motel Tax	1,309,013	1,390,212	1,414,219	1,559,062	1,507,603	1,723,000	1,720,000	1,720,000	1,720,000
410	Total Taxes	7,729,273	8,069,463	8,517,028	9,374,285	10,243,372	11,169,425	11,323,850	11,537,850	11,537,850
	Licenses and Permits									
	Planning and Zoning Fees	650,527	877,505	609,298	471,731	514,135	688,000	333,000	333,000	333,000
	Building Permits	505,758	611,874	497,019	327,958	330,780	404,000	259,500	259,500	259,500
	Fire Permits				47,976	41,729	40,000	20,000	20,000	20,000
420	Total Licenses and Permits	1,156,285	1,489,379	1,106,317	847,665	886,644	1,132,000	612,500	612,500	612,500
	Intergovernmental Revenue									
	Federal	88,955	62,147	296,325	338,629	33,924	66,415		24,000	24,000
	State	463,256	405,080	514,583	522,967	628,178	588,825	559,210	559,210	559,210
430	Total Intergovernmental Revenue	552,211	467,227	810,908	861,596	662,102	655,240	559,210	583,210	583,210
	Charges for Services									
	Police	172,541	193,129	147,626	144,487	141,368	162,500	102,100	102,100	102,100
	Court	376,620	331,760	324,292	335,409	291,461	320,200	312,000	312,000	312,000
	Fire and Rescue	798,853	963,064	918,023	903,108	899,325	906,500	892,000	892,000	892,000
	Cemetery	45,959	37,969	26,606	33,497	29,274	26,000	25,000	25,000	25,000
	Planning Division Services	80,217	97,577	72,729	40,211	49,581	80,000	35,000	35,000	35,000
	Building Division Services	114,848	25,679	14,749	8,830	30,051	50,000	30,000	30,000	30,000
	Rent	1,124	1,033	849	262	97	100			
440	Total Charges for Services	1,590,162	1,650,211	1,504,874	1,465,804	1,441,157	1,545,300	1,396,100	1,396,100	1,396,100
	Fines									
	Court Fines	120,749	133,170	137,460	169,558	150,346	160,000	142,000	142,000	142,000
450	Total Fines	120,749	133,170	137,460	169,558	150,346	160,000	142,000	142,000	142,000
	Interest on Investments									
	Interest on Pooled Investments	18,655	50,929	75,021	130,971	113,937	100,000	50,000	50,000	50,000
470	Total Interest on Investments	18,655	50,929	75,021	130,971	113,937	100,000	50,000	50,000	50,000
	Miscellaneous Revenues									
	Sale of Land						1,000,000			
	Donations	25,578	11,430	11,276	9,144	690	1,730	2,250	2,250	2,250
	Miscellaneous Income	61,839	22,817	464,595	155,187	90,513	265,050	5,000	5,000	5,000
480	Total Miscellaneous Revenues	87,417	34,247	475,871	164,331	91,203	1,266,780	7,250	7,250	7,250
	Other Financing Sources									
	Interfund Loan				214,877					
	Operating Transfers In:									
	From Cemetery Trust	6,893	12,360	25,451	31,000	33,180	60,000	20,000	20,000	20,000
490	Total Other Financing Sources	6,893	12,360	25,451	245,877	33,180	60,000	20,000	20,000	20,000
	Total General Fund	\$ 12,976,865	\$ 13,662,129	\$ 14,746,318	\$ 15,587,022	\$ 15,989,655	\$ 17,835,428	\$ 15,990,710	\$ 16,228,710	\$ 16,228,710

general fund long-term plan

GENERAL FUND	2004	2005	2006	2007	2008	2009	2009	2010
						Amended	Estimate for	
#110	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 7,729,273	\$ 8,069,463	\$ 8,517,028	\$ 9,374,285	\$ 10,243,372	\$ 11,169,425	\$ 10,960,908	\$ 11,537,850
Licenses and Permits	1,156,285	1,489,379	1,106,317	847,665	886,644	1,132,000	840,830	612,500
Intergovernmental Revenue	552,211	467,227	810,908	861,596	662,102	655,240	558,820	583,210
Charges for Services	1,590,162	1,650,211	1,504,874	1,465,804	1,441,157	1,545,300	1,395,530	1,396,100
Fines and Forfeitures	120,749	133,170	137,460	169,558	150,346	160,000	142,000	142,000
Interest on Pooled Investments	18,655	50,929	75,021	130,971	113,937	100,000	50,000	50,000
Miscellaneous Revenues	87,417	34,247	475,871	164,331	91,203	1,266,780	7,250	7,250
Interfund Loan				214,877				
Operating Transfers In	6,893	12,360	25,451	31,000	33,180	60,000	20,000	20,000
Total Revenues	11,261,645	11,906,986	12,652,930	13,260,087	13,621,941	16,088,745	13,975,338	14,348,910
<i>Actual % of Final Budget</i>	<i>94.14%</i>	<i>97.48%</i>	<i>96.00%</i>	<i>85.37%</i>	<i>89.98%</i>		<i>86.86%</i>	
Expenditures								
Administration	93,781	98,208	104,838	116,960	121,114	335,500	300,000	201,590
Administration - Library				406	249,438	334,746	334,746	355,088
Administration - Senior Program	116,178	114,634						
Admin. - Municipal Court - Personal Services	214,756	237,464	268,204	277,719	319,888	331,090	315,000	314,930
Admin. - Municipal Court - Materials & Services	70,890	59,635	84,572	101,046	110,459	111,090	105,000	104,994
Admin. Services - Social Services Grant	118,669	107,622	110,090	113,350	105,534	124,570	124,570	120,342
Admin. Services - Economic and Cultural Grants	406,800	445,600	474,186	504,414	527,519	508,333	508,333	570,000
Admin. Services - Miscellaneous	3,746	13,756	37,448	6,870	8,341	9,000	8,550	45,000
Admin. Services - Band - Personal Services	3,662	3,657	3,657	3,658	4,080	4,261	4,050	4,261
Admin. Services - Band - Materials & Services	39,756	42,339	46,392	44,288	48,844	56,358	53,600	53,358
Police - Personal Services	2,903,252	3,055,478	3,226,179	3,148,708	3,464,170	3,716,780	3,588,281	3,590,448
Police - Materials & Services	1,160,572	1,178,046	1,380,158	1,522,732	1,756,054	1,999,335	1,846,074	1,868,987
Police - Capital Outlay	14,652	331			90,209	74,000	74,000	
Fire and Rescue - Personal Services	2,984,383	2,995,158	3,154,778	3,426,832	3,567,291	3,657,205	3,547,500	3,657,085
Fire and Rescue - Materials & Services	1,134,441	1,104,978	1,186,752	1,356,028	1,270,454	1,453,792	1,410,000	1,428,620
Fire and Rescue - Capital Outlay		130,483	290,996	394,112		6,000	5,800	
Public Works - Cemetery - Personal Services	145,103	128,369	149,344	160,566	142,755	157,412	149,500	155,457
Public Works - Cemetery - Materials & Services	117,719	100,354	118,290	141,595	133,544	159,218	151,250	142,848
Public Works - Cemetery - Capital Outlay	10,657	11,556	9,863	12,229	6,807	23,000	21,850	12,000
Community Dev.-Planning - Personal Services	561,803	605,492	656,801	741,698	833,951	848,901	724,520	728,175
Community Dev.-Planning - Materials & Services	301,069	272,178	447,671	402,992	359,647	476,513	436,780	486,188
Community Dev.-Planning - Capital Outlay					6,712	1,000,000		
Community Dev.-Building - Personal Services	454,656	392,489	414,729	462,565	475,901	452,449	383,040	332,690
Community Dev.-Building - Materials & Services	231,677	212,204	253,934	280,041	304,777	334,241	299,260	323,641
Interfund Loan		214,877						
Operating Transfers Out	133,500	43,833	500	500	500	500	500	500
Operating Contingency						470,665		400,000
Total Expenditures	11,221,722	11,568,741	12,419,382	13,219,309	13,907,989	16,644,959	14,392,204	14,896,202
<i>Actual % of Final Budget</i>	<i>90.17%</i>	<i>90.85%</i>	<i>92.29%</i>	<i>83.68%</i>	<i>85.52%</i>		<i>86.47%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>92.75%</i>	<i>91.17%</i>	<i>93.49%</i>	<i>85.62%</i>	<i>87.02%</i>		<i>88.98%</i>	
Revenues Over (Under) Expenditures	39,923	338,245	233,548	40,778	(286,048)	(556,214)	(416,866)	(547,292)
Working Capital Carryover	1,715,220	1,755,143	2,093,388	2,326,936	2,367,714	1,746,683	2,296,666	1,879,800
Prior period adjustment					215,000			
Ending Fund Balance	\$ 1,755,143	\$ 2,093,388	\$ 2,326,936	\$ 2,367,714	\$ 2,296,666	\$ 1,190,469	\$ 1,879,800	\$ 1,332,508
Ending Fund Balance Reconciliation	1,755,143	2,093,388	2,326,936	2,367,714	2,296,666	1,190,469	1,879,800	1,332,508
Plus Unused Contingency						470,665		400,000
Minus restricted forfeiture funds						164,200	144,000	164,200
Minus carry over tax proceeds - Library						120,000		
Minus funds earmarked - affordable housing						120,383	120,383	120,383
Minus funds earmarked - parking district purposes						146,000	134,000	146,000
Adjusted Ending Fund Balance	1,755,143	2,093,388	2,326,936	2,367,714	2,296,666	1,110,551	1,481,417	1,301,925
Fund Balance Policy Requirement	1,126,000	1,191,000	1,265,000	1,305,000	1,362,000	1,609,000	1,398,000	1,435,000
Excess (deficiency)	629,143	902,388	1,061,936	1,062,714	934,666	(498,449)	83,417	(133,075)

general fund long-term plan

GENERAL FUND

	2011	2012	2013	2014	2015		Long-term
#110	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Taxes	\$ 12,059,000	\$ 12,571,000	\$ 13,104,000	\$ 13,628,000	\$ 14,173,000		104.0%
Licenses and Permits	631,000	650,000	670,000	690,000	711,000		103.0%
Intergovernmental Revenue	601,000	619,000	638,000	657,000	677,000		103.0%
Charges for Services	1,438,000	1,481,000	1,525,000	1,571,000	1,618,000		103.0%
Fines and Forfeitures	146,000	150,000	155,000	160,000	165,000		103.0%
Interest on Pooled Investments	52,000	54,000	56,000	58,000	60,000		103.0%
Miscellaneous Revenues	7,000	7,000	7,000	7,000	7,000		103.0%
Interfund Loan							
Operating Transfers In	20,600	21,200	21,800	22,500	23,200		103.0%
Total Revenues	14,954,600	15,553,200	16,176,800	16,793,500	17,434,200		
<i>Actual % of Final Budget</i>							
Expenditures							
Administration	208,000	214,000	220,000	227,000	234,000		103.0%
Administration - Library	366,000	377,000	388,000	400,000	412,000		103.0%
Administration - Senior Program							103.0%
Admin. - Municipal Court - Personal Services	334,000	354,000	375,000	398,000	422,000		106.0%
Admin. - Municipal Court - Materials & Services	108,000	111,000	114,000	117,000	121,000		103.0%
Admin. Services - Social Services Grant	124,000	128,000	132,000	136,000	140,000		103.0%
Admin. Services - Economic and Cultural Grants	587,000	605,000	623,000	642,000	661,000		103.0%
Admin. Services - Miscellaneous	48,000	51,000	54,000	57,000	60,000		106.0%
Admin. Services - Band - Personal Services	5,000	5,000	5,000	5,000	5,000		106.0%
Admin. Services - Band - Materials & Services	55,000	57,000	59,000	61,000	63,000		103.0%
Police - Personal Services	3,806,000	4,034,000	4,276,000	4,533,000	4,805,000		106.0%
Police - Materials & Services	1,925,000	1,983,000	2,042,000	2,103,000	2,166,000		103.0%
Police - Capital Outlay							100.0%
Fire and Rescue - Personal Services	3,877,000	4,110,000	4,357,000	4,618,000	4,895,000		106.0%
Fire and Rescue - Materials & Services	1,471,000	1,515,000	1,560,000	1,607,000	1,655,000		103.0%
Fire and Rescue - Capital Outlay							100.0%
Public Works - Cemetery - Personal Services	165,000	175,000	186,000	197,000	209,000		106.0%
Public Works - Cemetery - Materials & Services	147,000	151,000	156,000	161,000	166,000		103.0%
Public Works - Cemetery - Capital Outlay	12,000	12,000	12,000	12,000	12,000		100.0%
Community Dev.-Planning - Personal Services	772,000	818,000	867,000	919,000	974,000		106.0%
Community Dev.-Planning - Materials & Services	501,000	516,000	531,000	547,000	563,000		103.0%
Community Dev.-Planning - Capital Outlay							100.0%
Community Dev.-Building - Personal Services	353,000	374,000	396,000	420,000	445,000		106.0%
Community Dev.-Building - Materials & Services	333,000	343,000	353,000	364,000	375,000		103.0%
Interfund Loan							
Operating Transfers Out	500	500	500	500	500	\$500 to Trust per Charter	
Operating Contingency	449,000	467,000	485,000	504,000	523,000	Contingency is 3% of Operating Revenue	
Total Expenditures	15,646,500	16,400,500	17,191,500	18,028,500	18,906,500	Average use in recent history is 46%	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	(691,900)	(847,300)	(1,014,700)	(1,235,000)	(1,472,300)		
Working Capital Carryover	1,732,508	1,489,608	1,109,308	579,608	(151,392)		
Prior period adjustment							
Ending Fund Balance	\$ 1,040,608	\$ 642,308	\$ 94,608	\$ (655,392)	\$ (1,623,692)		
Ending Fund Balance Reconciliation	1,040,608	642,308	94,608	(655,392)	(1,623,692)		
Plus Unused Contingency	449,000	467,000	485,000	504,000	523,000		
Minus restricted forfeiture funds							
Minus carry over tax proceeds - Library							
Minus funds earmarked - affordable housing							
Minus funds earmarked - parking district purposes							
Adjusted Ending Fund Balance	1,489,608	1,109,308	579,608	(151,392)	(1,100,692)		
Fund Balance Policy Requirement	1,495,000	1,555,000	1,618,000	1,679,000	1,743,000	Policy is 10% of Annual Revenues	
Excess (deficiency)	(5,392)	(445,692)	(1,038,392)	(1,830,392)	(2,843,692)		

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 fourteenth 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 \$204,818 in Community Development Block Grant funds for Program Year 2009 (July 1, 2009-June 30, 2010) by the Department of Housing and Urban Development (HUD). Additionally the City will utilize \$1,512 in prior year carry over funds that were not allocated. The City Council is expected to make an award of \$165,367 to fund an eligible activity on April 7th 2009. The remainder of funds is to be applied to administration of the program.

In recent years CDBG funds have been applied to numerous affordable housing projects in Ashland. The Rogue Valley Community Development Corporation utilized 2004 and 2005 CDBG funds to purchase the land for a 9 unit development that was completed in 2007 and for a 6 unit development which was completed in 2008. The Ashland Community Land Trust utilized Ashland's 2006 CDBG award to purchase an existing Duplex on Bridge Street and they are currently in the process of designing two additional units to be located on the rear of the property. In 2008 The Housing Authority of Jackson County was awarded funds to assist in the installation of public facilities to serve a 60 unit low income housing development.

Long-Term Assumptions

The Community Development Block Grant is expected to remain constant.

Fund Balance

There is a no fund balance policy.

community development block grant fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ (32,433)	\$ 33,018	\$ (8,492)	\$ 4,599	\$ 12,033	\$ 10,000			
	Intergovernmental Revenues									
	Federal:	801,580	349,605	141,500	371,501	65,880	439,886	438,958	493,958	493,958
430	Total Intergovernmental	801,580	349,605	141,500	371,501	65,880	439,886	438,958	493,958	493,958
	Other Resources									
	Misc				216,670	4,984				
	Interfund Loan		215,000							
470	Total Other	-	215,000	-	216,670	4,984	-	-	-	-
	Total CDBG Fund	\$ 769,147	\$ 597,623	\$ 133,008	\$ 592,770	\$ 82,897	\$ 449,886	\$ 438,958	\$ 493,958	\$ 493,958

community development block grant long-term plan

COMMUNITY DEVELOPMENT BLOCK GRANT FUND						2009	2009	2010
#250	2004	2005	2006	2007	2008	Amended	Estimate for	Adopted
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	
Revenues								
Intergovernmental Revenue	\$ 801,580	\$ 349,605	\$ 141,500	\$ 371,501	\$ 65,880	\$ 439,886	\$ 145,998	\$ 493,958
Miscellaneous				216,670			4,957	
Interest on Investments					4,984		-	
Interfund Loan		215,000					-	
Total Revenues	801,580	564,605	141,500	588,171	70,864	439,886	150,955	493,958
<i>Actual % of Final Budget</i>	<i>93.55%</i>	<i>76.61%</i>	<i>24.73%</i>	<i>92.44%</i>	<i>33.19%</i>		<i>34.32%</i>	
Expenditures								
Personal Services	45,151	29,271	33,600	35,485	14,201	23,617	23,617	38,000
Materials and Services	690,978	576,844	94,809	330,375	23,991	414,470	172,043	455,958
Capital Outlay								
Interfund Loan				214,877				
Contingency								
Total Expenditures	736,129	606,115	128,409	580,737	38,192	438,087	195,660	493,958
<i>Actual % of Final Budget</i>	<i>85.91%</i>	<i>82.24%</i>	<i>22.37%</i>	<i>91.27%</i>	<i>16.90%</i>		<i>44.66%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>85.91%</i>	<i>82.24%</i>	<i>22.37%</i>	<i>91.27%</i>	<i>16.69%</i>		<i>44.66%</i>	
Revenues Over (Under) Expenditures	65,451	(41,510)	13,091	7,434	32,672	1,799	(44,705)	-
Working Capital Carryover	(32,433)	33,018	(8,492)	4,599	12,033	10,000	44,705	-
Ending Fund Balance	\$ 33,018	\$ (8,492)	\$ 4,599	\$ 12,033	\$ 44,705	\$ 11,799	\$ -	\$ -

No Fund Balance Policy

community development block grant long-term plan

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

#250	2011	2012	2013	2014	2015	Comments	Long-term Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Intergovernmental Revenue	\$ 438,958	\$438,958	\$438,958	\$438,958	\$438,958	assumed flat	100.0%
Miscellaneous							
Interest on Investments							
Interfund Loan							
Total Revenues	438,958	438,958	438,958	438,958	438,958		
<i>Actual % of Final Budget</i>							
Expenditures							
Personal Services	38,000	38,000	38,000	38,000	38,000		100.0%
Materials and Services	400,958	400,958	400,958	400,958	400,958		100.0%
Capital Outlay							103.0%
Interfund Loan							103.0%
Contingency						<i>None Required.</i>	103.0%
Total Expenditures	438,958	438,958	438,958	438,958	438,958		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	-	-	-	-	-		
Working Capital Carryover	-	-	-	-	-		
Ending Fund Balance	\$ -						

No Fund Balance Policy

Reserve Fund Narrative

This special revenue fund was established during the FY 2009-10 budget process. Special revenue funds are typically used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Long Term Assumptions

⇒ The use of these funds may be discussed during the FY 2010-11 budget process.

Fund Balance

There is no fund balance policy.

reserve fund resources

Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Working Capital Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In									
From Street Fund								215,000	215,000
Total Transfers In	-	-	-	-	-	-	-	215,000	215,000
Total Reserve Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 215,000</u>	<u>\$ 215,000</u>					

reserve fund long - term plan

RESERVE FUND	2004	2005	2006	2007	2008	2009	2009	2010
#255	Actual	Actual	Actual	Actual	Actual	Amended	Estimate for	Adopted
						Budget	the Year	
Revenues								
Transfers In								215,000
Total Revenues	-	-	-	-	-	-	-	215,000
Expenditures								
Operating Transfers Out								
Total Expenditures	-	-	-	-	-	-	-	-
Revenues Over (Under) Expenditures	-	-	-	-	-	-	-	215,000
Working Capital Carryover								-
Ending Fund Balance	\$ -	\$ 215,000						

reserve fund long - term plan

RESERVE FUND	2011	2012	2013	2014	2015		Long-term
#255	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Transfers In							100.0%
Total Revenues	-	-	-	-	-		
Expenditures							
Operating Transfers Out							100.0%
Total Expenditures	-	-	-	-	-		
Revenues Over (Under) Expenditures	-	-	-	-	-		
Working Capital Carryover	215,000	215,000	215,000	215,000	215,000		
Ending Fund Balance	\$ 215,000						

Street Fund Narrative

This special 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 be stable.

Taxes- Franchise. Of the 10% Water and Sewer Franchise Fees, 20% goes to the Street Fund for street maintenance.

Intergovernmental Revenues. The primary source of Intergovernmental Revenue, the State Gasoline Tax is budgeted at approximately \$41.43 per capita, a decrease of \$2.01 over the prior year.

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.

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.

Long-Term Assumptions

⇒ Includes financing in FY 2009-10 and requires debt financing on current and future large projects.

Fund Balance

The fund balance policy requires a balance of 10 percent of revenues.

street fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 2,528,750	\$ 315,846	\$ 1,186,028	\$ 1,464,044	\$ 2,377,219	\$ 1,715,119	\$ 2,096,532	\$ 2,096,532	\$ 2,096,532
	Taxes									
	Franchises:	234,496	224,250	264,072	215,198	188,030	210,000	215,200	215,200	215,200
410	Total Taxes	234,496	224,250	264,072	215,198	188,030	210,000	215,200	215,200	215,200
	Intergovernmental Revenues									
	Federal:									
	Grants						627,250	1,781,660	1,862,660	1,862,660
	State:									
	Grants						303,251			
	Gas Tax	916,554	906,889	1,006,267	989,809	941,646	947,000	890,180	890,180	890,180
	Jurisdictional Exchange	1,075,598	463,695	202,982	366,549					
	County and Other:		121,243			1,100	500,000			
430	Total Intergovernmental	1,992,152	1,491,827	1,209,249	1,356,358	942,746	2,377,501	2,671,840	2,752,840	2,752,840
	Charges for Services									
	RVTD Services		33,911	1,450	4,881	4,621	5,000	5,000	5,000	5,000
	Public Works Services	42,317	4,232		5,734	2,120	5,000			
	Sales:									
	Storm Drain Utility Fee	291,325	311,193	325,063	342,095	499,863	535,000	584,000	584,000	584,000
	Transportation Utility Fee	873,886	933,641	972,051	1,023,913	1,185,831	1,235,000	1,275,100	1,275,100	1,275,100
440	Total Charges for Services	1,207,528	1,282,977	1,298,564	1,376,622	1,692,435	1,780,000	1,864,100	1,864,100	1,864,100
	Storm Drain						100,000	3,615	3,615	3,615
	Transportation						100,000	15,000	15,000	15,000
	System Development Charges	376,952	509,176	388,654	269,338	167,487	200,000	18,615	18,615	18,615
	Assessments and Consortiums									
	UnBonded Assessments									
	UnAssessed Principal	148,082	215,801	359,810	108,864	67,196	100,000	18,110	18,110	18,110
	Developer Co-involvement		2,567							
460	Total Assessments and Consortiums	148,082	218,368	359,810	108,864	67,196	100,000	18,110	18,110	18,110
	Interest on Investments									
	Interest on Pooled Investments	20,959	21,022	50,259	103,283	110,992	75,000	30,000	30,000	30,000
470	Total Interest on Investments	20,959	21,022	50,259	103,283	110,992	75,000	30,000	30,000	30,000
	Miscellaneous Revenues									
	Miscellaneous Income	399	2,582	14,930	159,272	399	10,000	10,000	10,000	10,000
480	Total Miscellaneous Revenues	399	2,582	14,930	159,272	399	10,000	10,000	10,000	10,000
	Other Financing Sources									
	Interfund Loan		270,000							
	Loan Proceeds						4,263,400	515,600	515,600	515,600
	Operating Transfers In									
490	Total Other Financing Sources	-	270,000	-	-	-	4,263,400	515,600	515,600	515,600
	Total Street Fund	\$ 6,509,318	\$ 4,336,047	\$ 4,771,566	\$ 5,052,979	\$ 5,546,504	\$ 10,731,020	\$ 7,439,997	\$ 7,520,997	\$ 7,520,997

street fund long-term plan

STREET FUND - SUMMARY						2009	2009	
#260	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 234,496	\$ 224,250	\$ 264,072	\$ 215,198	\$ 188,030	\$ 210,000	\$ 194,885	\$ 215,200
Intergovernmental Revenue	1,992,152	1,491,827	1,209,249	1,356,358	942,746	2,377,501	1,102,976	2,752,840
Charges for Services	1,207,528	1,282,977	1,298,564	1,376,622	1,692,436	1,780,000	1,810,000	1,864,100
Systems Development Charges (SDC)	376,951	509,174	388,654	269,338	167,486	200,000	53,880	18,615
Assessment Revenues	148,082	218,368	359,810	108,864	67,195	100,000	18,110	18,110
Interest on Investments	20,959	21,022	50,259	103,282	110,992	75,000	40,000	30,000
Miscellaneous Revenues	399	2,582	14,930	159,272	400	10,000	8,000	10,000
Interfund Loan	-	270,000	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	4,263,400	-	515,600
Operating Transfers In	-	-	-	-	-	-	-	-
Total Revenues	3,980,567	4,020,201	3,585,538	3,588,934	3,169,285	9,015,901	3,227,851	5,424,465
<i>Actual % of Final Budget</i>	<i>91.55%</i>	<i>93.24%</i>	<i>77.73%</i>	<i>33.38%</i>	<i>71.87%</i>		<i>35.80%</i>	
Expenditures								
Street Operations - Personal Services	462,776	519,392	471,861	512,822	534,350	566,927	579,203	575,900
Street Operations - Materials & Services	839,097	860,089	1,058,171	1,063,863	1,008,130	1,187,856	1,115,488	1,152,690
Street Operations - Capital Outlay	2,475,435	796,191	467,918	206,588	590,850	1,984,100	350,000	2,180,600
Grounds Maintenance	92,388	164,754	177,784	183,799	183,018	189,545	204,295	197,068
Storm Water Operations - Personal Services	230,784	278,366	271,029	225,843	263,609	247,391	245,625	254,898
Storm Water Operations - Materials & Services	271,759	250,999	246,260	251,784	280,923	298,130	292,680	272,980
Storm Water Operations - Capital Outlay	281,717	38,557	36,126	103,084	134,266	427,000	183,000	93,000
SDC Projects	792,258	234,334	263,103	90,796	355,896	689,310	268,000	835,400
Local Improvement District - Projects	747,257	7,337	45,270	37,179	24,993	813,588	63,498	196,098
New Debt Service	-	-	-	-	-	400,000	-	-
Interfund Loan	-	-	270,000	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-	200,000	-	215,000
Contingency	-	-	-	-	-	93,000	-	90,000
Total Expenditures	6,193,471	3,150,019	3,307,522	2,675,758	3,376,035	7,096,847	3,301,789	6,063,634
<i>Actual % of Final Budget</i>	<i>99.78%</i>	<i>73.38%</i>	<i>76.11%</i>	<i>47.62%</i>	<i>57.23%</i>		<i>46.52%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>99.78%</i>	<i>74.90%</i>	<i>76.28%</i>	<i>48.86%</i>	<i>57.23%</i>		<i>47.14%</i>	
Revenues Over (Under) Expenditures	(2,212,904)	870,182	278,016	913,176	(206,750)	1,919,054	(73,938)	(639,169)
Working Capital Carryover	2,528,750	315,846	1,186,028	1,464,044	2,377,220	1,715,119	2,170,470	2,096,532
Ending Fund Balance	\$ 315,846	\$ 1,186,028	\$ 1,464,044	\$ 2,377,220	\$ 2,170,470	\$ 3,634,173	\$ 2,096,532	\$ 1,457,363
Ending Fund Balance Reconciliation								
Storm Drain Balance	(442,266)	86,052	92,880	92,880	92,880	92,880	(1,398,492)	(1,695,385)
Transportation Balance	460,378	1,783,694	834,476	834,476	834,476	834,476	3,124,865	3,100,615
Other	297,734	(683,718)	536,688	1,449,864	1,243,114	2,706,817	370,160	52,134
Total Fund Balance	315,846	1,186,028	1,464,044	2,377,220	2,170,470	3,634,173	2,096,532	1,457,363
Fund Balance Policy Requirement	360,000	324,000	284,000	454,000	454,000	445,000	316,000	487,000
Excess (deficiency)	(44,154)	862,028	1,180,044	1,923,220	1,716,470	3,189,173	1,780,532	970,363

MORE DETAIL ON FOLLOWING PAGES

street fund long-term plan

STREET FUND - SUMMARY

#260	2011	1012	2013	2014	2015	Long-term
	Projection	Projection	Projection	Projection	Projection	Percent
Revenues						
Taxes	\$ 237,700	\$ 252,800	\$ 268,400	\$ 276,500	\$ 284,800	
Intergovernmental Revenue	960,800	986,600	1,013,200	1,040,600	1,068,800	
Charges for Services	1,938,500	2,015,800	2,096,300	2,180,000	2,267,000	
Systems Development Charges (SDC)	19,600	20,600	21,600	22,700	23,800	
Assessment Revenues	412,940	106,600	-	-	-	Calculated for projects
Interest on Investments	30,000	30,000	30,000	30,000	30,000	
Miscellaneous Revenues	10,200	10,400	10,600	10,800	11,000	
Interfund Loan	-	-	-	-	-	
Bond Proceeds	809,950	675,400	510,000	510,000	510,000	
Operating Transfers In	-	-	-	-	-	
Total Revenues	4,419,690	4,098,200	3,950,100	4,070,600	4,195,400	
<i>Actual % of Final Budget</i>						
Expenditures						
Street Operations - Personal Services	610,500	647,100	685,900	727,100	770,700	Calculated for projects
Street Operations - Materials & Services	1,187,300	1,222,900	1,259,600	1,297,400	1,336,300	Includes Bus Service
Street Operations - Capital Outlay	773,350	765,500	615,500	615,500	615,500	
Grounds Maintenance	203,000	209,100	215,400	221,900	228,600	
Storm Water Operations - Personal Services	270,200	286,400	303,600	321,800	341,100	
Storm Water Operations - Materials & Services	281,200	289,600	298,300	307,200	316,400	
Storm Water Operations - Capital Outlay	34,500	25,400	10,000	10,000	10,000	
SDC Projects	174,710	50,000	20,000	20,000	20,000	Calculated for projects
Local Improvement District - Projects	530,540	106,600	-	-	-	Calculated for projects
New Debt Service	244,000	306,000	355,000	404,000	453,000	
Interfund Loan	-	-	-	-	-	
Operating Transfers Out	16,000	16,000	16,000	16,000	16,000	Bancroft Debt
Contingency	91,000	95,000	99,000	102,000	106,000	<i>Contingency is 3% of Operating Revenue</i>
Total Expenditures	4,416,300	4,019,600	3,878,300	4,042,900	4,213,600	<i>Average use in recent history is 58.3%.</i>
<i>Actual % of Final Budget</i>						
<i>Actual % of Final Budget minus Contingency</i>						
Revenues Over (Under) Expenditures	3,390	78,600	71,800	27,700	(18,200)	
Working Capital Carryover	1,547,363	1,641,753	1,815,353	1,986,153	2,115,853	
Ending Fund Balance	\$ 1,550,753	\$ 1,720,353	\$ 1,887,153	\$ 2,013,853	\$ 2,097,653	
Ending Fund Balance Reconciliation						
Storm Drain Balance	(1,656,085)	(1,612,985)	(1,563,685)	(1,514,985)	(1,467,285)	
Transportation Balance	3,034,705	3,040,205	3,032,705	2,981,705	2,885,805	
Other	172,134	293,134	418,134	547,134	679,134	
Total Fund Balance	1,550,753	1,720,353	1,887,153	2,013,853	2,097,653	
Fund Balance Policy Requirement	318,000	330,000	342,000	354,000	366,000	<i>Policy is 10% of Annual Revenues</i>
Excess (deficiency)	1,232,753	1,390,353	1,545,153	1,659,853	1,731,653	

MORE DETAIL ON FOLLOWING PAGES

street fund long-term plan-continued

STREET FUND - Operational Detail						2009	2009	
#260	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 234,496	\$ 224,250	\$ 264,072	\$ 215,198	188,030	210,000	194,885	215,200
Intergovernmental Revenue	916,554	1,028,132	1,006,267	989,809	941,646	947,000	879,725	835,740
Intergovernmental Grants	-	-	-	-	-	103,251	-	81,000
Jurisdictional exchange	-	-	-	-	-	-	3,251	-
Storm Drain Fees	291,325	311,193	326,992	342,095	499,863	535,000	567,000	584,000
Transportation Fees	873,886	933,641	970,123	1,023,913	1,185,832	1,235,000	1,238,000	1,275,100
Miscellaneous Service	42,317	38,143	1,449	10,615	6,741	10,000	5,000	5,000
Interest on Investments	20,959	21,022	50,259	103,282	110,992	50,000	-	-
Miscellaneous Revenues	399	2,582	14,930	159,272	400	10,000	8,000	10,000
Interfund Loan	-	270,000	-	-	-	-	-	-
Operating Transfers In	-	-	-	-	-	-	-	-
Total Revenues	2,379,936	2,828,963	2,634,092	2,844,183	2,933,504	3,100,251	2,895,861	3,006,040
<i>Actual % of Final Budget</i>	<i>91.50%</i>	<i>93.20%</i>	<i>77.70%</i>	<i>65.50%</i>	<i>92.10%</i>		<i>93.41%</i>	
Expenditures								
Street Operations - Personal Services	462,776	519,392	471,861	512,822	534,349	566,927	579,203	575,900
Street Operations - Materials & Services	839,097	860,089	1,058,171	1,063,863	1,008,130	1,187,856	1,115,488	1,152,690
Street Operations - Capital Outlay			2,925	3,380	2,000	75,000	60,000	5,500
Grounds Maintenance	92,388	164,754	177,784	183,799	183,019	189,545	204,295	197,068
Storm Water Operations - Personal Services	230,784	278,366	271,029	225,843	263,609	247,391	245,625	254,898
Storm Water Operations - Materials & Services	271,759	250,999	246,260	251,784	280,923	298,130	292,680	272,980
Storm Water Operations - Capital Outlay		38,557	36,126	103,084	134,266	128,000	125,000	-
New Debt Service	-	-	-	-	-	400,000	-	-
Interfund Loan	-	-	270,000	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-	200,000	-	215,000
Contingency	-	-	-	-	-	93,000	-	90,000
Total Expenditures	1,896,804	2,112,157	2,534,156	2,344,575	2,406,296	3,385,849	2,622,291	2,764,036
<i>Actual % of Final Budget</i>	<i>99.70%</i>	<i>73.30%</i>	<i>76.10%</i>	<i>47.60%</i>	<i>78.13%</i>		<i>77.45%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>99.70%</i>	<i>76.40%</i>	<i>76.20%</i>	<i>48.90%</i>	<i>78.13%</i>		<i>79.64%</i>	
Revenues Over (Under) Expenditures	483,132	716,806	99,936	499,608	527,208	(285,598)	273,570	242,004
Working Capital Carryover	(1,653,487)	(1,170,355)	(453,549)	(353,613)	145,995	693,895	673,203	946,772
Ending Fund Balance	\$ (1,170,355)	\$ (453,549)	\$ (353,613)	\$ 145,995	\$ 673,203	\$ 408,297	\$ 946,772	\$ 1,188,776
Operations Reconciliation								
Storm Drain Balance	(293,399)	(313,777)	(540,200)	(778,816)	(957,751)	(955,037)	(875,121)	(901,629)
Transportation Balance	(876,956)	(197,836)	128,523	866,748	1,572,891	1,305,271	1,236,623	1,758,773
Other	-	58,064	58,064	58,064	58,064	58,063	585,271	331,633
Total Fund Balance	(1,170,355)	(453,549)	(353,613)	145,995	673,203	408,297	946,772	1,188,776
Fund Balance Policy Requirement	238,000	283,000	263,000	284,000	293,000	310,000	290,000	301,000
Excess (deficiency)	(1,408,355)	(736,549)	(616,613)	(138,005)	380,203	98,297	656,772	887,776

street fund long-term plan-continued

STREET FUND - Operational Detail							
#260	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Taxes	\$ 237,700	\$ 252,800	\$ 268,400	\$ 276,500	\$ 284,800	2011+ - More franchise if F&B not renewed.	103.0%
Intergovernmental Revenue	860,800	886,600	913,200	940,600	968,800		103.0%
Intergovernmental Grants	-	-	-	-	-		
Jurisdictional exchange	-	-	-	-	-		
Storm Drain Fees	607,400	631,700	657,000	683,300	710,600		104.0%
Transportation Fees	1,326,100	1,379,100	1,434,300	1,491,700	1,551,400		104.0%
Miscellaneous Service	5,000	5,000	5,000	5,000	5,000	flat	100.0%
Interest on Investments	-	-	-	-	-		103.0%
Miscellaneous Revenues	10,200	10,400	10,600	10,800	11,000		102.0%
Interfund Loan	-	-	-	-	-		
Operating Transfers In	-	-	-	-	-		
Total Revenues	3,047,200	3,165,600	3,288,500	3,407,900	3,531,600		
<i>Actual % of Final Budget</i>							
Expenditures							
Street Operations - Personal Services	610,500	647,100	685,900	727,100	770,700		106.0%
Street Operations - Materials & Services	1,187,300	1,222,900	1,259,600	1,297,400	1,336,300	Includes Bus Service	103.0%
Street Operations - Capital Outlay	5,500	5,500	5,500	5,500	5,500		100.0%
Grounds Maintenance	203,000	209,100	215,400	221,900	228,600		103.0%
Storm Water Operations - Personal Services	270,200	286,400	303,600	321,800	341,100		106.0%
Storm Water Operations - Materials & Services	281,200	289,600	298,300	307,200	316,400		103.0%
Storm Water Operations - Capital Outlay	10,000	10,000	10,000	10,000	10,000		100.0%
New Debt Service	244,000	306,000	355,000	404,000	453,000		
Interfund Loan	-	-	-	-	-		
Operating Transfers Out	16,000	16,000	16,000	16,000	16,000	Bancroft Debt	
Contingency	91,000	95,000	99,000	102,000	106,000	<i>Contingency is 3% of Operating Revenue</i>	
Total Expenditures	2,918,700	3,087,600	3,248,300	3,412,900	3,583,600	<i>Average use in recent history is 58.3%.</i>	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	128,500	78,000	40,200	(5,000)	(52,000)		
Working Capital Carryover	1,278,776	1,498,276	1,671,276	1,810,476	1,907,476		
Ending Fund Balance	\$ 1,407,276	\$ 1,576,276	\$ 1,711,476	\$ 1,805,476	\$ 1,855,476		
Operations Reconciliation							
Storm Drain Balance	(855,629)	(809,929)	(764,829)	(720,529)	(677,429)		
Transportation Balance	1,841,273	1,873,573	1,868,673	1,819,373	1,724,273		
Other	421,633	512,633	607,633	706,633	808,633		
Total Fund Balance	1,407,276	1,576,276	1,711,476	1,805,476	1,855,476		
Fund Balance Policy Requirement	305,000	317,000	329,000	341,000	353,000	<i>Policy is 10% of Annual Revenues</i>	
Excess (deficiency)	1,102,276	1,259,276	1,382,476	1,464,476	1,502,476		

street fund long-term plan-continued

STREET FUND - Capital Detail						2009	2009	2010
#260	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Intergovernmental Revenue	1,075,598	463,695	202,982	366,549	-	827,250		1,036,100
Other					1,100	500,000	220,000	800,000
Sys. Dev. Charges-Storm Water	63,767	62,815	56,365	61,940	36,653	50,000	14,455	3,615
Sys. Dev. Charges-Transportation	313,184	446,360	332,289	207,398	130,833	150,000	39,425	15,000
Assessment Revenues	148,082	218,368	359,810	108,864	67,195	100,000	18,110	18,110
Bond Proceeds - Storm Water Rev Bonds	-	-	-	-	-	1,007,500		63,000
Bond Proceeds - Transportation Rev Bonds						2,680,700		264,000
LID Bond	-	-	-	-	-	575,200		188,600
Interest on Investments						25,000	40,000	30,000
Total Revenues	1,600,631	1,191,239	951,446	744,750	235,781	5,915,650	331,990	2,418,425
<i>Actual % of Final Budget</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		<i>19.25%</i>		<i>5.61%</i>	
Expenditures								
Street Operations - CIP	2,475,435	796,191	464,993	203,208	588,850	1,909,100	290,000	2,175,100
Storm Water Operations - CIP	281,717	-	-	-	-	299,000	58,000	93,000
Storm Water - SDC	610,883	205,983	153,357	33,412	152,980	308,000	61,000	274,000
Transportation - SDC	181,375	28,351	109,746	57,384	202,916	381,310	207,000	561,400
Transportation - LID - Materials & Services	5,400	5,550	7,100	7,498	7,498	7,498	7,498	7,498
Transportation - LID - Capital Outlay						322,435	56,000	
Transportation - LID - Capital Outlay - City Fees	741,857	1,787	38,170	29,681	17,495	483,655	-	188,600
	-	-	-	-	-			-
Total Expenditures	4,296,667	1,037,862	773,366	331,183	969,739	3,710,998	679,498	3,299,598
<i>Actual % of Final Budget</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>34.39%</i>		<i>18.31%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>34.39%</i>			
Revenues Over (Under) Expenditures	(2,696,036)	153,377	178,080	413,567	(733,958)	2,204,652	(347,507)	(881,173)
Working Capital Carryover	4,182,237	1,486,201	1,639,578	1,817,658	2,231,225	1,021,225	1,497,267	1,149,759
Ending Fund Balance	\$ 1,486,201	\$ 1,639,578	\$ 1,817,658	\$ 2,231,225	\$ 1,497,267	\$ 3,225,877	\$ 1,149,759	\$ 268,586
Capital Reconciliation								
SDC Storm Balance	(148,867)	(292,035)	(389,027)	(360,499)	(476,826)	(775,499)	(523,371)	(793,756)
SDC Transportation Balance	1,337,334	1,755,343	1,977,886	2,127,900	2,055,817	1,921,590	1,888,242	1,341,842
Storm Project Balance						415,500		
Transportation Project Balance	297,734					1,273,850		
Other - LID & Misc.	-	176,269	228,798	463,824	(81,724)	390,436	(215,112)	(279,500)
Total Fund Balance	1,486,201	1,639,578	1,817,658	2,231,225	1,497,267	3,225,877	1,149,759	268,586

street fund long-term plan-continued

STREET FUND - Capital Detail						
#260	2011	2012	2013	2014	2015	Long-term
	Projection	Projection	Projection	Projection	Projection	Percent
Revenues						
Intergovernmental Revenue	100,000	100,000	100,000	100,000	100,000	
Other						Grant/Lloan
Sys. Dev. Charges-Storm Water	3,800	4,000	4,200	4,400	4,600	105.0%
Sys. Dev. Charges-Transportation	15,800	16,600	17,400	18,300	19,200	105.0%
Assessment Revenues	412,940	106,600				Calculated for projects 100.0%
Bond Proceeds - Storm Water Rev Bonds	24,500	15,400	-	-	-	
Bond Proceeds - Transportation Rev Bonds	667,850	660,000	510,000	510,000	510,000	
LID Bond	117,600	-	-	-	-	Calculated for projects
Interest on Investments	30,000	30,000	30,000	30,000	30,000	103.0%
Total Revenues	1,372,490	932,600	661,600	662,700	663,800	
<i>Actual % of Final Budget</i>						
Expenditures						
Street Operations - CIP	767,850	760,000	610,000	610,000	610,000	Calculated for projects 100.0%
Storm Water Operations - CIP	24,500	15,400				Calculated for projects 100.0%
Storm Water - SDC	10,500	6,600				Calculated for projects
Transportation - SDC	164,210	43,400	20,000	20,000	20,000	Calculated for projects
Transportation - LID - Materials & Services						103.0%
Transportation - LID - Capital Outlay	412,940	106,600				Calculated for projects
Transportation - LID - Capital Outlay - City Fees	117,600	-	-	-	-	Calculated for projects
Total Expenditures	1,497,600	932,000	630,000	630,000	630,000	
<i>Actual % of Final Budget</i>						
<i>Actual % of Final Budget minus Contingency</i>						
Revenues Over (Under) Expenditures	(125,110)	600	31,600	32,700	33,800	
Working Capital Carryover	268,586	143,476	144,076	175,676	208,376	
Ending Fund Balance	\$ 143,476	\$ 144,076	\$ 175,676	\$ 208,376	\$ 242,176	
Capital Reconciliation						
SDC Storm Balance	(800,456)	(803,056)	(798,856)	(794,456)	(789,856)	
SDC Transportation Balance	1,193,432	1,166,632	1,164,032	1,162,332	1,161,532	
Storm Project Balance	-	-	-	-	-	
Transportation Project Balance	-	-	-	-	-	
Other - LID & Misc.	(249,500)	(219,500)	(189,500)	(159,500)	(129,500)	
Total Fund Balance	143,476	144,076	175,676	208,376	242,176	

Airport Fund Narrative

This special fund is used to account for Airport operations and revenues from service charges, rental, and lease fees.

Intergovernmental Revenues. This budget shows a FAA grant for improvements to the airport. A full structural overlay of runway 12/30 and a replacement of the VASI (Visual Approach Slope Indicator) will take place in FY 2010-11, with the engineering design to be funded in FY 2009-10.

Rental Income. Deferred maintenance and relatively low rental income continues to be budgetary issues.

Long-Term Assumptions

- ⇒ Operational expenses will increase at 3% per year.
- ⇒ Requires a minimum 4% increase on leases and services to maintain fund balances.

Fund Balance

The fund balance policy requires a balance of 16 percent of revenues. The Long-term budget shows that this balance cannot be maintained without additional revenues.

airport fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 32,135	\$ 218,377	\$ 122,942	\$ 54,874	\$ 55,339	\$ 5,567	\$ 103,311	\$ 103,311	\$ 103,311
	Intergovernmental Revenues									
	Federal:	3,859	943,845	7,216	17,377	178,186	19,000	150,000	-	-
430	Total Intergovernmental	3,859	943,845	7,216	17,377	178,186	19,000	150,000	-	-
	Charges for Services									
	Rent:	79,657	129,206	98,280	98,779	108,513	110,000	100,000	100,000	100,000
440	Total Charges for Services	79,657	129,206	98,280	98,779	108,513	110,000	100,000	100,000	100,000
	Interest on Investments									
	Interest on Pooled Investments	167	1,312	1,317	2,805	2,361	1,500	500	500	500
470	Total Interest on Investments	167	1,312	1,317	2,805	2,361	1,500	500	500	500
	Miscellaneous Revenues									
	Miscellaneous Income	17,744	-	576	-	-	2,000	7,500	7,500	7,500
480	Total Miscellaneous Revenues	17,744	-	576	-	-	2,000	7,500	7,500	7,500
	Other Financing Sources									
	Loan Proceeds	375,000	-	-	-	-	315,000	-	-	-
	Interfund Loan	-	120,000	-	-	-	-	-	-	-
490	Total Other Financing Sources	375,000	120,000	-	-	-	315,000	-	-	-
	Total Airport Fund	\$ 508,562	\$ 1,412,740	\$ 230,331	\$ 173,835	\$ 344,399	\$ 453,067	\$ 361,311	\$ 211,311	\$ 211,311

airport fund long-term plan

AIRPORT FUND						2009	2009	
#280	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Intergovernmental Revenue	\$ 3,859	\$ 943,845	\$ 7,216	\$ 17,377	\$ 178,186	\$ 19,000		\$ -
Charges for Services	79,657	129,206	98,280	98,779	108,513	110,000	95,000	100,000
Interest on Investments	167	1,312	1,317	2,805	2,361	1,500	1,200	500
Other Financing Sources	375,000	-	-	-	-	315,000	290,000	
Interfund Loan	-	120,000	-	-	-	-	-	-
Miscellaneous	17,744	-	575	-	-	2,000	5,000	7,500
Total Revenues	476,427	1,194,363	107,388	118,961	289,060	447,500	391,200	108,000
<i>Actual % of Final Budget</i>	<i>57.36%</i>	<i>95.04%</i>	<i>84.56%</i>	<i>81.10%</i>	<i>82.94%</i>		<i>87.42%</i>	
Expenditures								
Materials and Services	97,911	84,459	100,384	83,424	97,242	76,560	60,000	78,750
Capital Outlay	192,274	1,170,267	-	-	125,194	25,000	-	-
Capital soft match	-	-	-	-	-	-	-	-
Debt Service	-	35,072	35,072	35,072	35,072	314,780	314,780	38,537
Interfund Loan	-	-	40,000	-	-	-	-	80,000
Operating Contingency	-	-	-	-	-	5,000	-	5,000
Total Expenditures	290,185	1,289,798	175,456	118,496	257,508	421,340	374,780	202,287
<i>Actual % of Final Budget</i>	<i>34.56%</i>	<i>101.58%</i>	<i>50.69%</i>	<i>78.11%</i>	<i>67.80%</i>		<i>88.95%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>34.77%</i>	<i>101.58%</i>	<i>51.44%</i>	<i>80.77%</i>	<i>68.70%</i>		<i>90.02%</i>	
Revenues Over (Under) Expenditures	186,242	(95,435)	(68,068)	465	31,552	26,160	16,420	(94,287)
Working Capital Carryover	32,135	218,377	122,942	54,874	55,339	5,567	86,891	103,311
Ending Fund Balance	\$ 218,377	\$ 122,942	\$ 54,874	\$ 55,339	\$ 86,891	\$ 31,727	\$ 103,311	\$ 9,024
Fund Balance Policy Requirement	16,000	40,000	16,000	16,000	18,000	18,000	16,000	17,000
Excess (deficiency)	202,377		38,874		68,891	13,727	87,311	(7,976)

airport fund long-term plan

AIRPORT FUND

#280	2011 Projection	2012 Projection	2013 Projection	2014 Projection	2015 Projection	Comments	Long-term Percent
Revenues							
Intergovernmental Revenue	\$ -	\$25,000	\$250,000	\$25,000	\$250,000		
Charges for Services	105,000	110,300	115,800	121,600	127,700		105.0%
Interest on Investments	500	500	500	500	500		100.0%
Other Financing Sources	-	-	-	-	-	Refinanced T-hangar Bank Loan in 2009	0.0%
Interfund Loan	-	-	-	-	-		103.0%
Miscellaneous	7,500	7,500	7,500	7,500	7,500		100.0%
Total Revenues	113,000	143,300	373,800	154,600	385,700		
<i>Actual % of Final Budget</i>							
Expenditures							
Materials and Services	81,000	83,000	85,000	88,000	91,000		103.0%
Capital Outlay	-	25,000	250,000	25,000	250,000	Soft Match in Central Service Charges	
Capital soft match							
Debt Service	38,537	38,537	38,537	38,537	38,537	T-hangar debt service to 2019	
Interfund Loan	-	-	-	-	-	Repayment to Water Fund	
Operating Contingency	5,000	5,000	5,000	5,000	5,000	<i>Contingency is 3% of</i>	100.0%
Total Expenditures	124,537	151,537	378,537	156,537	384,537	<i>Operating Revenue</i>	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
<i>Average use in recent history is 33.4%.</i>							
Revenues Over (Under) Expenditures	(11,537)	(8,237)	(4,737)	(1,937)	1,163		
Working Capital Carryover	14,024	7,487	4,250	4,513	7,576		
Ending Fund Balance	\$ 2,487	\$ (750)	\$ (487)	\$ 2,576	\$ 8,739		
Fund Balance Policy Requirement	18,000	19,000	20,000	21,000	22,000	<i>Policy is 16% of Annual Revenues</i>	
Excess (deficiency)	(15,513)	(19,750)	(20,487)	(18,424)	(13,261)		

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. In March of 1993 the citizens approved a prepared food and beverage tax. One percent (1/5 of the revenues) of the tax is dedicated to purchasing park and open space properties. 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 2010.

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. Two 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.

Long-Term Assumptions

- ⇒ The City will need to continue to study the revenue needed to pay for Capital Improvements.

Fund Balance

There is no fund balance policy for this fund.

capital improvements plan fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 67,583	\$ 396,855	\$ 924,554	\$ 803,171	\$ 656,315	\$ 1,271,243	\$ 1,547,552	\$ 1,547,552	\$ 1,547,552
	Taxes									
	Franchises:									
	Food and Beverage Tax	336,715	363,533	370,141	394,781	391,717	418,600	360,955	360,955	360,955
410	Total Taxes	336,715	363,533	370,141	394,781	391,717	418,600	360,955	360,955	360,955
	Intergovernmental Revenues									
	Federal:								1,275,000	1,275,000
430	Total Intergovernmental	-	-	-	-	-	-	-	1,275,000	1,275,000
	Charges for Services									
	Maintenance & Parking fees	4,500	4,125	12,254	69,715	83,987	75,000	75,000	75,000	75,000
	Use of Facilities Fee	57,800	149,975	267,560	1,094,074	900,179	1,105,000	1,105,000	1,105,000	1,105,000
440	Total Charges for Services	62,300	154,100	279,814	1,163,789	984,166	1,180,000	1,180,000	1,180,000	1,180,000
	System Development Charges	107,687	154,200	105,193	65,973	48,307	65,000	25,000	25,000	25,000
	Assessments									
	Unbonded Assessments:									
460	Total Assessment Payments	-	-	-	-	-	-	-	-	-
	Interest on Investments									
	Interest on Pooled Investments	1,964	12,400	30,232	20,706	41,153	40,000	18,800	18,800	18,800
470	Total Interest on Investments	1,964	12,400	30,232	20,706	41,153	40,000	18,800	18,800	18,800
	Miscellaneous Revenues									
	Donations									
	Miscellaneous Income	421,876	10,141	3,127	17,593	22,730	10,000	10,300	10,300	10,300
	Notes Receivable Payments	7,250	7,250	7,250	7,250	7,250	-	-	-	-
480	Total Miscellaneous Revenues	429,126	17,391	10,377	24,843	29,980	10,000	10,300	10,300	10,300
	Other Financing Sources									
	Loan Proceeds									
	Interfund Loan				125,059		670,000			
	Operating Transfers In:									
	From Street Fund									
	From Parks and Recreation									
490	Total Other Financing Sources	-	-	-	125,059	-	670,000	-	-	-
	Total Capital Improvements Fund	\$ 1,005,375	\$ 1,098,479	\$ 1,720,311	\$ 2,598,322	\$ 2,151,638	\$ 3,654,843	\$ 3,142,607	\$ 4,417,607	\$ 4,417,607

capital improvements plan fund long-term

CAPITAL IMPROVEMENTS FUND - SUMMARY						2009	2009	
#410	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 336,715	\$ 363,533	\$ 370,141	\$ 394,781	\$ 391,717	\$ 418,600	\$ 368,290	\$ 360,955
Intergovernmental Revenues	-	-	-	-	-	-	-	1,275,000
Charges for Services	431,624	154,100	279,814	1,163,787	984,166	1,180,000	1,180,000	1,180,000
System Dev. Charges	107,687	154,200	105,193	65,973	48,307	65,000	45,000	25,000
Interest on Investments	1,964	12,400	30,232	20,706	41,153	40,000	28,000	18,800
Miscellaneous Revenues	59,802	17,391	10,377	24,843	29,980	10,000	10,000	10,300
Other Financing Sources	-	-	-	-	-	-	-	-
Interfund Loan	-	-	-	125,059	-	670,000	625,000	-
Operating Transfers In	-	-	-	-	-	-	-	-
Total Revenues	937,792	701,624	795,757	1,795,149	1,495,323	2,383,600	2,256,290	2,870,055
<i>Actual % of Final Budget</i>	<i>73.58%</i>	<i>130.10%</i>	<i>17.08%</i>	<i>29.25%</i>	<i>104.19%</i>		<i>94.66%</i>	
Expenditures								
Facilities - Personal Services	-	-	-	147,120	172,426	178,566	181,430	181,905
Facilities - Materials and Services	-	-	-	366,633	456,014	389,325	362,613	361,905
Facilities - Capital Outlay	185,113	32,425	81,316	79,876	96,137	770,000	688,243	1,208,690
Parks SDC - Material and Services	-	-	-	-	-	-	-	-
Parks SDC - Capital Outlay	-	-	-	-	-	-	-	-
Parks Open Space - Materials and Services	48,667	-	-	-	-	-	-	-
Parks Open Space - Capital Outlay	63,740	-	513,995	317,883	120,572	200,000	200,000	200,000
Operating Transfers Out - SDC Debt	65,300	29,500	11,427	11,427	11,427	11,427	8,639	11,427
Operating Transfers Out - Open Space Debt	245,700	112,000	131,252	143,310	114,046	123,319	93,229	86,819
Operating Transfers Out - CIP Debt	-	-	179,150	180,697	177,100	178,500	178,500	179,800
Operating Transfers Out - AFN Debt	-	-	-	570,000	-	-	-	-
Interfund Loan	-	-	-	125,059	-	-	-	-
Contingency	-	-	-	-	-	50,000	-	50,000
Total Expenditures	608,520	173,925	917,140	1,942,005	1,147,722	1,901,137	1,712,654	2,280,546
<i>Actual % of Final Budget</i>	<i>49.53%</i>	<i>34.21%</i>	<i>52.85%</i>	<i>38.16%</i>	<i>87.08%</i>		<i>90.09%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>49.53%</i>	<i>34.21%</i>	<i>52.85%</i>	<i>38.54%</i>	<i>90.51%</i>		<i>92.52%</i>	
Revenues Over (Under) Expenditures	329,272	527,699	(121,383)	(146,856)	347,601	482,463	543,636	589,509
Working Capital Carryover	67,583	396,855	924,554	803,171	656,315	1,271,243	1,003,916	1,547,552
Ending Fund Balance	\$ 396,855	\$ 924,554	\$ 803,171	\$ 656,315	\$ 1,003,916	\$ 1,753,706	\$ 1,547,552	\$ 2,137,061
Ending Fund Balance Reconciliation								
SDC Fund Balance	237,766	362,466	456,232	510,778	547,658	602,072	584,019	597,592
Open Space Fund Balance	(97,425)	158,233	(116,548)	(182,960)	(25,861)	676,726	49,200	123,336
CIP Operations Fund Balance	256,514	403,855	463,487	328,497	482,119	474,908	914,333	1,416,133
Total Fund Balance	396,855	924,554	803,171	656,315	1,003,916	1,753,706	1,547,552	2,137,061

MORE DETAIL ON FOLLOWING PAGES

capital improvements plan fund long-term

CAPITAL IMPROVEMENTS FUND - SUMMARY

#410	2011	2012	2013	2014	2015	Comments	Long-term Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Taxes	\$ 193,935	\$ -	\$ -	\$ -	\$ -	Food & Beverage tax ends Dec 2010	
Intergovernmental Revenues	-	-	-	-	-	Airport improvement grants	
Charges for Services	1,215,000	1,251,000	1,289,000	1,328,000	1,368,000		
System Dev. Charges	25,000	25,000	25,000	25,000	25,000		
Interest on Investments	29,900	40,800	51,800	63,500	65,100		
Miscellaneous Revenues	635,600	10,600	10,900	10,900	11,200		
Other Financing Sources	-	-	-	-	-		
Interfund Loan	-	-	-	-	-		
Operating Transfers In	-	-	-	-	-		
Total Revenues	2,099,435	1,327,400	1,376,700	1,427,400	1,469,300		
<i>Actual % of Final Budget</i>							
Expenditures							
Facilities - Personal Services	192,800	204,400	216,700	229,700	243,500		
Facilities - Materials and Services	372,800	384,000	395,500	407,400	419,600		
Facilities - Capital Outlay	225,000	125,000	125,000	130,000	300,000		
Parks SDC - Material and Services	-	-	-	-	-		
Parks SDC - Capital Outlay	-	-	-	-	-		
Parks Open Space - Materials and Services	-	-	-	-	-		
Parks Open Space - Capital Outlay	200,000	200,000	200,000	200,000	200,000	Dependent upon available Food & Beverage balance.	
Operating Transfers Out - SDC Debt	11,488	-	-	-	-		
Operating Transfers Out - Open Space Debt	110,494	47,536	36,135	36,135	6,780		
Operating Transfers Out - CIP Debt	180,500	180,800	175,700	-	-		
Operating Transfers Out - AFN Debt	-	-	-	-	-		
Interfund Loan	625,000	-	-	-	-		
Contingency	50,000	50,000	50,000	50,000	50,000	Contingency is 3% of Operating Revenue Average use in recent history is zero.	
Total Expenditures	1,968,082	1,191,736	1,199,035	1,053,235	1,219,880		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	131,353	135,664	177,665	374,165	249,420		
Working Capital Carryover	2,187,061	2,368,414	2,554,078	2,781,743	3,205,908		
Ending Fund Balance	\$ 2,318,414	\$ 2,504,078	\$ 2,731,743	\$ 3,155,908	\$ 3,455,328		
Ending Fund Balance Reconciliation							
SDC Fund Balance	611,104	636,104	661,104	686,104	711,104		
Open Space Fund Balance	6,777	(240,759)	(476,894)	(713,029)	(919,809)		
CIP Operations Fund Balance	1,700,533	2,108,733	2,547,533	3,182,833	3,664,033		
Total Fund Balance	2,318,414	2,504,078	2,731,743	3,155,908	3,455,328	<i>The policy does not identify a minimum.</i>	

MORE DETAIL ON FOLLOWING PAGES

capital improvements plan fund long-term-continued

CAPITAL IMPROVEMENTS FUND - Operational Detail						2009	2009	
#410	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Intergovernmental Revenues	-	-	-	-	-	-	-	-
Charges for Services	57,800	149,975	279,489	1,163,787	984,166	1,180,000	1,180,000	1,180,000
Interest on Investments	1,964	12,400	30,232	20,706	41,153	30,000	-	-
Miscellaneous Revenues	59,802	17,391	10,377	24,843	29,980	10,000	10,000	10,300
Sale of Land	-	-	-	-	-	-	-	-
Interfund Loan	-	-	-	125,059	-	670,000	625,000	-
Operating Transfers In	-	-	-	-	-	-	-	-
Total Revenues	119,566	179,766	320,098	1,334,395	1,055,299	1,890,000	1,815,000	1,190,300
<i>Actual % of Final Budget</i>	<i>73.50%</i>	<i>130.10%</i>	<i>17.00%</i>	<i>35.60%</i>	<i>109.06%</i>		<i>96.03%</i>	
Expenditures								
Facilities - Personal Services	-	-	-	147,120	172,426	178,566	181,430	181,905
Facilities - Materials and Services	-	-	-	366,633	456,015	389,325	362,613	361,905
Facilities - Capital Outlay	185,113	32,425	81,316	79,876	96,136	770,000	688,243	58,690
Operating Transfers Out - AFN Debt	-	-	-	570,000	-	-	-	-
Operating Transfers Out - CIP Debt	-	-	179,150	180,697	177,100	178,500	178,500	179,800
Interfund Loan	-	-	-	125,059	-	-	-	-
Operating Contingency	-	-	-	-	-	50,000	-	50,000
Total Expenditures	185,113	32,425	260,466	1,469,385	901,677	1,566,391	1,410,786	832,300
<i>Actual % of Final Budget</i>	<i>49.50%</i>	<i>34.20%</i>	<i>52.80%</i>	<i>38.20%</i>	<i>90.84%</i>		<i>90.07%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>49.50%</i>	<i>34.20%</i>	<i>52.80%</i>	<i>38.50%</i>	<i>95.66%</i>		<i>93.04%</i>	
Revenues Over (Under) Expenditures	(65,547)	147,341	59,632	(134,990)	153,622	323,609	404,214	358,000
Working Capital Carryover	322,061	256,514	403,855	463,487	328,497	131,299	482,119	886,333
Ending Fund Balance	\$ 256,514	\$ 403,855	\$ 463,487	\$ 328,497	\$ 482,119	\$ 454,908	\$ 886,333	\$ 1,244,333
Operations Reconciliation								
Ending Fund Balance	256,514	403,855	463,487	328,497	482,119	454,908	886,333	1,244,333
Interfund Loan Payable	-	-	-	-	-	-	(625,000)	(625,000)
Adjusted Operations Fund Balance	-	-	-	-	-	-	261,333	619,333
Target	-	-	-	-	-	-	-	-
Over under	256,514	403,855	463,487	328,497	482,119	454,908	261,333	619,333

capital improvements plan fund long-term-continued

CAPITAL IMPROVEMENTS FUND - Operational Detail							
#410	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Intergovernmental Revenues	-	-	-	-	-		
Charges for Services	1,215,000	1,251,000	1,289,000	1,328,000	1,368,000		103.0%
Interest on Investments	19,900	30,800	41,800	53,500	55,100		103.0%
Miscellaneous Revenues	10,600	10,600	10,900	10,900	11,200		103.0%
Sale of Land	625,000	-	-	-	-		
Interfund Loan	-	-	-	-	-		
Operating Transfers In	-	-	-	-	-		
Total Revenues	1,870,500	1,292,400	1,341,700	1,392,400	1,434,300		
<i>Actual % of Final Budget</i>							
Expenditures							
Facilities - Personal Services	192,800	204,400	216,700	229,700	243,500		106.0%
Facilities - Materials and Services	372,800	384,000	395,500	407,400	419,600		103.0%
Facilities - Capital Outlay	100,000	125,000	125,000	130,000	300,000	Internal projects.	100.0%
Operating Transfers Out - AFN Debt	-	-	-	-	-		100.0%
Operating Transfers Out - CIP Debt	180,500	180,800	175,700	-	-		100.0%
Interfund Loan	625,000	-	-	-	-		100.0%
Operating Contingency	50,000	50,000	50,000	50,000	50,000	Contingency is 3% of Operating Revenue	100.0%
Total Expenditures	1,521,100	944,200	962,900	817,100	1,013,100	Average use in recent history is zero.	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	349,400	348,200	378,800	575,300	421,200		
Working Capital Carryover	1,294,333	1,693,733	2,091,933	2,520,733	3,146,033		
Ending Fund Balance	\$ 1,643,733	\$ 2,041,933	\$ 2,470,733	\$ 3,096,033	\$ 3,567,233		
Operations Reconciliation							
Ending Fund Balance	1,643,733	2,041,933	2,470,733	3,096,033	3,567,233		
Interfund Loan Payable							
Adjusted Operations Fund Balance	1,643,733	2,041,933	2,470,733	3,096,033	3,567,233		
Target	-	-	-	-	-	The policy does not identify a minimum.	
Over under	1,643,733	2,041,933	2,470,733	3,096,033	3,567,233		

capital improvements plan fund long-term-continued

CAPITAL IMPROVEMENTS FUND - Capital Detail						2009	2009	
#410	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 336,715	\$ 363,533	\$ 370,141	\$ 394,781	\$ 391,717	\$ 418,600	\$ 368,290	\$ 360,955
Intergovernmental Revenues								1,275,000
Open Space Rents	373,824	4,125	325	-	-	-	-	
System Dev. Charges	107,687	154,200	105,193	65,973	48,307	65,000	45,000	25,000
Interest	-	-	-	-	-	10,000	28,000	18,800
Other Financing Sources	-	-	-	-	-	-	-	
Total Revenues	818,226	521,858	475,659	460,754	440,024	493,600	441,290	1,679,755
<i>Actual % of Final Budget</i>	<i>73.50%</i>	<i>130.10%</i>	<i>17.00%</i>	<i>35.50%</i>	<i>92.36%</i>		<i>89.40%</i>	
Expenditures								
Public Works - Capital Outlay	-	-	-	-	-			1,150,000
Parks SDC - Material and Services	-	-	-	-	-	-	-	-
Parks SDC - Capital Outlay	-	-	-	-	-	-	-	-
Parks Open Space - Materials and Services	48,667	-	-	-	-	-	-	-
Parks Open Space - Capital Outlay	63,740	-	513,995	317,883	120,572	200,000	200,000	200,000
Transfers Out - SDC Debt	65,300	29,500	11,427	11,427	11,427	11,427	8,639	11,427
Transfers Out - Open Space Debt	245,700	112,000	131,252	143,310	114,046	123,319	93,229	86,819
Total Expenditures	423,407	141,500	656,674	472,620	246,045	334,746	301,868	1,448,246
<i>Actual % of Final Budget</i>	<i>49.50%</i>	<i>34.20%</i>	<i>52.80%</i>	<i>38.20%</i>	<i>75.60%</i>		<i>90.18%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>49.50%</i>	<i>34.20%</i>	<i>52.80%</i>	<i>38.50%</i>	<i>75.60%</i>		<i>90.18%</i>	
Revenues Over (Under) Expenditures	394,819	380,358	(181,015)	(11,866)	193,979	158,854	139,422	231,509
Working Capital Carryover	(254,478)	140,341	520,699	339,684	327,818	1,139,944	521,797	661,219
Ending Fund Balance	\$ 140,341	\$ 520,699	\$ 339,684	\$ 327,818	\$ 521,797	\$ 1,298,798	\$ 661,219	\$ 892,728
Capital Reconciliation								
SDC Fund Balance	237,766	362,466	456,232	510,778	547,658	602,072	584,019	597,592
Open Space Fund Balance	(97,425)	158,233	(116,548)	(182,960)	(25,861)	676,726	49,200	123,336
Other	-	-	-	-	-	(510,637)	28,000	171,800
Total Fund Balance	140,341	520,699	339,684	327,818	521,797	768,161	661,219	892,728

capital improvements plan fund long-term-continued

CAPITAL IMPROVEMENTS FUND - Capital Detail							
#410	2011	2012	2013	2014	2015	Assumptions	Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Taxes	\$ 193,935	\$ -	\$ -	\$ -	\$ -	Food & Beverage tax ends Dec 2010	103.0%
Intergovernmental Revenues							
Open Space Rents							
System Dev. Charges	25,000	25,000	25,000	25,000	25,000		103.0%
Interest	10,000	10,000	10,000	10,000	10,000		
Other Financing Sources							
Total Revenues	228,935	35,000	35,000	35,000	35,000		
<i>Actual % of Final Budget</i>							
Expenditures							
Public Works - Capital Outlay	125,000					Per CIP	
Parks SDC - Material and Services							
Parks SDC - Capital Outlay						Per CIP	
Parks Open Space - Materials and Services							
Parks Open Space - Capital Outlay	200,000	200,000	200,000	200,000	200,000	May be SDC expense if F&B tax not renewed.	
Transfers Out - SDC Debt	11,488						
Transfers Out - Open Space Debt	110,494	47,536	36,135	36,135	6,780		
Total Expenditures	446,982	247,536	236,135	236,135	206,780		
<i>Actual % of Final Budget</i>						<i>Contingency is 3% of Operating Revenue</i>	
<i>Actual % of Final Budget minus Contingency</i>						<i>Average use in recent history is zero.</i>	
Revenues Over (Under) Expenditures	(218,047)	(212,536)	(201,135)	(201,135)	(171,780)		
Working Capital Carryover	892,728	674,681	462,145	261,010	59,875		
Ending Fund Balance	\$ 674,681	\$ 462,145	\$ 261,010	\$ 59,875	\$ (111,905)		
Capital Reconciliation							
SDC Fund Balance	611,104	636,104	661,104	686,104	711,104		
Open Space Fund Balance	6,777	(240,759)	(476,894)	(713,029)	(919,809)		
Other	56,800	66,800	76,800	86,800	96,800		
Total Fund Balance	674,681	462,145	261,010	59,875	(111,905)	<i>The policy does not identify a minimum.</i>	

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 this budget are the property taxes that support the flood and fire station debt. The property taxes levy is \$399,885.

Assessment Payments. Benefited property owners are eligible to pay for their assessments over a ten-year period at an interest rate ranging from 6.95 percent to 10.5 percent.

Operating Transfers In. This budget proposes a transfer of up to \$278,046 from Community Development/Public Works, open space monies and parks SDC for the notes on Community Development/Public Works building, the Siskiyou Mountain, Mountain Avenue, and Strawberry Lane Parks. The prepared food and beverage tax and parks System Development Charges are the resources for these land payments.

Fund Balance. The fund balance policy requires a balance of annual revenue as required by specific debt instruments. This balance is being met through out the long-term budget.

debt service fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Total Working Capital Carryover	\$ 282,293	\$ 433,278	\$ 423,842	\$ 459,095	\$ 559,263	\$ 1,271,315	\$ 1,453,352	\$ 1,453,352	\$ 1,453,352
	Taxes									
	Property Taxes:									
	Current	394,832	384,738	260,304	621,451	370,144	373,435	377,250	377,250	377,250
	Prior	18,697	15,884	43,254	15,000	11,613	15,865	15,000	15,000	15,000
410	Total Taxes	413,529	400,622	303,558	636,451	381,757	389,300	392,250	392,250	392,250
	Charges for Services									
	Technology Payment					1,056,000	1,056,000	1,056,000	1,056,000	1,056,000
	Miscellaneous	287,489	271,060	124,623	99,029	74,511	125,000	100,000	100,000	100,000
440	Total Charges for Services	287,489	271,060	124,623	99,029	1,130,511	1,181,000	1,156,000	1,156,000	1,156,000
	Assessments									
	Principle Assessments:	22,778	4,040	1,050				200,000	200,000	200,000
	Interest Assessments:									
460	Total Assessment Payments	22,778	4,040	1,050	-	-	-	200,000	200,000	200,000
	Interest on Investments									
	Interest on Pooled Investments	4,567	11,589	18,599	17,292	23,805	35,000	30,000	30,000	30,000
470	Total Interest on Investments	4,567	11,589	18,599	17,292	23,805	35,000	30,000	30,000	30,000
	Miscellaneous Revenues									
	Miscellaneous Income	29,302	8,326	51,040	29,302	665,577	29,300	30,000	30,000	30,000
480	Total Miscellaneous Revenues	29,302	8,326	51,040	29,302	665,577	29,300	30,000	30,000	30,000
	Other Financing Sources									
	Operating Transfers In:									
	From Street Fund						200,000			
	From Capital Improvements Fund	311,000	141,500	321,829	905,434	302,573	313,246	278,046	278,046	278,046
490	Total Other Financing Sources	311,000	141,500	321,829	905,434	302,573	513,246	278,046	278,046	278,046
	Total Debt Service Fund	\$ 1,350,958	\$ 1,270,415	\$ 1,244,541	\$ 2,146,602	\$ 3,063,486	\$ 3,419,161	\$ 3,539,648	\$ 3,539,648	\$ 3,539,648

debt service fund long-term plan

DEBT SERVICE FUND	2004	2005	2006	2007	2008	2009	2009	2010
						Amended	Estimate for	
#530	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 413,529	\$ 400,622	\$ 303,558	\$ 636,451	\$ 381,757	\$ 389,300	\$ 390,000	392,250
Charges for Services	287,489	271,060	124,623	99,029	1,130,511	1,181,000	1,156,000	1,156,000
Assessment Payments	22,778	4,040	1,050	-	-	-	-	200,000
Interest on Investments	4,567	11,589	18,599	17,292	23,805	35,000	30,000	30,000
Miscellaneous Revenues	29,302	8,326	51,040	29,302	665,577	29,300	370,000	30,000
Operating Transfers In - AFN								-
Operating Transfers In - Other	311,000	141,500	321,829	905,434	302,573	513,246	313,246	278,046
Total Revenues	1,068,665	837,137	820,699	1,687,508	2,504,223	2,147,846	2,259,246	2,086,296
<i>Actual % of Final Budget</i>	<i>97.25%</i>	<i>53.86%</i>	<i>83.48%</i>	<i>103.51%</i>	<i>120.23%</i>		<i>105.19%</i>	
Expenditures								
Debt Service:								
Bancroft	-	-	-	-	-	200,000	-	200,000
General Obligation	381,144	372,906	327,738	284,036	357,475	373,435	373,435	377,250
AFN G.O. Debt				864,454	1,055,684	1,298,305	1,298,305	1,431,378
Notes and Contracts	536,536	473,667	457,708	438,850	403,818	380,663	380,663	381,907
Operating Transfers Out	-	-	-	-	-	-	-	-
Total Expenditures	917,680	846,573	785,446	1,587,340	1,816,977	2,252,403	2,052,403	2,390,535
<i>Actual % of Final Budget</i>	<i>77.90%</i>	<i>80.87%</i>	<i>76.64%</i>	<i>95.84%</i>	<i>90.09%</i>		<i>91.12%</i>	
<i>Actual % of Final Budget minus Contingency</i>								
Revenues Over (Under) Expenditures	150,985	(9,436)	35,253	100,168	687,246	(104,557)	206,843	(304,239)
Working Capital Carryover	282,293	433,278	423,842	459,095	559,263	1,271,315	1,246,509	1,453,352
Ending Fund Balance	\$ 433,278	\$ 423,842	\$ 459,095	\$ 559,263	\$ 1,246,509	\$ 1,166,758	\$ 1,453,352	\$ 1,149,113

debt service fund long-term plan

DEBT SERVICE FUND

#530	2011	2012	2013	2014	2015	Comments	Long-term Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Taxes	\$1,120,375	\$1,125,750	\$1,249,750	\$1,249,750	\$1,249,750	Calculated for Administrative projects	
Charges for Services	1,428,745	1,427,670	1,428,635	1,428,635	1,428,635	Includes Technology Debt Payment from other funds	
Assessment Payments	200,000	200,000	200,000	200,000	200,000	If LIDs formed are Bancrofted.	
Interest on Investments	20,000	20,000	20,000	20,000	20,000		
Miscellaneous Revenues	29,300	29,300	29,300	29,300	29,300	OSF payment on parking structure	
Operating Transfers In - AFN	-	-	-	-	-		
Operating Transfers In - Other	318,482	244,336	227,835	52,135	22,780	Bancroft & Internal CIP Project debt	
Total Revenues	3,116,902	3,047,056	3,155,520	2,979,820	2,950,465		
<i>Actual % of Final Budget</i>							
Expenditures							
Debt Service:							
Bancroft	200,000	200,000	200,000	200,000	200,000	If Bancroft Bonds issued on projects.	100%
General Obligation	1,120,375	1,125,750	1,249,750	1,249,750	1,249,750	CIP and debt schedules	
AFN G.O. Debt	1,428,745	1,427,670	1,428,635	1,428,635	1,428,635	Debt schedules	
Notes and Contracts	381,743	369,081	295,884	300,000	300,000	Debt schedules	
Operating Transfers Out	-	-	-	-	-		
Total Expenditures	3,130,863	3,122,501	3,174,269	3,178,385	3,178,385		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	(13,961)	(75,445)	(18,749)	(198,565)	(227,920)		
Working Capital Carryover	1,149,113	1,135,152	1,059,707	1,040,958	842,393		
Ending Fund Balance	\$ 1,135,152	\$ 1,059,707	\$ 1,040,958	\$ 842,393	\$ 614,473		

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 10% in FY 2009-10 and 1% in growth.

Long-Term Assumptions

- ⇒ Water revenues are expected to increase by 1% annually based on growth.
- ⇒ This is the most challenging fund in that aging infrastructure and improvements for water quality exceed revenue sources going into the future.

Fund Balance

The fund balance policy requires a balance of 20 percent of revenues. The Long-term budget shows that this balance cannot be maintained without additional revenues or issuing bonds.

water fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 4,662,028	\$ 5,002,748	\$ 6,458,230	\$ 6,179,246	\$ 3,241,590	\$ 4,381,265	\$ 1,834,342	\$ 1,834,342	\$ 1,834,342
	Taxes									
	Property Taxes									
	Current	174,107	74,551	73,112	(1,950)					
	Prior	5,195		13,223	2,272	1,267				
410	Total Taxes	179,302	74,551	86,335	322	1,267	-	-	-	-
	Intergovernmental Revenues									
	Federal	129,721	81,504	43,621	135,828	48,096	210,419	166,250	166,250	184,850
430	Total Intergovernmental	129,721	81,504	43,621	135,828	48,096	210,419	166,250	166,250	184,850
	Charges for Services									
	Public Works Services							20,870	20,870	20,870
	Sales	3,520,168	3,454,292	3,728,408	3,829,222	3,780,193	4,300,000	4,469,600	4,469,600	4,469,600
440	Total Charges for Services	3,520,168	3,454,292	3,728,408	3,829,222	3,780,193	4,300,000	4,490,470	4,490,470	4,490,470
	System Development Charges	574,540	662,911	439,306	367,839	340,835	450,000	18,835	18,835	18,835
	Interest on Investments									
	Interest on Pooled Investments	67,546	150,578	208,660	203,541	123,528	70,000	25,000	25,000	25,000
470	Total Interest on Investments	67,546	150,578	208,660	203,541	123,528	70,000	25,000	25,000	25,000
	Miscellaneous Revenues									
	Miscellaneous Income	278,346	5,145	25,173	114,370	27,663	75,000	7,140	7,140	7,140
480	Total Miscellaneous Revenues	278,346	5,145	25,173	114,370	27,663	75,000	7,140	7,140	7,140
	Other Financing Sources									
	Interfund Loans	1,950,000	2,275,000	40,000				80,000	80,000	80,000
	Proceeds from Debt Issuance						1,750,000			
490	Total Other Financing Sources	1,950,000	2,275,000	40,000	-	-	1,750,000	80,000	80,000	80,000
	Total Water Fund	\$ 11,361,651	\$ 11,706,729	\$ 11,029,733	\$ 10,830,369	\$ 7,563,172	\$ 11,236,684	\$ 6,622,037	\$ 6,622,037	\$ 6,640,637

water fund long-term plan

WATER FUND - SUMMARY						2009	2009	
#670	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 179,302	\$ 74,551	\$ 86,335	\$ 322	\$ 1,267	\$ -	\$ 300	\$ -
Intergovernmental Revenue	129,721	81,504	43,621	135,828	48,096	210,419	-	184,850
Systems Development Charges (SDC)	574,540	662,911	439,306	367,839	340,835	450,000	75,335	18,835
Charges for Services	3,520,168	3,454,292	3,728,408	3,829,222	3,780,193	4,300,000	4,084,170	4,490,470
Interest on investments	67,546	150,578	208,660	203,541	123,528	70,000	25,000	25,000
Miscellaneous Revenues	278,346	5,145	25,173	114,370	27,663	75,000	282,290	7,140
Interfund Loan	1,950,000	2,275,000	40,000	-	-	-	-	80,000
Bond Issue	-	-	-	-	-	1,750,000	1,200,000	-
Total Revenues	6,699,623	6,703,981	4,571,503	4,651,122	4,321,582	6,855,419	5,667,095	4,806,295
<i>Actual % of Final Budget</i>	<i>96.46%</i>	<i>96.38%</i>	<i>88.63%</i>	<i>42.08%</i>	<i>82.41%</i>		<i>82.67%</i>	
Expenditures								
Conservation - Personal Services	109,889	110,799	95,594	101,786	104,551	116,000	105,782	108,097
Conservation - Materials & Services	51,660	39,440	47,336	60,537	57,910	72,645	64,345	70,195
Treatment - Personal Services	247,066	234,783	257,641	302,803	356,716	384,030	353,415	393,870
Treatment - Materials & Services	285,155	309,126	355,435	507,792	409,859	713,414	712,082	643,128
Treatment - Capital Outlay	79,681	71,838	206,442	158,492	713,571	60,000	60,000	33,750
Treatment - Debt Service	190,697	168,050	141,058	164,948	166,280	163,904	163,904	164,594
Forest Interface - Personal Services	61,458	66,983	48,525	76,643	86,847	92,835	85,643	94,900
Forest Interface - Materials & Services	424,066	117,526	91,567	117,412	92,571	97,600	95,600	165,520
Supply - Materials & Services	183,607	130,010	148,557	217,224	317,669	406,488	309,569	204,366
Supply - Capital	111,925	1,167,140	496,726	2,005,063	163,368	412,500	255,250	111,250
Supply - Debt Service	45,905	52,878	42,616	49,972	71,928	52,865	52,865	22,960
Distribution - Personal Services	716,786	696,927	840,071	919,967	895,038	1,056,156	935,729	893,275
Distribution - Materials & Services	904,002	924,080	1,180,880	1,303,705	1,040,512	1,466,126	1,498,209	1,471,834
Distribution - Capital	112,488	169,243	170,026	174,477	213,628	1,513,750	135,000	121,674
Distribution - Debt Service	370,084	330,172	308,906	325,850	325,901	322,250	322,250	325,964
SDC - Improvement	44,757	297,696	313,313	570,241	497,934	611,100	250,600	266,250
SDC - Reimbursement	17,405	115,771	-	408,155	58,761	237,750	175,000	328,750
SDC - Debt Service	127,272	126,037	105,794	123,711	124,710	122,928	122,928	123,446
Interfund Loan	2,275,000	120,000	-	-	-	-	-	-
New Debt Service	-	-	-	-	-	240,000	-	120,000
Contingency	-	-	-	-	-	53,000	-	140,000
Total Expenditures	6,358,903	5,248,499	4,850,487	7,588,778	5,697,754	8,195,341	5,698,171	5,803,823
<i>Actual % of Final Budget</i>	<i>72.56%</i>	<i>72.91%</i>	<i>50.23%</i>	<i>75.56%</i>	<i>80.24%</i>		<i>69.53%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>74.08%</i>	<i>74.52%</i>	<i>51.21%</i>	<i>76.48%</i>	<i>80.98%</i>		<i>69.98%</i>	
Revenues Over (Under) Expenditures	340,720	1,455,482	(278,984)	(2,937,656)	(1,376,172)	(1,339,922)	(31,076)	(997,528)
Working Capital Carryover - Operations	4,662,028	5,002,748	6,458,230	6,179,246	3,241,590	4,381,265	1,865,418	1,834,342
Ending Fund Balance	\$ 5,002,748	\$ 6,458,230	\$ 6,179,246	\$ 3,241,590	\$ 1,865,418	\$ 3,041,343	\$ 1,834,342	\$ 836,814
Ending Fund Balance Reconciliation	5,002,748	6,458,230	6,179,246	3,241,590	1,865,418	3,041,343	1,834,342	836,814
Interfund Loan Receivable	2,275,000	120,000	-	-	-	-	-	-
Adjusted Ending Fund Balance	7,277,748	6,578,230	6,179,246	3,241,590	1,865,418	3,041,343	1,834,342	836,814
Fund Balance Policy Requirement	950,000	886,000	906,000	930,000	864,000	1,021,000	893,000	945,000
Excess (deficiency)	4,052,748	5,572,230	5,273,246	2,311,590	1,001,418	2,020,343	941,342	(108,186)

MORE DETAIL ON FOLLOWING PAGES

water fund long-term plan

WATER FUND - SUMMARY

#670	2011	2012	2013	2014	2015	Long-term
	Projection	Projection	Projection	Projection	Projection	Percent
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental Revenue	125,000	50,000	50,000	50,000	50,000	
Systems Development Charges (SDC)	21,000	23,000	25,000	28,000	31,000	
Charges for Services	4,940,000	5,187,000	5,446,000	5,718,000	6,004,000	
Interest on investments	43,000	44,000	45,000	44,000	45,000	Calculated
Miscellaneous Revenues	25,000	25,000	25,000	25,000	25,000	Flat
Interfund Loan	-	-	-	-	-	
Bond Issue	1,462,500	1,952,250	681,250	785,000	330,000	Additional borrowing will be required for TAP project
Total Revenues	6,616,500	7,281,250	6,272,250	6,650,000	6,485,000	
<i>Actual % of Final Budget</i>						
Expenditures						
Conservation - Personal Services	115,000	122,000	129,000	137,000	145,000	
Conservation - Materials & Services	72,000	74,000	76,000	78,000	80,000	
Treatment - Personal Services	418,000	443,000	470,000	498,000	528,000	
Treatment - Materials & Services	662,000	682,000	702,000	723,000	745,000	
Treatment - Capital Outlay	-	-	-	-	-	
Treatment - Debt Service	165,000	165,000	165,000	165,000	165,000	
Forest Interface - Personal Services	101,000	107,000	113,000	120,000	127,000	
Forest Interface - Materials & Services	170,000	175,000	180,000	185,000	191,000	
Supply - Materials & Services	210,000	216,000	222,000	229,000	236,000	
Supply - Capital	400,000	220,000	65,000	25,000	55,000	
Supply - Debt Service	23,000	23,000	23,000	23,000	23,000	
Distribution - Personal Services	947,000	1,004,000	1,064,000	1,128,000	1,196,000	
Distribution - Materials & Services	1,516,000	1,561,000	1,608,000	1,656,000	1,706,000	
Distribution - Capital	1,069,500	1,739,250	623,250	767,000	282,000	
Distribution - Debt Service	326,000	326,000	326,000	326,000	326,000	
SDC - Improvement	723,750	742,750	673,750	40,000	80,000	
SDC - Reimbursement	-	-	-	-	-	
SDC - Debt Service	124,995	124,860	123,192	122,750	122,750	
Interfund Loan	-	-	-	-	-	
New Debt Service	237,000	393,000	448,000	511,000	537,000	
Contingency	151,000	159,000	166,000	175,000	183,000	Contingency is 3% of Operating Revenue
Total Expenditures	7,431,245	8,276,860	7,177,192	6,908,750	6,727,750	Average use in recent history is 4.6%.
<i>Actual % of Final Budget</i>						
<i>Actual % of Final Budget minus Contingency</i>						
Revenues Over (Under) Expenditures	(814,745)	(995,610)	(904,942)	(258,750)	(242,750)	
Working Capital Carryover - Operations	976,814	313,069	(523,541)	(1,262,483)	(1,346,233)	
Ending Fund Balance	\$ 162,069	\$ (682,541)	\$ (1,428,483)	\$ (1,521,233)	\$ (1,588,983)	
Ending Fund Balance Reconciliation						
Interfund Loan Receivable	-	-	-	-	-	
Adjusted Ending Fund Balance	162,069	(682,541)	(1,428,483)	(1,521,233)	(1,588,983)	
Fund Balance Policy Requirement	1,031,000	1,066,000	1,118,000	1,173,000	1,231,000	Policy is 20% of Annual Revenues
Excess (deficiency)	(868,931)	(1,748,541)	(2,546,483)	(2,694,233)	(2,819,983)	

MORE DETAIL ON FOLLOWING PAGES

water fund long-term plan-continued

WATER FUND - Operational Detail						2009	2009	2010
#670	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues - Operations								
Taxes	\$ 179,302	\$ 74,551	\$ 86,335	\$ 322	\$ 1,267	\$ -	\$ 300	\$ -
Intergovernmental Revenue	129,721	81,504	43,621	135,828	48,096	210,419		73,600
Charges for Services	3,520,168	3,454,292	3,728,408	3,829,222	3,780,193	4,300,000	4,084,170	4,490,470
Interest on investments	67,546	150,578	208,660	203,541	123,528	20,000	10,000	15,000
Miscellaneous Revenues	278,346	5,145	25,173	114,370	27,663	75,000	282,290	7,140
Interfund Loan	-	-	40,000	-	-	-	-	80,000
Total Revenues	4,175,083	3,766,070	4,132,197	4,283,283	3,980,747	4,605,419	4,376,760	4,666,210
<i>Actual % of Final Budget</i>	<i>96.40%</i>	<i>96.30%</i>	<i>88.60%</i>		<i>83.04%</i>		<i>95.04%</i>	
Expenditures - Operations								
Conservation - Personal Services	109,889	110,799	95,594	101,786	104,551	116,000	105,782	108,097
Conservation - Materials & Services	51,660	39,440	47,336	60,537	57,910	72,645	64,345	70,195
Treatment - Personal Services	247,066	234,783	257,641	302,803	356,716	384,030	353,415	393,870
Treatment - Materials & Services	285,155	309,126	355,435	507,792	409,859	713,414	712,082	643,128
Treatment - Capital Outlay	79,681	71,838	-	-	30,651	60,000	60,000	60,000
Treatment - Debt Service	190,697	168,050	141,058	164,948	166,280	163,904	163,904	164,594
Forest Interface - Personal Services	61,458	66,983	48,525	76,643	86,847	92,835	85,643	94,900
Forest Interface - Materials & Services	424,066	117,526	91,567	117,412	92,571	97,600	95,600	165,520
Supply - Materials & Services	183,607	130,010	148,557	217,224	317,669	406,488	309,569	204,366
Supply - Capital	-	-	-	-	-	255,250	255,250	-
Supply - Debt Service	45,905	52,878	42,616	49,972	71,928	52,865	52,865	22,960
Distribution - Personal Services	716,786	696,927	840,071	919,967	895,038	1,056,156	935,729	893,275
Distribution - Materials & Services	904,002	924,080	1,180,880	1,303,705	1,040,512	1,466,126	1,498,209	1,471,834
Distribution - Capital	112,488	169,243	27,172	11,119	24,889	170,500	135,000	6,860
Distribution - Debt Service	370,084	330,172	308,906	325,850	325,901	322,250	322,250	325,964
Interfund Loan		120,000					-	
New Debt Service						240,000		120,000
Contingency		-				58,000	-	140,000
Total Expenditures	3,782,544	3,541,855	3,585,358	4,159,758	3,981,322	5,728,063	5,149,643	4,825,563
<i>Actual % of Final Budget</i>	<i>72.50%</i>	<i>72.90%</i>	<i>50.20%</i>	<i>75.60%</i>	<i>83.29%</i>		<i>89.90%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>74.00%</i>	<i>74.50%</i>	<i>51.20%</i>	<i>76.50%</i>	<i>84.39%</i>		<i>90.82%</i>	
Revenues Over (Under) Expenditures	392,539	224,215	546,839	123,525	(575)	(1,122,644)	(772,883)	(159,353)
Working Capital Carryover - Operations	339,676	732,215	956,430	1,503,269	1,626,794	1,188,318	1,626,219	853,336
Ending Fund Balance - Operations	\$ 732,215	\$ 956,430	\$ 1,503,269	\$ 1,626,794	\$ 1,626,219	\$ 65,674	\$ 853,336	\$ 693,983
Operations Reconciliation								
Ending Fund Balance - Operations	732,215	956,430	1,503,269	1,626,794	1,626,219	65,674	853,336	693,983
Interfund Loan Receivable	-	120,000	-	-	-	-	-	-
Adjusted Operations Fund Balance	732,215	836,430	1,503,269	1,626,794	1,626,219	65,674	853,336	693,983
Fund Balance Policy Requirement	835,000	753,000	818,000	857,000	796,000	921,000	875,000	917,000
Excess (deficiency)	(102,785)	83,430	685,269	769,794	830,219	(855,326)	(21,664)	(223,017)

water fund long-term plan-continued

WATER FUND - Operational Detail							
#670	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues - Operations							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -		
Intergovernmental Revenue	50,000	50,000	50,000	50,000	50,000		
Charges for Services	4,940,000	5,187,000	5,446,000	5,718,000	6,004,000	10% in 2010 & 2011	105.0%
Interest on investments	23,000	24,000	25,000	24,000	25,000		
Miscellaneous Revenues	25,000	25,000	25,000	25,000	25,000		
Interfund Loan	-	-	-	-	-		
Total Revenues	5,038,000	5,286,000	5,546,000	5,817,000	6,104,000		
<i>Actual % of Final Budget</i>							
Expenditures - Operations							
Conservation - Personal Services	115,000	122,000	129,000	137,000	145,000		106.0%
Conservation - Materials & Services	72,000	74,000	76,000	78,000	80,000		103.0%
Treatment - Personal Services	418,000	443,000	470,000	498,000	528,000		106.0%
Treatment - Materials & Services	662,000	682,000	702,000	723,000	745,000		103.0%
Treatment - Capital Outlay	-	-	-	-	-		100.0%
Treatment - Debt Service	165,000	165,000	165,000	165,000	165,000		100.0%
Forest Interface - Personal Services	101,000	107,000	113,000	120,000	127,000		106.0%
Forest Interface - Materials & Services	170,000	175,000	180,000	185,000	191,000		103.0%
Supply - Materials & Services	210,000	216,000	222,000	229,000	236,000		103.0%
Supply - Capital	-	-	-	-	-		
Supply - Debt Service	23,000	23,000	23,000	23,000	23,000		100.0%
Distribution - Personal Services	947,000	1,004,000	1,064,000	1,128,000	1,196,000		106.0%
Distribution - Materials & Services	1,516,000	1,561,000	1,608,000	1,656,000	1,706,000		103.0%
Distribution - Capital	7,000	7,000	7,000	7,000	7,000		100.0%
Distribution - Debt Service	326,000	326,000	326,000	326,000	326,000		100.0%
Interfund Loan	-	-	-	-	-		
New Debt Service	237,000	393,000	448,000	511,000	537,000	2009 - FF&C for 15 years; 2010-> 20yr Rev Bonds	
Contingency	151,000	159,000	166,000	175,000	183,000	<i>Contingency is 3% of</i>	
Total Expenditures	5,120,000	5,457,000	5,699,000	5,961,000	6,195,000	<i>Operating Revenue</i>	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	(82,000)	(171,000)	(153,000)	(144,000)	(91,000)	<i>Average use in recent</i>	
Working Capital Carryover - Operations	833,983	902,983	890,983	903,983	934,983	<i>history is 4.6%.</i>	
Ending Fund Balance - Operations	\$ 751,983	\$ 731,983	\$ 737,983	\$ 759,983	\$ 843,983		
Operations Reconciliation							
Ending Fund Balance - Operations	751,983	731,983	737,983	759,983	843,983		
Interfund Loan Receivable	-	-	-	-	-		
Adjusted Operations Fund Balance	751,983	731,983	737,983	759,983	843,983		
Fund Balance Policy Requirement	1,008,000	1,057,000	1,109,000	1,163,000	1,221,000	<i>Policy is 20% of Annual Revenues</i>	
Excess (deficiency)	(256,017)	(325,017)	(371,017)	(403,017)	(377,017)		

water fund long-term plan-continued

WATER FUND - Capital Detail						2008	2009	2010
	2004	2005	2006	2007	2008	Amended	Estimate for	2010
#670	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Capital Resources								
Intergovernmental Revenue	-	-	-	-	-	-	-	111,250
System Development Charges (SDC):	217,706	224,263	-	-	-	-	-	-
Reimbursement	150,000	200,000	150,000	160,846	95,366	126,000	75,335	18,835
Improvement	206,834	238,648	289,306	206,993	245,469	324,000	-	-
Interest	-	-	-	-	-	50,000	15,000	10,000
Interfund Loan	1,950,000	2,275,000	-	-	-	-	-	-
Bond Issue	-	-	-	-	-	1,750,000	1,200,000	-
Total Resources	2,524,540	2,937,911	439,306	367,839	340,835	2,250,000	1,290,335	140,085
					75.74%		57.35%	
Capital Expenditures								
Treatment - Capital Projects	-	-	206,442	158,492	682,920	-	-	33,750
Supply - Capital Projects	111,925	1,167,140	496,726	2,005,063	163,368	157,250	-	111,250
Distribution - Capital Projects	-	-	142,854	163,358	188,739	1,343,250	-	114,814
Interfund Loan	2,275,000	-	-	-	-	-	-	-
SDC - M&S	-	-	8,828	-	2,330	-	-	-
SDC Projects - Reimbursement	17,405	115,771	-	408,155	58,761	237,750	175,000	328,750
SDC Projects - Improvement	44,757	297,696	304,485	570,241	495,604	611,100	250,600	266,250
SDC Debt Service - Reimbursement	127,272	126,037	105,794	123,711	124,710	122,928	122,928	123,446
Total Expenditures	2,576,359	1,706,644	1,265,129	3,429,020	1,716,432	2,472,278	548,528	978,260
Excess (Deficiency) of Resources	(51,819)	1,231,267	(825,823)	(3,061,181)	(1,375,597)	(222,278)	741,807	(838,175)
Working Capital Carryover - CIP	4,322,352	4,270,533	5,501,800	4,675,977	1,614,796	3,192,947	239,199	981,006
Ending Fund Balance - Capital	\$ 4,270,533	\$ 5,501,800	\$ 4,675,977	\$ 1,614,796	\$ 239,199	\$ 2,970,669	\$ 981,006	\$ 142,831
Capital Reconciliation								
SDC Reimbursement Fund Balance	1,424,187	1,382,379	1,426,585	893,479	805,374	570,696	582,781	149,420
SDC Improvement Fund Balance	1,698,636	1,639,588	1,624,409	1,423,247	1,609,955	1,322,855	1,359,355	1,093,105
Water Bond Proceeds Balance	3,000,000	2,000,000	1,000,000	-	-	2,000,000	-	-
Interfund Loan	2,275,000	-	-	-	-	-	-	-
Other	(4,127,290)	479,833	624,983	(701,930)	(2,176,130)	(922,882)	(961,130)	(1,099,694)
Reconciliation	4,270,533	5,501,800	4,675,977	1,614,796	239,199	2,970,669	981,006	142,831

water fund long-term plan-continued

WATER FUND - Capital Detail							
#670	2011	2012	2013	2014	2015	Comments	Long-term
	Projection	Projection	Projection	Projection	Projection		Percent
Capital Resources							
Intergovernmental Revenue	75,000						
System Development Charges (SDC):	-	-	-	-	-	0.0%	
Reimbursement	21,000	23,000	25,000	28,000	31,000		110.0%
Improvement	-	-	-	-	-		105.0%
Interest	20,000	20,000	20,000	20,000	20,000		103.0%
Interfund Loan	-	-	-	-	-		
Bond Issue	1,462,500	1,952,250	681,250	785,000	330,000	Additional borrowing will be required for TAP project	
Total Resources	1,578,500	1,995,250	726,250	833,000	381,000		
Capital Expenditures							
Treatment - Capital Projects						per CIP	
Supply - Capital Projects	400,000	220,000	65,000	25,000	55,000	per CIP	
Distribution - Capital Projects	1,062,500	1,732,250	616,250	760,000	275,000	per CIP	
Interfund Loan	-	-	-	-	-		
SDC - M&S	-	-	-	-	-		102.0%
SDC Projects - Reimbursement						per CIP	
SDC Projects - Improvement	723,750	742,750	673,750	40,000	80,000	per CIP	
SDC Debt Service - Reimbursement	124,995	124,860	123,192	122,750	122,750		
Total Expenditures	2,311,245	2,819,860	1,478,192	947,750	532,750		
Excess (Deficiency) of Resources	(732,745)	(824,610)	(751,942)	(114,750)	(151,750)		
Working Capital Carryover - CIP	142,831	(589,914)	(1,414,524)	(2,166,466)	(2,281,216)		
Ending Fund Balance - Capital	\$ (589,914)	\$ (1,414,524)	\$ (2,166,466)	\$ (2,281,216)	\$ (2,432,966)		
Capital Reconciliation							
SDC Reimbursement Fund Balance	45,425	(56,435)	(154,627)	(249,377)	(341,127)		
SDC Improvement Fund Balance	369,355	(373,395)	(1,047,145)	(1,087,145)	(1,167,145)		
Water Bond Proceeds Balance						Additional borrowing will be required for TAP project	
Interfund Loan							
Other	(1,004,694)	(984,694)	(964,694)	(944,694)	(924,694)		
Reconciliation	(589,914)	(1,414,524)	(2,166,466)	(2,281,216)	(2,432,966)		

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.

Wastewater Sales. This plan reflects a 20% increase in rates in wastewater FY 2009-10 to cover operational reserves required by DEQ loan.

The residential wastewater rates are based on winter consumption, while commercial rates are based on year-round water consumption.

Long-Term Budget Assumptions

- ⇒ The Food and Beverage tax sunsets in December 2010, and the fund will need renewal of the tax or increased rates to satisfy the operational serves required by the DEQ.
- ⇒ This fund, like the Water fund, struggles with aging infrastructure costs that exceeds revenue sources.

Fund Balance

The fund balance policy requires a balance of 15 % percent of revenues, but no less than required by the Wastewater Treatment Plant Upgrade loan.

wastewater fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 2,356,054	\$ 1,541,125	\$ 5,664,182	\$ 5,301,598	\$ 4,862,001	\$ 3,502,341	\$ 4,060,134	\$ 4,060,134	\$ 4,060,134
	Taxes									
	Food and Beverage Tax	1,346,863	1,454,132	1,480,566	1,594,280	1,566,868	1,691,000	1,500,000	1,500,000	1,500,000
410	Total Taxes	1,346,863	1,454,132	1,480,566	1,594,280	1,566,868	1,691,000	1,500,000	1,500,000	1,500,000
	Intergovernmental Revenues									
	Grants:							450,000	450,000	450,000
430	Total Intergovernmental	-	-	-	-	-	-	450,000	450,000	450,000
	Charges for Services									
	Public Works Services	12,000	12,000	12,499			15,000	12,000	12,000	12,000
	Sales:	2,193,409	2,343,606	2,413,827	2,432,868	2,607,276	2,700,000	3,426,000	3,426,000	3,426,000
440	Total Charges for Services	2,205,409	2,355,606	2,426,326	2,432,868	2,607,276	2,715,000	3,438,000	3,438,000	3,438,000
	System Development Charges:	432,273	513,489	410,910	208,554	127,224	215,000	16,000	16,000	16,000
	Interest on Investments									
	Interest on Pooled Investments	75,570	114,951	121,919	239,195	178,211	100,000	75,000	75,000	75,000
470	Total Interest on Investments	75,570	114,951	121,919	239,195	178,211	100,000	75,000	75,000	75,000
	Miscellaneous Revenues									
	Miscellaneous Income	4,978	119	2,449	74,088	3,167	5,000	1,125	1,125	1,125
480	Total Miscellaneous Revenues	4,978	119	2,449	74,088	3,167	5,000	1,125	1,125	1,125
	Other Financing Sources									
	Bond Proceeds						3,000,000			
	Interfund Loans	3,950,000	4,275,000	270,000						
490	Total Other Financing Sources	3,950,000	4,275,000	270,000	-	-	3,000,000	-	-	-
	Total Wastewater Fund	\$ 10,371,147	\$ 10,254,422	\$ 10,376,352	\$ 9,850,583	\$ 9,344,747	\$ 11,228,341	\$ 9,540,259	\$ 9,540,259	\$ 9,540,259

wastewater fund long-term plan

WASTEWATER FUND - SUMMARY						2009	2009	
#675	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 1,346,863	\$ 1,454,132	\$ 1,480,566	\$ 1,594,280	\$ 1,566,868	\$ 1,691,000	\$ 1,556,000	\$ 1,500,000
Intergovernmental		-	-	-	-	-	-	-
System Development Charges (SDC)	432,273	513,489	410,910	208,554	127,224	215,000	63,870	16,000
Charges for Services	2,205,409	2,355,606	2,426,326	2,432,868	2,607,276	2,715,000	2,865,000	3,438,000
Interest on Investments	75,570	114,951	121,919	239,195	178,211	100,000	56,520	75,000
Miscellaneous	4,978	119	2,449	74,088	3,167	5,000	2,250	1,125
Interfund Loan	3,950,000	4,275,000	270,000	-	-	-	-	-
Other Financing Resources	-	-	-	-	-	3,000,000	1,000,000	450,000
Interfund Transfers in	-	-	-	-	-	-	-	-
Total Revenues	8,015,093	8,713,297	4,712,170	4,548,985	4,482,746	7,726,000	5,543,640	5,480,125
<i>Actual % of Final Budget</i>	<i>96.70%</i>	<i>102.33%</i>	<i>85.52%</i>	<i>89.32%</i>	<i>56.71%</i>		<i>71.75%</i>	
Expenditures								
Collection - Personal Services	362,591	337,334	377,726	337,548	353,121	460,524	477,705	414,957
Collection - Materials & Services	775,549	752,935	916,069	929,083	987,003	1,120,256	1,153,206	1,171,542
Collection - Capital Outlay	222,330	108,090	286,592	184,105	726,638	569,000	95,000	72,000
Treatment - Personal Services	400,214	424,366	405,545	423,830	405,950	449,109	460,676	453,200
Treatment - Materials & Services	814,849	871,931	1,016,785	1,017,386	1,054,594	1,200,915	1,214,942	1,205,344
Treatment - Capital Outlay	103,166	2,372	-	283,451	1,534	1,180,000	26,000	497,000
Treatment - Debt Service	1,807,219	1,802,670	1,797,965	1,793,096	1,788,060	1,782,949	1,782,949	1,777,557
SDC Projects	69,104	20,541	274,072	20,083	262,875	261,000	38,000	677,890
New Debt Service	-	-	-	-	-	-	-	100,000
Interfund Loans	4,275,000	270,000	-	-	-	-	-	-
Contingency	-	-	-	-	-	135,000	-	150,000
Total Expenditures	8,830,022	4,590,240	5,074,754	4,988,582	5,579,775	7,158,753	5,248,478	6,519,490
<i>Actual % of Final Budget</i>	<i>90.69%</i>	<i>91.06%</i>	<i>71.11%</i>	<i>76.68%</i>	<i>85.58%</i>		<i>73.32%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>92.15%</i>		<i>72.74%</i>	<i>78.48%</i>	<i>87.41%</i>		<i>74.72%</i>	
Revenues Over (Under) Expenditures	(814,929)	4,123,057	(362,584)	(439,597)	(1,097,029)	567,247	295,162	(1,039,365)
Working Capital Carryover	2,356,054	1,541,125	5,664,182	5,301,598	4,862,001	3,502,341	3,764,972	4,060,134
Ending Fund Balance	\$ 1,541,125	\$ 5,664,182	\$ 5,301,598	\$ 4,862,001	\$ 3,764,972	\$ 4,069,588	\$ 4,060,134	\$ 3,020,769
Ending Fund Balance Reconciliation								
Fund Balance Policy Requirement	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369
Excess (deficiency)	(210,244)	3,912,813	3,550,229	3,110,632	2,013,603	2,318,219	2,308,765	1,269,400
Interfund Loan	4,275,000	270,000	-	-	-	-	-	-
Excess (deficiency) after Interfund Loan	4,064,756	4,182,813	3,550,229	3,110,632	2,013,603	2,318,219	2,308,765	1,269,400

MORE DETAIL ON FOLLOWING PAGES

wastewater fund long-term plan

WASTEWATER FUND - SUMMARY

#675	2011 Projection	2012 Projection	2013 Projection	2014 Projection	2015 Projection	Comments	Long-term Percent
Revenues							
Taxes	\$ 800,000	\$ -	\$ -	\$ -	\$ -	Food & Beverage tax ends Dec 2010; fund needs renewal	
Intergovernmental	90,000	108,000	54,000	54,000	54,000		
System Development Charges (SDC)	16,500	17,000	17,500	18,000	18,500	of the tax or increased rates, charges or fees.	
Charges for Services	4,813,200	5,535,200	5,701,000	5,872,000	6,048,000		
Interest on Investments	77,000	79,000	81,000	83,000	85,000		
Miscellaneous	5,000	5,000	5,000	5,000	5,000		
Interfund Loan	-	-	-	-	-		
Other Financing Resources	575,000	673,000	379,000	379,000	379,000		
Interfund Transfers in	-	-	-	-	-		
Total Revenues	6,376,700	6,417,200	6,237,500	6,411,000	6,589,500		
<i>Actual % of Final Budget</i>							
Expenditures							
Collection - Personal Services	440,000	466,000	494,000	524,000	555,000		
Collection - Materials & Services	1,207,000	1,243,000	1,280,000	1,318,000	1,358,000		
Collection - Capital Outlay	89,000	89,000	89,000	89,000	89,000		
Treatment - Personal Services	480,000	509,000	540,000	572,000	606,000		
Treatment - Materials & Services	1,242,000	1,279,000	1,317,000	1,357,000	1,398,000		
Treatment - Capital Outlay	490,000	588,000	294,000	294,000	294,000		100.0%
Treatment - Debt Service	1,771,879	1,766,109	1,760,138	1,760,138	1,760,138		
SDC Projects	25,000	27,000	21,000	21,000	21,000	per CIP	
New Debt Service	146,000	200,000	230,000	260,000	290,000		
Interfund Loans	-	-	-	-	-		
Contingency	171,000	169,000	174,000	179,000	184,000	Contingency is 3% of Operating Revenue Average use in recent history is zero.	
Total Expenditures	6,061,879	6,336,109	6,199,138	6,374,138	6,555,138		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	314,821	81,091	38,362	36,862	34,362		
Working Capital Carryover	3,170,769	3,656,590	3,906,681	4,119,043	4,334,905		
Ending Fund Balance	\$ 3,485,590	\$ 3,737,681	\$ 3,945,043	\$ 4,155,905	\$ 4,369,267		
Ending Fund Balance Reconciliation							
Fund Balance Policy Requirement	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	<i>Minimum Debt Requirement</i>	
Excess (deficiency)	1,734,221	1,986,312	2,193,674	2,404,536	2,617,898		
Interfund Loan	-	-	-	-	-		
Excess (deficiency) after Interfund Loan	1,734,221	1,986,312	2,193,674	2,404,536	2,617,898		

MORE DETAIL ON FOLLOWING PAGES

wastewater fund long-term plan-continued

WASTEWATER FUND - Operational Detail						2009	2009	
#675	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 1,346,863	\$ 1,454,132	\$ 1,480,566	\$ 1,594,280	\$ 1,566,868	\$ 1,691,000	\$ 1,556,000	\$ 1,500,000
Charges for Services	2,205,409	2,355,606	2,426,326	2,432,868	2,607,276	2,715,000	2,865,000	3,438,000
Interest on Investments	75,570	114,951	121,919	239,195	178,211	100,000	56,520	75,000
Miscellaneous	4,978	119	2,449	74,088	3,167	5,000	2,250	1,125
Interfund Loan	3,950,000	4,275,000	270,000	-	-	-	-	-
Interfund Transfers in	-	-	-	-	-	-	-	-
Total Revenues	7,582,820	8,199,808	4,301,260	4,340,431	4,355,522	4,511,000	4,479,770	5,014,125
<i>Actual % of Final Budget</i>	<i>96.70%</i>	<i>102.20%</i>	<i>85.50%</i>	<i>71.60%</i>	<i>92.86%</i>		<i>99.31%</i>	<i>20%</i>
Expenditures								
Collection - Personal Services	362,591	337,334	377,726	337,548	353,121	460,524	477,705	414,957
Collection - Materials & Services	775,549	752,935	916,069	929,083	987,003	1,120,256	1,153,206	1,171,542
Collection - Capital Outlay	222,330	108,090	286,592	184,105	68,206	96,500	-	4,000
Treatment - Personal Services	400,214	424,366	405,545	423,830	405,950	449,109	460,676	453,200
Treatment - Materials & Services	814,849	871,931	1,016,785	1,017,386	1,054,594	1,200,915	1,214,942	1,205,344
Treatment - Capital Outlay	19,977	2,372	-	283,451	-	5,000	-	-
Treatment - Debt Service	1,807,219	1,802,670	1,797,965	1,793,096	1,788,060	1,782,949	1,782,949	1,777,557
New Debt Service	-	-	-	-	-	-	-	100,000
Interfund Loans	4,275,000	270,000	-	-	-	-	-	-
Contingency	-	-	-	-	-	135,000	-	150,000
Total Expenditures	8,677,729	4,569,699	4,800,682	4,968,499	4,656,934	5,250,253	5,089,478	5,276,600
<i>Actual % of Final Budget</i>	<i>90.60%</i>	<i>91.00%</i>	<i>71.10%</i>	<i>76.70%</i>	<i>91.72%</i>		<i>96.94%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>92.10%</i>	<i>93.50%</i>	<i>72.70%</i>	<i>78.50%</i>	<i>94.24%</i>		<i>99.50%</i>	
Revenues Over (Under) Expenditures	(1,094,909)	3,630,109	(499,422)	(628,068)	(301,412)	(739,253)	(609,708)	(262,475)
Working Capital Carryover	1,478,343	383,434	4,013,543	3,514,121	2,886,053	2,499,893	2,584,641	1,974,933
Ending Fund Balance	\$ 383,434	\$ 4,013,543	\$ 3,514,121	\$ 2,886,053	\$ 2,584,641	\$ 1,760,640	\$ 1,974,933	\$ 1,712,458
Operations Reconciliation								
Ending Fund Balance	383,434	4,013,543	3,514,121	2,886,053	2,584,641	1,760,640	1,974,933	1,712,458
Interfund Loan Receivable	4,275,000	270,000	-	-	-	-	-	-
Adjusted Operations Fund Balance	4,658,434	4,283,543	3,514,121	2,886,053	2,584,641	1,760,640	1,974,933	1,712,458
Fund Balance Policy Requirement	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369
Excess (deficiency)	2,907,065	2,532,174	1,762,752	1,134,684	833,272	9,271	223,564	(38,911)

wastewater fund long-term plan-continued

WASTEWATER FUND - Operational Detail							
#675	2011	2012	2013	2014	2015	Long-term	
	Projection	Projection	Projection	Projection	Projection	Percent	
Revenues							
Taxes	\$ 800,000	\$ -	\$ -	\$ -	\$ -	Food & Beverage tax ends Dec 2010	104.0%
Charges for Services	4,813,200	5,535,200	5,701,000	5,872,000	6,048,000	20%, 40%, 15% - 2010, 2011, 2012	103.0%
Interest on Investments	77,000	79,000	81,000	83,000	85,000		103.0%
Miscellaneous	5,000	5,000	5,000	5,000	5,000		
Interfund Loan	-	-	-	-	-		
Interfund Transfers in	-	-	-	-	-		
Total Revenues	5,695,200	5,619,200	5,787,000	5,960,000	6,138,000		
<i>Actual % of Final Budget</i>							
Expenditures							
Collection - Personal Services	440,000	466,000	494,000	524,000	555,000		106.0%
Collection - Materials & Services	1,207,000	1,243,000	1,280,000	1,318,000	1,358,000		103.0%
Collection - Capital Outlay	4,000	4,000	4,000	4,000	4,000		100.0%
Treatment - Personal Services	480,000	509,000	540,000	572,000	606,000		106.0%
Treatment - Materials & Services	1,242,000	1,279,000	1,317,000	1,357,000	1,398,000		103.0%
Treatment - Capital Outlay	-	-	-	-	-		100.0%
Treatment - Debt Service	1,771,879	1,766,109	1,760,138	1,760,138	1,760,138		
New Debt Service	146,000	200,000	230,000	260,000	290,000	2009 - FF&C for 15 years; 2010-> 20yr Rev Bonds	
Interfund Loans	-	-	-	-	-		
Contingency	171,000	169,000	174,000	179,000	184,000	<i>Contingency is 3% of Operating Revenue</i>	
Total Expenditures	5,461,879	5,636,109	5,799,138	5,974,138	6,155,138	<i>Average use in recent history is zero.</i>	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	233,321	(16,909)	(12,138)	(14,138)	(17,138)		
Working Capital Carryover	1,862,458	2,266,779	2,418,870	2,580,732	2,745,594		
Ending Fund Balance	\$ 2,095,779	\$ 2,249,870	\$ 2,406,732	\$ 2,566,594	\$ 2,728,456		
Operations Reconciliation							
Ending Fund Balance	2,095,779	2,249,870	2,406,732	2,566,594	2,728,456		
Interfund Loan Receivable	-	-	-	-	-		
Adjusted Operations Fund Balance	2,095,779	2,249,870	2,406,732	2,566,594	2,728,456		
Fund Balance Policy Requirement	1,751,369	1,751,369	1,751,369	1,751,369	1,751,369	<i>Minimum Debt Requirement</i>	
Excess (deficiency)	344,410	498,501	655,363	815,225	977,087		

wastewater fund long-term plan-continued

WASTEWATER FUND - Capital Detail						2009	2009	
#675	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
System Development Charges (SDC) - Reimburser	276,655	328,633	262,982	117,486	62,276	105,000	63,870	16,000
System Development Charges - Improvement	155,618	184,856	147,928	91,068	64,948	110,000	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Bond Issue	-	-	-	-	-	3,000,000	1,000,000	450,000
Total Revenues	432,273	513,489	410,910	208,554	127,224	3,215,000	1,063,870	466,000
<i>Actual % of Final Budget</i>	<i>96.70%</i>	<i>102.20%</i>	<i>85.50%</i>	<i>71.60%</i>	<i>59.17%</i>		33.09%	
Expenditures								
Collection - CIP	-	-	-	-	658,432	472,500	95,000	68,000
Treatment - CIP	-	-	-	-	1,534	1,175,000	26,000	497,000
WWTP Construction	83,189	-	-	-	-	-	-	-
Interfund Loan	-	-	-	-	-	-	-	-
SDC Reimbursements	44,227	13,146	-	-	129,125	127,890	33,000	127,890
SDC Reimbursements - Debt Service	-	-	-	-	-	-	-	-
SDC Improvements	24,877	7,395	274,072	20,083	133,750	133,110	5,000	550,000
	-	-	-	-	-	-	-	-
Total Expenditures	152,293	20,541	274,072	20,083	922,841	1,908,500	159,000	1,242,890
<i>Actual % of Final Budget</i>	<i>90.60%</i>	<i>91.00%</i>	<i>71.10%</i>	<i>76.70%</i>	<i>63.46%</i>		8.33%	
<i>Actual % of Final Budget minus Contingency</i>	<i>92.10%</i>	<i>93.50%</i>	<i>72.70%</i>	<i>78.50%</i>	<i>63.46%</i>			
Revenues Over (Under) Expenditures	279,980	492,948	136,838	188,471	(795,617)	1,306,500	904,870	(776,890)
Working Capital Carryover	877,711	1,157,691	1,650,639	1,787,477	1,975,948	1,002,448	1,180,331	2,085,201
Ending Fund Balance	\$ 1,157,691	\$ 1,650,639	\$ 1,787,477	\$ 1,975,948	\$ 1,180,331	\$ 2,308,948	\$ 2,085,201	\$ 1,308,311
Capital Reconciliation								
SDC Reimbursement	739,282	1,054,769	1,317,751	1,435,237	1,368,388	1,269,267	1,399,258	1,287,368
WWTP debt not paid by F&B - Rates or SDC	-	-	-	-	-	-	-	-
SDC Improvements	418,409	595,870	469,726	540,711	471,909	466,181	466,909	(83,091)
Waste Water Bond Proceeds Balance	-	-	-	-	-	-	-	-
Interfund Loan Receivable	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	573,500	219,034	104,034
Total Fund Balance	1,157,691	1,650,639	1,787,477	1,975,948	1,840,297	2,308,948	2,085,201	1,308,311

wastewater fund long-term plan-continued

WASTEWATER FUND - Capital Detail						
#675	2011	2012	2013	2014	2015	Long-term
	Projection	Projection	Projection	Projection	Projection	Percent
Revenues						
System Development Charges (SDC) - Reimburse	16,500	17,000	17,500	18,000	18,500	103.0%
System Development Charges - Improvement	-	-	-	-	-	103.0%
Intergovernmental	90,000	108,000	54,000	54,000	54,000	
Bond Issue	575,000	673,000	379,000	379,000	379,000	
Total Revenues	681,500	798,000	450,500	451,000	451,500	
<i>Actual % of Final Budget</i>						
Expenditures						
Collection - CIP	85,000	85,000	85,000	85,000	85,000	
Treatment - CIP	490,000	588,000	294,000	294,000	294,000	
WWTP Construction	-	-	-	-	-	
Interfund Loan	-	-	-	-	-	
SDC Reimbursements						per CIP
SDC Reimbursements - Debt Service						
SDC Improvements	25,000	27,000	21,000	21,000	21,000	per CIP
	-	-	-	-	-	
Total Expenditures	600,000	700,000	400,000	400,000	400,000	
<i>Actual % of Final Budget</i>						
<i>Actual % of Final Budget minus Contingency</i>						
Revenues Over (Under) Expenditures	81,500	98,000	50,500	51,000	51,500	
Working Capital Carryover	1,308,311	1,389,811	1,487,811	1,538,311	1,589,311	
Ending Fund Balance	\$ 1,389,811	\$ 1,487,811	\$ 1,538,311	\$ 1,589,311	\$ 1,640,811	
Capital Reconciliation						
SDC Reimbursement	1,303,868	1,320,868	1,338,368	1,356,368	1,374,868	
WWTP debt not paid by F&B - Rates or SDC	-	-	-	-	-	
SDC Improvements	(108,091)	(135,091)	(156,091)	(177,091)	(198,091)	
Waste Water Bond Proceeds Balance	-	-	-	-	-	
Interfund Loan Receivable	-	-	-	-	-	
Other	194,034	302,034	356,034	410,034	464,034	
Total Fund Balance	1,389,811	1,487,811	1,538,311	1,589,311	1,640,811	

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.

Long-Term Assumptions

- ⇒ BPA power will be reviewed and adjusted annually based upon contractual requirements.

Fund Balance

The fund balance policy requires a balance of 12% of revenues.

electric fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 1,497,827	\$ 1,539,766	\$ 2,527,430	\$ 2,116,269	\$ 2,178,995	\$ 2,127,569	\$ 1,384,585	\$ 1,384,585	\$ 1,384,585
	Intergovernmental									
	Federal	7,165	42,656	36,042	32,233	67,620	50,000	48,000	48,000	48,000
430	Total Intergovernmental	7,165	42,656	36,042	32,233	67,620	50,000	48,000	48,000	48,000
	Charges for Services									
	Sales	10,316,614	10,841,140	10,781,669	10,941,631	11,081,322	12,481,700	12,084,900	12,084,900	12,084,900
	Surcharge	1,329,577	1,266,655	1,135,060	1,111,676	1,009,060				
	Miscellaneous Services	93,054	33,520	69,117	232,160	169,848	214,100	150,000	150,000	150,000
440	Total Charges for Services	11,739,245	12,141,315	11,985,846	12,285,467	12,260,230	12,695,800	12,234,900	12,234,900	12,234,900
	Interest on Investments									
	Interest on Pooled Investments	6,502	32,540	54,293	90,007	55,827	70,900	25,000	25,000	25,000
470	Total Interest on Investments	6,502	32,540	54,293	90,007	55,827	70,900	25,000	25,000	25,000
	Miscellaneous Revenues									
	Donations:	3,889	6,946	5,431	3,389	9,919	10,000	10,000	10,000	10,000
	Loan Proceeds:	46,588	48,985	50,006	57,750	73,176	75,000	75,000	75,000	75,000
	Miscellaneous Income	18,524	115,760	8,363	36,207	72,235	16,000	15,000	15,000	15,000
480	Total Miscellaneous Revenues	69,001	171,691	63,800	97,346	155,330	101,000	100,000	100,000	100,000
	Other Financing Sources									
	Other Financing Sources					304,000	311,000			
	Interfund Loans		375,000							
	Interfund Transfers in:									
	From General Fund									
490	Total Other Financing Sources	-	375,000	-	-	304,000	311,000	-	-	-
	Total Electric Fund	\$ 13,319,740	\$ 14,302,968	\$ 14,667,411	\$ 14,621,322	\$ 15,022,002	\$ 15,356,269	\$ 13,792,485	\$ 13,792,485	\$ 13,792,485

electric fund long-term plan

ELECTRIC FUND	2004	2005	2006	2007	2008	2009	2009	2010
						Amended	Estimate for	
#690	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Intergovernmental Revenue	\$ 7,165	\$ 42,656	\$ 36,042	\$ 32,233	\$ 67,620	\$ 50,000		\$ 48,000
Charges for Services	10,316,614	10,841,140	10,781,669	10,941,631	11,081,322	12,481,700	11,614,205	12,084,900
Fees	93,054	151,145	69,117	232,160	169,848	214,100	275,000	150,000
Surcharge	1,329,577	1,266,655	1,135,060	1,111,676	1,009,060		-	-
Interest on Investments	6,502	32,540	54,293	90,007	55,827	70,900	20,000	25,000
Miscellaneous Revenues	69,001	54,066	63,800	97,346	155,330	101,000	275,000	100,000
Other Financing Proceeds					304,000	311,000	148,961	-
Interfund Loan Proceeds		375,000				-	-	
Total Revenues	11,821,913	12,763,202	12,139,981	12,505,053	12,843,007	13,228,700	12,333,166	12,407,900
<i>Actual % of Final Budget</i>	<i>100.45%</i>	<i>100.07%</i>	<i>94.29%</i>	<i>98.38%</i>	<i>93.90%</i>		<i>93.23%</i>	
Operational Expenditures								
Conservation - Personal Services	109,137	112,814	136,640	141,242	142,840	159,200	155,000	137,998
Conservation - Materials & Services	165,622	262,756	265,957	318,011	259,016	368,350	357,300	366,500
Conservation - Project					676,610	-	-	-
BPA Supply power costs	5,506,320	5,640,786	5,730,855	5,769,848	5,458,025	5,260,000	5,000,000	5,520,000
Supply - Materials & Services	242,861	238,900	296,050	312,915	399,107	400,204	388,198	385,204
Supply - Capital Outlay	13,241	7,222			152,031	200,000	163,071	
Distribution - Personal Services	1,537,845	1,552,417	1,727,177	1,789,161	1,916,307	2,001,144	1,972,000	1,995,155
Distribution - Materials & Services	2,184,200	2,221,169	2,386,680	2,573,892	2,583,913	2,654,326	2,641,630	2,680,126
Distribution - Capital Outlay	675,938	580,749	535,884	647,970	825,471	667,000	570,000	505,000
Distribution M&S - Payment for Technology debt.	22,337	-	-	-	252,300	252,300	252,300	252,300
BPA Transmission power costs	942,442	956,625	971,899	886,288	886,638	900,000	890,000	900,000
Transmission - Materials & Services	5,031	2,100	-	3,000	-	3,600	3,500	3,600
Operating Transfers Out		200,000	500,000	-	-	-	-	-
CREB Debt Service 2009 - 2014	375,000					25,600	25,326	25,108
Operating Contingency						397,000		372,000
Total Expenditures	11,779,974	11,775,538	12,551,142	12,442,327	13,552,258	13,288,724	12,418,325	13,142,991
<i>Actual % of Final Budget</i>	<i>93.54%</i>	<i>93.99%</i>	<i>89.67%</i>	<i>87.91%</i>	<i>96.56%</i>		<i>93.45%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>94.10%</i>	<i>94.75%</i>	<i>92.22%</i>	<i>90.34%</i>	<i>97.60%</i>		<i>96.33%</i>	
Revenues Over (Under) Expenditures	41,939	987,664	(411,161)	62,726	(709,251)	(60,024)	(85,159)	(735,091)
Working Capital Carryover	1,497,827	1,539,766	2,527,430	2,116,269	2,178,995	2,127,569	1,469,744	1,384,585
Operating Ending Fund Balance	\$ 1,539,766	\$ 2,527,430	\$ 2,116,269	\$ 2,178,995	\$ 1,469,744	\$ 2,067,545	\$ 1,384,585	\$ 649,494
Fund Balance Policy Requirement	1,418,630	1,486,580	1,456,800	1,500,610	1,504,680	1,550,120	1,462,100	1,488,950
Fund Balance and Contingency	1,914,766	2,527,430	2,116,269	2,178,995	1,469,744	2,464,545	1,384,585	1,021,494
Excess (Deficiency)	496,136	1,040,850	659,469	678,385	(34,936)	914,425	(77,515)	(467,456)

electric fund long-term plan

ELECTRIC FUND

#690	2011 Projection	2012 Projection	2013 Projection	2014 Projection	2015 Projection	Comments	Long-term Percent
Revenues							
Intergovernmental Revenue	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000		100.0%
Charges for Services	12,799,100	13,439,100	14,111,100	14,816,700	15,557,500	5% rate increase each year in the Fall	105.0%
Fees	154,500	159,100	163,900	168,800	173,900	2012 wholesale contract renewal.	103.0%
Surcharge	-	-	-	-	-	7/1/08 BPA surcharge absorbed into regular rates	103.0%
Interest on Investments	30,500	18,700	8,200	5,300	10,600		103.0%
Miscellaneous Revenues	101,000	102,000	103,000	104,000	105,000		101.0%
Other Financing Proceeds	-	-	-	-	-	BETC revenue	
Interfund Loan Proceeds	-	-	-	-	-		
Total Revenues	13,133,100	13,766,900	14,434,200	15,142,800	15,895,000		
<i>Actual % of Final Budget</i>							
Operational Expenditures							
Conservation - Personal Services	146,300	155,100	164,400	174,300	184,800		106.0%
Conservation - Materials & Services	377,500	388,800	400,500	412,500	424,900		103.0%
Conservation - Project	-	-	-	-	-		100.0%
BPA Supply power costs	5,520,000	5,750,000	5,750,000	6,000,000	6,000,000	Estimated	100.0%
Supply - Materials & Services	396,800	408,700	421,000	433,600	446,600		103.0%
Supply - Capital Outlay	-	-	-	-	-		100.0%
Distribution - Personal Services	2,114,900	2,241,800	2,376,300	2,518,900	2,670,000		106.0%
Distribution - Materials & Services	2,760,500	2,843,300	2,928,600	3,016,500	3,107,000		103.0%
Distribution - Capital Outlay	505,000	505,000	505,000	505,000	505,000		100.0%
Distribution M&S - Payment for Technology debt.	625,000	625,000	625,000	625,000	625,000	Additional AFN Debt unless other source identified	
BPA Transmission power costs	1,063,800	1,095,700	1,128,600	1,162,500	1,197,400	Estimated	100.0%
Transmission - Materials & Services	4,000	4,000	4,000	4,100	4,200		103.0%
Operating Transfers Out	-	-	-	-	-		
CREB Debt Service 2009 - 2014	24,836	24,565	24,293	24,022	23,750		100.0%
Operating Contingency	394,000	413,000	433,000	454,000	477,000		
Total Expenditures	13,932,636	14,454,965	14,760,693	15,330,422	15,665,650		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>						<i>Contingency is 3% of Operating Revenue Average use in recent history is 48.4%.</i>	
Revenues Over (Under) Expenditures	(799,536)	(688,065)	(326,493)	(187,622)	229,350		
Working Capital Carryover	1,021,494	615,958	340,893	447,400	713,778		
Operating Ending Fund Balance	\$ 221,958	\$ (72,107)	\$ 14,400	\$ 259,778	\$ 943,128		
Fund Balance Policy Requirement	1,575,970	1,652,030	1,732,100	1,817,140	1,907,400	Policy is 12% of Annual Revenues	
Fund Balance and Contingency	615,958	340,893	447,400	713,778	1,420,128		
Excess (Deficiency)	(960,012)	(1,311,137)	(1,284,700)	(1,103,362)	(487,272)		

Telecommunication Fund Narrative

The fund represents the telecommunication services provided by the City. In FY 2007, the City Council decided to transition out of the Cable TV industry.

Long-Term Assumptions

- ⇒ Includes revenue and expense projections as adopted within the business plan.

Fund Balance

The fund balance policy requires a balance of 20% of revenues which was established in FY 2007.

telecommunication fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 388,018	\$ 62,636	\$ 898,750	\$ 518,687	\$ 963,896	\$ 799,529	\$ 671,697	\$ 671,697	\$ 671,697
	Taxes									
	Franchises:	121,328	87,451	92,685	25,569	250				
410	Total Taxes	121,328	87,451	92,685	25,569	250	-	-	-	-
	Charges for Services									
	Sales:									
	CATV	931,761	1,140,097	1,225,884	516,711	132,124	106,686	114,240	114,240	114,240
	High Speed	268,688	217,417	220,034	189,708	191,229	198,781	192,400	192,400	192,400
	Internet	950,645	1,113,216	1,248,262	1,309,300	1,386,344	1,402,922	1,539,360	1,539,360	1,539,360
	Misc Services	23,743	23,435	9,801	13,748	8				
440	Total Charges for Services	2,174,837	2,494,165	2,703,981	2,029,467	1,709,705	1,708,389	1,846,000	1,846,000	1,846,000
	Interest on Investments									
	Interest on Pooled Investments	2,173	10,331	6,423	25,598	29,251	30,000	15,000	15,000	15,000
470	Total Interest on Investments	2,173	10,331	6,423	25,598	29,251	30,000	15,000	15,000	15,000
	Miscellaneous Revenues									
	Miscellaneous Income	54,530	16,902	34,654	53,951	69,788		500	500	500
480	Total Miscellaneous Revenues	54,530	16,902	34,654	53,951	69,788	-	500	500	500
	Other Financing Sources									
	Transfer in		200,000	500,000						
	Interfund Loans	6,925,000								
	Proceeds from Debt Issuance		15,500,000							
490	Total Other Financing Sources	6,925,000	15,700,000	500,000	-	-	-	-	-	-
	Total Telecommunications Fund	\$ 9,665,886	\$ 18,371,485	\$ 4,236,493	\$ 2,653,272	\$ 2,772,890	\$ 2,537,918	\$ 2,533,197	\$ 2,533,197	\$ 2,533,197

telecommunication fund long-term plan

TELECOMMUNICATION FUND						2009	2009	2010
#691	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ 121,328	\$ 87,451	\$ 92,685	\$ 25,569	\$ 250	\$ -		
Charges for Services	2,174,837	2,494,165	2,703,981	2,029,467	1,709,705	1,708,389	1,725,000	1,846,000
Interest on Investments	2,173	10,331	6,423	25,598	29,251	30,000	15,000	15,000
Miscellaneous Revenues	54,530	16,902	34,654	53,951	69,788		50	500
Other Financing Sources	-	15,500,000	-	-	-	-	-	-
Interfund Loan	6,925,000	-	-	-	-	-	-	-
Operating Transfers In	-	200,000	500,000	-	-	-	-	-
Total Revenues	9,277,868	18,308,849	3,337,743	2,134,585	1,808,994	1,738,389	1,740,050	1,861,500
<i>Actual % of Final Budget</i>	<i>98.96%</i>	<i>98.46%</i>	<i>77.20%</i>	<i>120.33%</i>	<i>103.83%</i>		<i>100.10%</i>	
Expenditures								
Promotions - Personal Services	8,210	12,250	5,732	375	-	-	-	-
Promotions - Materials & Services	134,985	71,368	86,918	58,998	-	-	-	-
Cable Television - Personal Services	320,875	350,091	293,261	168,899	-	-	-	-
Cable Television - Materials & Services	1,145,215	1,494,973	1,201,093	397,790	-	-	-	-
CATV Capital Outlay	154,146	64,311	82,773	5,548	-	-	-	-
Internet - Personal Services	305,343	269,274	293,231	444,436	540,317	556,237	528,425	550,025
Internet - Materials & Services	430,647	390,617	318,895	283,533	454,610	632,261	600,606	639,203
Internet - Capital Outlay	-	-	-	29,407	162,248	57,000	50,000	175,000
High Speed - Personal Services	31,767	42,493	55,058	130,210	87,420	92,720	88,084	94,200
High Speed - Materials & Services	159,147	166,640	143,368	165,942	301,407	278,902	264,957	258,634
High Speed - Capital Outlay	-	-	3,911	4,238	1,169	68,300	50,000	35,000
Debt service/Payment for Technology debt.	6,912,915	14,610,720	1,233,566	-	356,000	356,000	356,000	356,000
Contingency	-	-	-	-	-	100,000	-	100,000
Total Expenditures	9,603,250	17,472,735	3,717,806	1,689,376	1,903,171	2,141,420	1,938,072	2,208,062
<i>Actual % of Final Budget</i>	<i>96.36%</i>		<i>71.27%</i>	<i>89.87%</i>	<i>84.92%</i>		<i>90.50%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>97.09%</i>	<i>98.40%</i>	<i>90.10%</i>	<i>94.92%</i>	<i>89.05%</i>		<i>94.94%</i>	
Revenues Over (Under) Expenditures	(325,382)	836,114	(380,063)	445,209	(94,177)	(403,031)	(198,022)	(346,562)
Working Capital Carryover	388,018	62,636	898,750	518,687	963,896	799,529	869,719	671,697
Ending Fund Balance	\$ 62,636	\$ 898,750	\$ 518,687	\$ 963,896	\$ 869,719	\$ 396,498	\$ 671,697	\$ 325,135
Fund Balance Policy Requirement	-	-	-	-	-	350,000	-	372,000
Fund Balance and Contingency	62,636	898,750	518,687	963,896	869,719	496,498	671,697	425,135
Excess (Deficiency)	62,636	898,750	518,687	963,896	869,719	146,498	671,697	53,135

telecommunication fund long-term plan

TELECOMMUNICATION FUND

#691	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	Revenue projections based upon adopted business plan.	103.0%
Charges for Services	2,046,500	2,392,500	2,464,000	2,538,000	2,614,000		
Interest on Investments	15,000	15,000	15,000	15,000	15,000		
Miscellaneous Revenues	500	500	500	500	500		
Other Financing Sources	-	-	-	-	-		
Interfund Loan	-	-	-	-	-		
Operating Transfers In	-	-	-	-	-		
Total Revenues	2,062,000	2,408,000	2,479,500	2,553,500	2,629,500		
<i>Actual % of Final Budget</i>							
Expenditures							
Promotions - Personal Services	-	-	-	-	-	Expense projections based upon adopted business plan.	
Promotions - Materials & Services	-	-	-	-	-		
Cable Television - Personal Services	-	-	-	-	-		
Cable Television - Materials & Services	-	-	-	-	-		
CATV Capital Outlay		120,000	120,000	120,000	120,000		
Internet - Personal Services	583,000	618,000	655,100	694,400	736,100		
Internet - Materials & Services	658,400	678,200	698,500	719,500	741,100	106.0%	
Internet - Capital Outlay	50,000	50,000	50,000	50,000	50,000	103.0%	
High Speed - Personal Services	99,900	105,900	112,300	119,000	126,100		106.0%
High Speed - Materials & Services	266,400	274,400	282,600	291,100	299,800		103.0%
High Speed - Capital Outlay	25,000	25,000	25,000	25,000	25,000		100.0%
Debt service/Payment for Technology debt.	356,000	356,000	356,000	356,000	356,000	Amounts in 2008 and after appropriated in Internet M&S.	
Contingency	100,000	100,000	100,000	100,000	100,000	Contingency raised to \$100,000 due to industry fluctuations.	
Total Expenditures	2,138,700	2,327,500	2,399,500	2,475,000	2,554,100		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	(76,700)	80,500	80,000	78,500	75,400	Average use of Contingency in recent history is 6.4% In FY 2006 an additional amount was added to Contingency through a supplemental budget. Very little of that amount was used. That change to Contingency was not included in calculating use of the original Contingency amount.	
Working Capital Carryover	425,135	448,435	628,935	808,935	987,435		
Ending Fund Balance	\$ 348,435	\$ 528,935	\$ 708,935	\$ 887,435	\$ 1,062,835		
Fund Balance Policy Requirement	412,000	482,000	496,000	511,000	526,000	Policy is 20% of Annual Revenues	
Fund Balance and Contingency	448,435	628,935	808,935	987,435	1,162,835	Established in FY 2006-2007.	
Excess (Deficiency)	36,435	146,935	312,935	476,435	636,835		

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. This is the third year that the Facilities Division of Public Works is shown residing in the Capital Improvement Fund, where it was previously shown in this fund. The figures for 2006 and prior do not reflect this change, only 2007 and after.

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.

Long-Term Assumptions

- ⇒ Charges for services are expected remain flat for FY 2009-10 and to increase 4.5% there after.
- ⇒ Expenditures are expected to increase between 3 to 6 % each year in the future.

Fund Balance

The fund balance policy calls for the fund balance to consist of a 3% contingency.

central services fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 947,953	\$ 569,013	\$ 185,137	\$ 439,010	\$ 788,106	\$ 580,130	\$ 170,179	\$ 170,179	\$ 170,179
	Taxes									
	Late and Penalty		6,668	16,987	20,721	12,366	20,000	18,000	18,000	18,000
410	Total Taxes	-	6,668	16,987	20,721	12,366	20,000	18,000	18,000	18,000
	Intergovernmental									
	Grant					2,835	2,895			
430	Total Intergovernmental	-	-	-	-	2,835	2,895	-	-	-
	Charges for Services									
	Finance Department Services	154,986	168,854	191,535	12,796	1,627	15,000	2,000	2,000	2,000
	Recorder Services				57	17	100	300	300	300
	Lien Search	15,640	14,480	12,179	11,240	7,880	13,000	6,000	6,000	6,000
	Passport Fees			8,566	21,636	18,927	25,000			
	Public Works Services	417,995	469,095	386,947	257,204	194,331	160,000	40,000	40,000	40,000
	Interdepartmental	3,898,000	3,908,735	4,996,166	4,944,910	4,798,407	5,467,900	5,632,700	5,632,700	5,632,700
440	Total Charges for Services	4,486,621	4,561,164	5,595,393	5,247,843	5,021,189	5,681,000	5,681,000	5,681,000	5,681,000
	Interest on Investments									
	Interest on Pooled Investments	10,566	17,881	24,040	46,469	44,756	25,000	10,000	10,000	10,000
470	Total Interest on Investments	10,566	17,881	24,040	46,469	44,756	25,000	10,000	10,000	10,000
	Miscellaneous Revenues									
	Miscellaneous Income	109,094	79,255	34,410	277,778	100,281	100,000	100,000	100,000	100,000
480	Total Miscellaneous Revenues	109,094	79,255	34,410	277,778	100,281	100,000	100,000	100,000	100,000
	Total Central Services Fund	\$ 5,554,234	\$ 5,233,981	\$ 5,855,967	\$ 6,031,821	\$ 5,969,533	\$ 6,406,130	\$ 5,979,179	\$ 5,979,179	\$ 5,979,179

central services fund long-term plan

CENTRAL SERVICES FUND	2004	2005	2006	2007	2008	2009	2009	2010
						Amended	Estimate for	
#710	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Taxes	\$ -	\$ 6,668	\$ 16,987	\$ 20,721	\$ 12,366	\$ 20,000	\$ 13,000	\$ 18,000
Intergovernmental	-	-	-	-	2,835	2,895	2,895	-
Charges for Services	4,486,621	4,561,164	5,595,393	5,247,843	5,021,189	5,681,000	5,450,600	5,681,000
Interest on Investments	10,566	17,881	24,040	46,469	44,756	25,000	20,000	10,000
Miscellaneous Revenues	109,094	79,255	34,410	277,778	100,281	100,000	85,000	100,000
Operating Transfers In	-	-	-	-	-	-	-	-
Total Revenues	4,606,281	4,664,968	5,670,830	5,592,811	5,181,427	5,828,895	5,571,495	5,809,000
<i>Actual % of Final Budget</i>	<i>91.47%</i>	<i>94.96%</i>	<i>96.86%</i>	<i>98.11%</i>	<i>97.76%</i>		<i>95.58%</i>	
Expenditures								
Administration - Personal Services *	793,869	811,627	676,378	727,413	881,997	1,005,590	957,000	935,767
Administration - Materials & Services *	286,618	244,000	201,561	249,141	420,424	446,138	373,000	375,949
IT - Computer Services - Personal Services	368,925	522,082	615,653	645,631	802,967	840,536	800,000	827,210
IT - Computer Services - Materials & Services	380,211	233,111	201,286	243,454	340,415	313,288	297,000	277,923
IT - Computer Services - Capital Outlay	-	-	27,484	1,327	10,172	43,000	40,850	40,000
Administrative Services - Personal Services **	1,027,527	1,026,073	1,331,933	1,305,792	1,096,316	1,259,317	1,202,372	1,271,762
Administrative Services - Materials & Services **	352,125	371,220	497,786	525,286	398,403	468,513	437,804	408,128
Administrative Services - Capital Outlay **	-	250	11,949	14,834	14,426	5,000	10,800	-
City Recorder - Personal Services	132,965	138,519	149,656	155,673	165,725	175,258	166,000	156,960
City Recorder - Materials & Services	26,281	27,268	27,593	114,923	115,532	121,079	115,000	120,579
City Recorder - Capital Outlay	-	-	-	-	-	7,000	-	-
Public Works - Personal Services ***	1,118,350	1,089,467	1,092,073	1,006,708	1,115,948	1,194,321	1,165,000	1,101,870
Public Works - Materials & Services ***	498,350	585,227	577,595	253,533	239,122	273,371	204,576	281,500
Public Works - Capital Outlay ***	-	-	6,010	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	150,000	-	169,000
Total Expenditures	4,985,221	5,048,844	5,416,957	5,243,715	5,601,447	6,302,411	5,769,402	5,966,648
<i>Actual % of Final Budget</i>	<i>91.86%</i>	<i>89.60%</i>	<i>88.52%</i>	<i>89.94%</i>	<i>92.09%</i>		<i>91.54%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>94.12%</i>	<i>91.67%</i>	<i>90.74%</i>	<i>90.58%</i>	<i>92.09%</i>		<i>93.77%</i>	
Revenues Over (Under) Expenditures	(378,940)	(383,876)	253,873	349,096	(420,020)	(473,516)	(197,907)	(157,648)
Working Capital Carryover	947,953	569,013	185,137	439,010	788,106	580,130	368,086	170,179
Ending Fund Balance	\$ 569,013	\$ 185,137	\$ 439,010	\$ 788,106	\$ 368,086	\$ 106,614	\$ 170,179	\$ 12,531
Fund Balance Policy Requirement	138,000	140,000	170,000	168,000	155,000	175,000	167,000	174,000
Fund Balance and Contingency	569,013	185,137	439,010	788,106	368,086	256,614	170,179	181,531
Excess (deficiency)	431,013	45,137	269,010	620,106	213,086	81,614	3,179	7,531

*Includes Human Resources in 2004, 2005, 2008 and 2009

**Includes Human Resources in 2006 and 2007

***Includes Facilities Division that was transferred to CIP in 2007

central services fund long-term plan

CENTRAL SERVICES FUND

#710	2011	2012	2013	2014	2015	Comments	Long-term Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Taxes	\$ 18,700	\$ 19,400	\$ 20,200	\$ 21,000	\$ 21,800		104.0%
Intergovernmental	-	-	-	-	-		
Charges for Services	5,937,000	6,204,000	6,483,000	6,775,000	7,080,000	2010 no internal increase; 4.5% thereafter	104.5%
Interest on Investments	10,000	10,000	10,000	10,000	10,000		103.0%
Miscellaneous Revenues	103,000	106,000	109,000	112,000	115,000		103.0%
Operating Transfers In	-	-	-	-	-		
Total Revenues	6,068,700	6,339,400	6,622,200	6,918,000	7,226,800		
<i>Actual % of Final Budget</i>							
Expenditures							
Administration - Personal Services *	992,000	1,052,000	1,115,000	1,182,000	1,253,000		106.0%
Administration - Materials & Services *	387,000	399,000	411,000	423,000	436,000		103.0%
IT - Computer Services - Personal Services	877,000	930,000	986,000	1,045,000	1,108,000		106.0%
IT - Computer Services - Materials & Services	286,000	295,000	304,000	313,000	322,000		103.0%
IT - Computer Services - Capital Outlay	40,000	40,000	40,000	40,000	40,000		100.0%
Administrative Services - Personal Services **	1,196,400	1,268,000	1,344,000	1,425,000	1,511,000		106.0%
Administrative Services - Materials & Services **	437,801	451,000	465,000	479,000	493,000		103.0%
Administrative Services - Capital Outlay **	-	-	-	-	-		100.0%
City Recorder - Personal Services	166,000	176,000	187,000	198,000	210,000		106.0%
City Recorder - Materials & Services	124,000	128,000	132,000	136,000	140,000		103.0%
City Recorder - Capital Outlay	-	-	-	-	-		
Public Works - Personal Services ***	1,168,000	1,238,000	1,312,000	1,391,000	1,474,000		106.0%
Public Works - Materials & Services ***	290,000	299,000	308,000	317,000	327,000		103.0%
Public Works - Capital Outlay ***	-	-	-	-	-		
Transfers	-	-	-	-	-		
Contingency	182,100	190,200	198,700	207,500	216,800		
Total Expenditures	6,146,301	6,466,200	6,802,700	7,156,500	7,530,800		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
<i>Contingency is 3% of Operating Revenue Average use in recent 6.4% history is 6.9%</i>							
Revenues Over (Under) Expenditures	(77,601)	(126,800)	(180,500)	(238,500)	(304,000)		
Working Capital Carryover	181,531	286,030	349,430	367,630	336,630		
Ending Fund Balance	\$ 103,930	\$ 159,230	\$ 168,930	\$ 129,130	\$ 32,630		
Fund Balance Policy Requirement	182,000	190,000	199,000	208,000	217,000		<i>Policy is 3% of Annual Revenues</i>
Fund Balance and Contingency	286,030	349,430	367,630	336,630	249,430		
Excess (deficiency)	104,030	159,430	168,630	128,630	32,430		

*Includes Human Resources in 2004, 2005, 2008 and 2009

**Includes Human Resources in 2006 and 2007

***Includes Facilities Division that was transferred to CIP in 2007

Insurance Services Fund Narrative

The Insurance Services Fund is an internal service fund that accounts for insurance and risk management activities.

Long-Term Assumptions

Charges for services. Charges are estimated to increase at 10 % in the future years to pay for increased claims activity and higher premiums. These charges are scheduled to be evaluated in this fiscal year.

Personal Services. A full time Analyst/Claims Manager is charged to this fund.

Fund Balance

The fund balance is based on activity.

insurance service fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 145,978	\$ 934,499	\$ 1,036,331	\$ 1,060,790	\$ 1,125,430	\$ 1,173,130	\$ 774,199	\$ 774,199	\$ 774,199
	Charges for Services									
	Interdepartmental:	676,023	564,431	569,112	629,027	648,360	630,000	650,000	650,000	650,000
		376,506								
440	Total Charges for Services	1,052,529	564,431	569,112	629,027	648,360	630,000	650,000	650,000	650,000
	Interest on Investments									
	Interest on Pooled Investments	4,972	30,767	44,491	65,867	57,152	60,000	20,000	20,000	20,000
470	Total Interest on Investments	4,972	30,767	44,491	65,867	57,152	60,000	20,000	20,000	20,000
	Miscellaneous Revenues									
	Miscellaneous Income	529,137	3,130	8,389	38,644	9,683	5,000	10,000	10,000	10,000
480	Total Miscellaneous Revenues	529,137	3,130	8,389	38,644	9,683	5,000	10,000	10,000	10,000
	Total Insurance Services Fund	\$ 1,732,616	\$ 1,532,827	\$ 1,658,323	\$ 1,794,328	\$ 1,840,625	\$ 1,868,130	\$ 1,454,199	\$ 1,454,199	\$ 1,454,199

insurance services fund long-term plan

INSURANCE SERVICES FUND						2009	2009	
#720	2004	2005	2006	2007	2008	Amended	Estimate for	2010
	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Charges for Services	\$ 1,052,529	\$ 564,431	\$ 569,112	\$ 629,027	\$ 648,360	\$ 630,000	\$ 680,000	\$ 650,000
Interest on Investments	4,972	30,767	44,491	65,867	57,152	60,000	20,000	20,000
Miscellaneous Revenues	529,137	3,130	8,389	38,644	9,683	5,000	100,000	10,000
Interfund Loan	-	-	-	-	-	-	-	-
Total Revenues	1,586,638	598,328	621,992	733,538	715,195	695,000	800,000	680,000
<i>Actual % of Final Budget</i>	<i>205.78%</i>	<i>98.15%</i>	<i>106.23%</i>	<i>69.56%</i>	<i>106.35%</i>		<i>115.11%</i>	
Expenditures								
Personal Services	-	-	-	145,561	81,133	84,524	84,500	80,130
Materials and Services	798,117	496,496	597,533	523,337	620,793	1,130,803	1,080,000	680,803
Operating Contingency	-	-	-	-	-	125,000	-	150,000
Total Expenditures	798,117	496,496	597,533	668,898	701,926	1,340,327	1,164,500	910,933
<i>Actual % of Adopted Budget</i>	<i>93.18%</i>	<i>66.51%</i>	<i>53.49%</i>	<i>61.18%</i>	<i>79.31%</i>		<i>86.88%</i>	
<i>Actual % of Adopted Budget minus Contingency</i>	<i>94.51%</i>	<i>76.79%</i>	<i>58.75%</i>	<i>63.03%</i>	<i>89.42%</i>		<i>95.82%</i>	
Revenues Over (Under) Expenditures	788,521	101,832	24,459	64,640	13,269	(645,327)	(364,500)	(230,933)
Working Capital Carryover	145,978	934,499	1,036,331	1,060,790	1,125,430	1,173,130	1,138,699	774,199
Ending Fund Balance	\$ 934,499	\$ 1,036,331	\$ 1,060,790	\$ 1,125,430	\$ 1,138,699	\$ 527,803	\$ 774,199	\$ 543,266
Fund Balance Policy Requirement	458,000	472,000	486,000	501,000	516,000	531,000	547,000	563,000
Fund Balance and Contingency	934,499	1,036,331	1,060,790	1,125,430	1,138,699	652,803	774,199	693,266
Interfund Loan Receivable	-	-	-	-	-	-	-	-
Excess (deficiency)	476,499	564,331	574,790	624,430	622,699	121,803	227,199	130,266

insurance services fund long-term plan

INSURANCE SERVICES FUND

#720	2011	2012	2013	2014	2015	Comments	Long-term Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Charges for Services	\$ 715,000	\$ 787,000	\$ 866,000	\$ 953,000	\$ 1,048,000	An average of 10% increases in 2011 and after based upon claims & exposures	110.0%
Interest on Investments	21,000	22,000	23,000	24,000	25,000		103.0%
Miscellaneous Revenues	5,000	5,000	5,000	5,000	5,000		
Interfund Loan	-	-	-	-	-		
Total Revenues	741,000	814,000	894,000	982,000	1,078,000		
<i>Actual % of Final Budget</i>							
Expenditures							
Personal Services	84,000	88,000	92,000	97,000	102,000		105.0%
Materials and Services	701,000	722,000	744,000	766,000	789,000	Estimated on premiums and projected claims	103.0%
Operating Contingency	150,000	150,000	150,000	150,000	150,000	Industry changes encourage this increase.	
Total Expenditures	935,000	960,000	986,000	1,013,000	1,041,000	<i>Contingency is 3% of Operating Revenue Average use in recent history is 32.1%.</i>	
<i>Actual % of Adopted Budget</i>							
<i>Actual % of Adopted Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	(194,000)	(146,000)	(92,000)	(31,000)	37,000		
Working Capital Carryover	693,266	649,266	653,266	711,266	830,266		
Ending Fund Balance	\$ 499,266	\$ 503,266	\$ 561,266	\$ 680,266	\$ 867,266		
<i>Fund Balance Policy is a minimum of \$350,000 adjusted by CPI from 1993</i>							
Fund Balance Policy Requirement	580,000	597,000	615,000	633,000	652,000		103.0%
Fund Balance and Contingency	649,266	653,266	711,266	830,266	1,017,266		
Interfund Loan Receivable	-	-	-	-	-		
Excess (deficiency)	69,266	56,266	96,266	197,266	365,266		

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. In FY 2008-09, the equipment replacement charge was evaluated and a revised method has been incorporated into the FY 2009-10 budget. A three year average was used to budget for FY 2009-10 and may be revised in future years.

Long-Term Assumptions

⇒ Charges for services are expected to increase 3% per year.

Fund Balance

The fund balance policy requires a balance of 10% of revenues.

equipment fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 1,121,598	\$ 1,224,311	\$ 1,489,055	\$ 1,510,170	\$ 1,750,852	\$ 1,334,702	\$ 956,090	\$ 956,090	\$ 956,090
	Intergovernmental Revenues									
	Grants						91,000			
430	Total Intergovernmental	-	-	-	-	-	91,000	-	-	-
	Charges for Services									
	Technology Fee	64,880	62,860	65,473	66,653	54,848	63,000	63,000	63,000	63,000
	Maintenance Services	606,170	576,415	561,637	697,891	660,407	660,000	742,200	742,200	742,200
	Equipment Replacement	557,170	565,740	587,657	567,485	493,629	600,000	600,000	600,000	600,000
	Fuel Sales	43,737	48,392	41,587	51,421	45,130	60,000	55,000	55,000	55,000
440	Total Charges for Services	1,271,957	1,253,407	1,256,354	1,383,450	1,254,014	1,383,000	1,460,200	1,460,200	1,460,200
	Interest on Investments									
	Interest on Pooled Investments	9,776	29,345	51,076	80,566	72,125	60,000	30,000	30,000	30,000
470	Total Interest on Investments	9,776	29,345	51,076	80,566	72,125	60,000	30,000	30,000	30,000
	Miscellaneous Revenues									
	Miscellaneous Income	1,010	164,092	14,936	18,051	574		10,000	10,000	10,000
	Sale of Equipment	117,296	-	42,390	63,504	148,723	50,000	50,000	50,000	50,000
480	Total Miscellaneous Revenues	118,306	164,092	57,326	81,555	149,297	50,000	60,000	60,000	60,000
	Other Financing Sources									
	Interfund Loans									
490	Total Other Financing Sources	-	-	-	-	-	-	-	-	-
	Total Equipment Fund	\$ 2,521,637	\$ 2,671,155	\$ 2,853,811	\$ 3,055,741	\$ 3,226,288	\$ 2,918,702	\$ 2,506,290	\$ 2,506,290	\$ 2,506,290

equipment fund long-term plan

EQUIPMENT FUND	2004	2005	2006	2007	2008	2009	2009	2010
						Amended	Estimate for	
#730	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Charges for Services	\$ 1,271,957	\$ 1,253,407	\$ 1,256,354	\$ 1,383,450	\$ 1,254,014	\$ 1,383,000	\$ 1,378,000	\$ 1,460,200
Interest on Investments	9,776	29,345	51,076	80,566	72,125	60,000	30,000	30,000
Miscellaneous Revenues	118,306	164,092	57,326	81,555	149,297	50,000	60,000	60,000
Grant	-	-	-	-	-	91,000	91,000	-
Interfund Loan	-	-	-	-	-	-	-	-
Total Revenues	1,400,039	1,446,844	1,364,756	1,545,571	1,475,436	1,584,000	1,559,000	1,550,200
<i>Actual % of Final Budget</i>	<i>90.61%</i>	<i>97.95%</i>	<i>100.03%</i>	<i>109.45%</i>	<i>104.12%</i>		<i>98.42%</i>	
Expenditures								
Personal Services	244,913	239,543	215,284	243,499	266,336	283,682	277,973	288,120
Materials and Services	423,413	421,100	452,181	479,423	487,001	562,122	487,609	515,009
Capital Outlay	629,000	521,457	676,176	581,967	1,143,279	772,000	542,000	334,000
Interfund Loan	-	-	-	-	-	670,000	625,000	-
Operating Contingency	-	-	-	-	-	48,000	-	47,000
Total Expenditures	1,297,326	1,182,100	1,343,641	1,304,889	1,896,616	2,335,804	1,932,582	1,184,129
<i>Actual % of Final Budget</i>	<i>75.58%</i>	<i>75.90%</i>	<i>69.12%</i>	<i>58.16%</i>	<i>84.18%</i>		<i>82.74%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>83.35%</i>	<i>85.51%</i>	<i>75.96%</i>	<i>59.27%</i>	<i>85.63%</i>		<i>84.47%</i>	
Revenues Over (Under) Expenditures	102,713	264,744	21,115	240,682	(421,180)	(751,804)	(373,582)	366,071
Working Capital Carryover	1,121,598	1,224,311	1,489,055	1,510,170	1,750,852	1,334,702	1,329,672	956,090
Ending Fund Balance	\$ 1,224,311	\$ 1,489,055	\$ 1,510,170	\$ 1,750,852	\$ 1,329,672	\$ 582,898	\$ 956,090	\$ 1,322,161

equipment fund long-term plan

EQUIPMENT FUND

#730	2011	2012	2013	2014	2015	Comments	Long-term Percent
	Projection	Projection	Projection	Projection	Projection		
Revenues							
Charges for Services	\$ 1,504,000	\$ 1,549,000	\$ 1,595,000	\$ 1,643,000	\$ 1,692,000		103.0%
Interest on Investments	31,000	32,000	33,000	34,000	35,000		103.0%
Miscellaneous Revenues	61,000	62,000	63,000	64,000	65,000		102.0%
Grant	-	-	-	-	-		
Interfund Loan	625,000	-	-	-	-	Pay back for Clay Street purchase	
Total Revenues	2,221,000	1,643,000	1,691,000	1,741,000	1,792,000		
<i>Actual % of Final Budget</i>							
Expenditures							
Personal Services	305,000	323,000	342,000	363,000	385,000		106.0%
Materials and Services	530,000	546,000	562,000	579,000	596,000		103.0%
Capital Outlay	800,000	800,000	800,000	800,000	800,000		100.0%
Interfund Loan	-	-	-	-	-		
Operating Contingency	48,000	47,000	51,000	48,000	48,000	Contingency is 3% of Operating Revenue	
Total Expenditures	1,683,000	1,716,000	1,755,000	1,790,000	1,829,000	Average use in recent history is 2.9%	
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	538,000	(73,000)	(64,000)	(49,000)	(37,000)		
Working Capital Carryover	1,322,161	1,860,161	1,787,161	1,723,161	1,674,161		
Ending Fund Balance	\$ 1,860,161	\$ 1,787,161	\$ 1,723,161	\$ 1,674,161	\$ 1,637,161	Policy is 10% of Annual Revenues	

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.

Long-Term Assumptions

⇒ This revenue is expected to remain stable.

Fund Balance

No minimum fund balance is required.

cemetery trust fund resources

#	Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
400	Working Capital Carryover	\$ 679,646	\$ 684,476	\$ 702,629	\$ 719,429	\$ 749,918	\$ 770,418	\$ 792,448	\$ 792,448	\$ 792,448
	Charges for Services									
	Sales:	5,568	14,734	17,936	25,568	21,530	20,000	20,000	20,000	20,000
440	Total Charges for Services	5,568	14,734	17,936	25,568	21,530	20,000	20,000	20,000	20,000
	Interest on Investments									
	Interest on Pooled Investments	5,655	15,279	22,532	35,421	33,180	60,000	20,000	20,000	20,000
470	Total Interest on Investments	5,655	15,279	22,532	35,421	33,180	60,000	20,000	20,000	20,000
	Miscellaneous Revenues									
	Miscellaneous Income			1,283						
480	Total Miscellaneous Revenues	-	-	1,283	-	-	-	-	-	-
	Other Financing Sources									
	Other Financing Sources									
	Interfund loans									
	Operating Transfers In:									
	From General Fund	500	500	500	500	500	500	500	500	500
490	Total Other Financing Sources	500	500	500	500	500	500	500	500	500
	Total Cemetery Trust Fund	\$ 691,369	\$ 714,989	\$ 744,880	\$ 780,918	\$ 805,128	\$ 850,918	\$ 832,948	\$ 832,948	\$ 832,948

cemetery trust fund long-term plan

CEMETERY TRUST FUND	2004	2005	2006	2007	2008	2009	2009	2010
						Amended	Estimate for	
#810	Actual	Actual	Actual	Actual	Actual	Budget	the Year	Adopted
Revenues								
Charges for Services	\$ 5,568	\$ 14,734	\$ 17,936	\$ 25,568	\$ 21,530	\$ 20,000	\$ 20,000	\$ 20,000
Interest on Investments	5,655	15,279	22,532	35,421	33,180	60,000	20,000	20,000
Miscellaneous	-	-	1,283	-	-	-	-	-
Operating Transfers In	500	500	500	500	500	500	500	500
Total Revenues	11,723	30,513	42,251	61,489	55,210	80,500	40,500	40,500
					91.26%		50.31%	
Expenditures								
Operating Transfers Out	6,893	12,360	25,451	31,000	33,180	60,000	20,000	20,000
Total Expenditures	6,893	12,360	25,451	31,000	33,180	60,000	20,000	20,000
Revenues Over (Under) Expenditures	4,830	18,153	16,800	30,489	22,030	20,500	20,500	20,500
Working Capital Carryover	679,646	684,476	702,629	719,429	749,918	770,418	771,948	792,448
Ending Fund Balance	\$ 684,476	\$ 702,629	\$ 719,429	\$ 749,918	\$ 771,948	\$ 790,918	\$ 792,448	\$ 812,948

cemetery trust fund long-term plan

CEMETERY TRUST FUND

#810	2011 Projection	2012 Projection	2013 Projection	2014 Projection	2015 Projection	Comments	Long-term Percent
Revenues							
Charges for Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		100.0%
Interest on Investments	20,600	21,200	21,800	22,500	23,200		103.0%
Miscellaneous	-	-	-	-	-		
Operating Transfers In	500	500	500	500	500	Transfer from General Fund per charter	
Total Revenues	41,100	41,700	42,300	43,000	43,700		
Expenditures							
Operating Transfers Out	20,600	21,200	21,800	22,500	23,200	Interest earnings transfer to General Fund	
Total Expenditures	20,600	21,200	21,800	22,500	23,200		
Revenues Over (Under) Expenditures	20,500	20,500	20,500	20,500	20,500		
Working Capital Carryover	812,948	833,448	853,948	874,448	894,948		
Ending Fund Balance	\$ 833,448	\$ 853,948	\$ 874,448	\$ 894,948	\$ 915,448		

Parks and Recreation Fund Narrative

The Parks and Recreation fund includes the general activities of the Parks program. Revenues include taxes, grants, charges for services and donations.

Taxes. The tax rate remains the same as the prior year at \$2.09.

Intergovernmental Revenues. Federal and state grants are shown here.

Charges for Services. Contracted Services, rents and program fees are expected to increase 3% in future years.

Long-Term Assumptions

- ⇒ This revenue is expected to remain stable.
- ⇒ Rates are expected to increase slightly in the future.

Fund Balance

A minimum of 20% of operational revenues.

parcs and recreation fund resources

Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Working Capital Carryover	\$ 1,403,171	\$ 1,558,332	\$ 1,679,875	\$ 1,507,367	\$ 1,180,912	\$ 1,183,285	\$ 1,413,000	\$ 1,413,000	\$ 1,413,000
Taxes									
Property Taxes									
Current	3,009,290	3,123,803	3,075,651	3,415,109	3,688,554	3,756,000	3,908,300	3,908,300	3,908,300
Prior	139,596	120,398	334,033	122,560	183,647	255,000	125,000	125,000	125,000
Total Taxes	3,148,886	3,244,201	3,409,684	3,537,669	3,872,201	4,011,000	4,033,300	4,033,300	4,033,300
Intergovernmental Revenues									
Sports Field Maint - Schools Contribution							30,000	30,000	30,000
Grants/other	9,297	2,310	33,536	19,796		311,000	48,200	48,200	48,200
Total Intergovernmental	9,297	2,310	33,536	19,796	-	311,000	78,200	78,200	78,200
Charges for Service									
Facility Rentals	32,359	38,929	38,804	27,573	34,514	48,000	48,000	48,000	48,000
Contracted Services	133,000	313,708	207,800	228,345	242,192	217,000	210,805	210,805	210,805
Golf Course Fees	333,203	330,634	319,055	309,285	301,859	300,000	300,000	300,000	300,000
Park Fees	197,815	44,186	49,333	66,965	51,076	48,805			
Recreation Programs	163,499	148,156	199,558	115,765	182,238	182,000	205,000	205,000	205,000
Total Charges for Services	859,876	875,613	814,550	747,933	811,879	795,805	763,805	763,805	763,805
Interest on Investments									
Interest on Pooled Investments	25,776	47,250	61,999	100,496	92,172	60,000	25,000	25,000	25,000
Total Interest on Investments	25,776	47,250	61,999	100,496	92,172	60,000	25,000	25,000	25,000
Miscellaneous									
Donations	17,382	27,248	36,767	3,825	17,691	10,000	1,000	1,000	1,000
Miscellaneous Income	14,978		11,553	38,799	119,649	21,000	20,000	20,000	20,000
Total Miscellaneous Income	32,360	27,248	48,320	42,623	137,340	31,000	21,000	21,000	21,000
Other Financing Sources									
Operating Transfers In									
From General Fund		43,333							
From Central Service Fund									
Total Other Financing Sources	-	43,333	-						
Total Parks & Recreation	\$ 5,479,366	\$ 5,798,287	\$ 6,047,964	\$ 5,955,885	\$ 6,094,504	\$ 6,392,090	\$ 6,334,305	\$ 6,334,305	\$ 6,334,305

parcs and recreation fund long-term plan

PARKS AND RECREATION FUND	2004	2005	2006	2007	2008	2009	2009	2010
	Actual	Actual	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Adopted
Revenues								
Taxes	\$ 3,148,886	\$ 3,244,201	\$ 3,409,684	\$ 3,537,669	\$ 3,872,201	\$ 4,011,000	\$ 3,963,652	\$ 4,033,300
Intergovernmental Revenues	9,297	2,310	33,536	19,796	-	311,000	148,000	78,200
Charges for Service	859,876	875,613	814,550	747,933	811,879	795,805	733,805	763,805
Interest on Investments	25,776	47,250	61,999	100,496	92,172	60,000	18,000	25,000
Miscellaneous	32,360	27,248	48,320	42,623	137,340	31,000	242,000	21,000
Transfers In	-	43,333	-	-	-	-	-	-
Total Revenues	4,076,195	4,239,955	4,368,089	4,448,517	4,913,592	5,208,805	5,105,457	4,921,305
<i>Actual % of Final Budget</i>	<i>101.20%</i>	<i>101.50%</i>	<i>98.70%</i>	<i>83.00%</i>	<i>99.34%</i>		<i>98.02%</i>	
Expenditures								
Parks Division - Personal Services	1,825,135	1,979,665	1,955,912	2,074,763	2,136,232	2,168,371	2,060,000	1,934,350
Parks Division - Materials & Services	1,197,728	1,286,475	1,196,484	1,325,579	1,314,375	1,294,300	1,229,600	1,314,750
Parks Division - Capital Outlay	270,841	83,722	49,744	46,011	9,717	130,000	123,500	70,000
Parks Division - Debt Service	14,072	14,072	10,065	8,139	-	-	-	-
Recreation Division - Personal Services	151,236	226,595	565,748	668,927	735,981	727,494	691,100	807,675
Recreation Division - Materials & Services	56,593	132,504	287,320	213,903	224,931	419,100	398,100	308,200
Golf Division - Personal Services	155,633	159,962	161,893	144,583	162,551	198,411	188,500	247,020
Golf Division - Materials & Services	172,130	171,046	185,171	208,590	194,533	213,800	203,100	151,400
Golf Division - Capital Outlay	-	9,708	1,040	4,477	4,741	-	-	-
Debt Service	7,666	4,663	2,220	-	-	-	-	-
Transfers Out	70,000	50,000	125,000	80,000	110,000	-	-	-
Contingency	-	-	-	-	-	50,000	-	50,000
Total Expenditures	3,921,034	4,118,412	4,540,597	4,774,972	4,893,061	5,201,476	4,893,900	4,883,395
<i>Actual % of Final Budget</i>	<i>91.27%</i>	<i>90.02%</i>	<i>89.54%</i>	<i>88.57%</i>	<i>87.78%</i>		<i>94.09%</i>	
<i>Actual % of Final Budget minus Contingency</i>	<i>92.02%</i>	<i>90.72%</i>	<i>90.16%</i>	<i>89.14%</i>	<i>88.33%</i>		<i>95.00%</i>	
Revenues Over (Under) Expenditures	155,161	121,543	(172,508)	(326,455)	20,531	7,329	211,557	37,910
Working Capital Carryover	1,403,171	1,558,332	1,679,875	1,507,367	1,180,912	1,183,285	1,201,443	1,413,000
Ending Fund Balance	\$ 1,558,332	\$ 1,679,875	\$ 1,507,367	\$ 1,180,912	\$ 1,201,443	\$ 1,190,614	\$ 1,413,000	\$ 1,450,910
Fund Balance Requirement	693,000	732,000	795,000	845,000	861,000	927,000	881,000	870,000
Fund Balance and Contingency	1,558,332	1,679,875	1,507,367	1,180,912	1,201,443	1,240,614	1,413,000	1,500,910
Excess (deficiency)	865,332	947,875	712,367	335,912	340,443	313,614	532,000	630,910

parcs and recreation fund long-term plan

PARKS AND RECREATION FUND

	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Taxes	\$ 4,195,000	\$ 4,363,000	\$ 4,538,000	\$ 4,720,000	\$ 4,909,000	Rate of \$2.09/\$1000	104.0%
Intergovernmental Revenues							103.0%
Charges for Service	787,000	811,000	835,000	860,000	886,000		103.0%
Interest on Investments	26,000	27,000	28,000	29,000	30,000		103.0%
Miscellaneous	22,000	23,000	24,000	25,000	26,000		103.0%
Transfers In	-	-	-	-	-		
Total Revenues	5,030,000	5,224,000	5,425,000	5,634,000	5,851,000		
<i>Actual % of Final Budget</i>							
Expenditures							
Parks Division - Personal Services	2,050,000	2,173,000	2,303,000	2,441,000	2,587,000		106.0%
Parks Division - Materials & Services	1,354,000	1,395,000	1,437,000	1,480,000	1,524,000		103.0%
Parks Division - Capital Outlay	70,000	70,000	70,000	70,000	70,000		100.0%
Parks Division - Debt Service	-	-	-	-	-		100.0%
Recreation Division - Personal Services	856,000	907,000	961,000	1,019,000	1,080,000		106.0%
Recreation Division - Materials & Services	317,000	327,000	337,000	347,000	357,000		103.0%
Golf Division - Personal Services	262,000	278,000	295,000	313,000	332,000		106.0%
Golf Division - Materials & Services	156,000	161,000	166,000	171,000	176,000		103.0%
Golf Division - Capital Outlay	-	-	-	-	-		100.0%
Debt Service	-	-	-	-	-		
Transfers Out							
Contingency	50,000	50,000	50,000	50,000	50,000		
Total Expenditures	5,115,000	5,361,000	5,619,000	5,891,000	6,176,000		
<i>Actual % of Final Budget</i>							
<i>Actual % of Final Budget minus Contingency</i>							
Revenues Over (Under) Expenditures	(85,000)	(137,000)	(194,000)	(257,000)	(325,000)		
Working Capital Carryover	1,500,910	1,465,910	1,378,910	1,234,910	1,027,910		
Ending Fund Balance	\$ 1,415,910	\$ 1,328,910	\$ 1,184,910	\$ 977,910	\$ 702,910		
Fund Balance Requirement	912,000	956,000	1,002,000	1,051,000	1,103,000	<i>Target is 20% of Annual Revenues</i>	
Fund Balance and Contingency	1,465,910	1,378,910	1,234,910	1,027,910	752,910		
Excess (deficiency)	553,910	422,910	232,910	(23,090)	(350,090)		

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.

Transfers. There are no transfers budgeted in for this fiscal year.

Interest. Interest is budgeted to decrease in future years.

Long-Term Assumptions

- ⇒ Stable funding in the Long-term.
- ⇒ Consistent expenditures in the Long-term.
- ⇒ A reserve has been established for equipment replacement in future years.

Fund Balance

No minimum fund balance policy established.

parks capital improvement fund resources

Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Working Capital Carryover	\$ 367,733	\$ 300,331	\$ 207,375	\$ 165,326	\$ 195,390	\$ 205,390	\$ 203,239	\$ 203,239	\$ 203,239
Intergovernmental Revenues									
Grants/other						200,000			
Total Intergovernmental	-	-	-	-	-	200,000	-	-	-
Charges for Service									
Other Charges							13,000	13,000	13,000
Depreciation/Vehicle Replacement	92,000	92,000	95,000	98,301	79,027	95,000	70,000	70,000	70,000
Total Charges for Service	92,000	92,000	95,000	98,301	79,027	95,000	83,000	83,000	83,000
Interest on Investments									
Interest on Investments	3,604	7,174	11,411	6,644	11,978	7,200	1,000	1,000	1,000
Total Interest on Investments	3,604	7,174	11,411	6,644	11,978	7,200	1,000	1,000	1,000
Transfers In									
From Parks & City	70,000	50,000	125,000	80,000	110,000				
Total Transfers In	70,000	50,000	125,000	80,000	110,000	-	-	-	-
Total Parks Capital Improvement	\$ 533,337	\$ 449,505	\$ 438,786	\$ 350,271	\$ 396,395	\$ 507,590	\$ 287,239	\$ 287,239	\$ 287,239

parcs capital improvement fund long-term plan

PARKS CAPITAL IMPROVEMENTS FUND	2004	2005	2006	2007	2008	2009	2009	2010
	Actual	Actual	Actual	Actual	Actual	Amended Budget	Estimate for the Year	Adopted
Revenues								
Charges for Service	\$ 92,000	\$ 92,000	\$ 95,000	\$ 98,301	\$ 79,026	\$ 95,000	\$ 90,070	83,000
Intergovernmental Revenue						200,000		
Interest on Investments	3,604	7,174	11,411	6,644	11,978	7,200	6,826	1,000
Transfers In	70,000	50,000	125,000	80,000	110,000	-	-	
Total Revenues	165,604	149,174	231,411	184,945	201,004	302,200	96,896	84,000
					94.81%			
Expenditures								
Capital Equipment Replacement								
Capital Projects	233,006	242,130	273,460	154,881	133,051	400,000	157,000	
Total Expenditures	233,006	242,130	273,460	154,881	133,051	400,000	157,000	-
					40.20%			
Revenues Over (Under) Expenditures	(67,402)	(92,956)	(42,049)	30,064	67,953	(97,800)	(60,104)	84,000
Working Capital Carryover	367,733	300,331	207,375	165,326	195,390	205,390	263,343	203,239
Ending Fund Balance	\$ 300,331	\$ 207,375	\$ 165,326	\$ 195,390	\$ 263,343	\$ 107,590	\$ 203,239	\$ 287,239
EFB								\$ 287,239
Reserve for equipment replacement								83,000
Unreserved balance								<u>\$ 204,239</u>

parks capital improvement fund long-term plan

PARKS CAPITAL IMPROVEMENTS FUND

	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Charges for Service	73,000	73,000	73,000	73,000	73,000		100.0%
Intergovernmental Revenue							
Interest on Investments	1,000	1,000	1,000	1,000	1,000		103.0%
Transfers In							100.0%
Total Revenues	74,000	74,000	74,000	74,000	74,000		
Expenditures							
Capital Equipment Replacement	35,000	35,000	35,000	35,000	35,000		
Capital Projects							100.0%
Total Expenditures	35,000	35,000	35,000	35,000	35,000		
Revenues Over (Under) Expenditures	39,000	39,000	39,000	39,000	39,000		
Working Capital Carryover	287,239	326,239	365,239	404,239	443,239		
Ending Fund Balance	\$ 326,239	\$ 365,239	\$ 404,239	\$ 443,239	\$ 482,239		
EFB							
Reserve for equipment replacement	121,000	159,000	197,000	235,000	273,000	Sinking Fund	
Unreserved balance	\$ 205,239	\$ 206,239	\$ 207,239	\$ 208,239	\$ 209,239		

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 2009-10 and FY 2010-11 are for prior year delinquent tax receipts that the City expects to receive.

Fund Balance

No fund balance requirement.

youth activities levy fund resources

Description	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Working Capital Carryover	\$ 36,403	\$ 122,588	\$ 103,733	\$ 35,374	\$ 72,671	\$ 257,671	\$ 10,591	\$ 10,591	\$ 10,591
Taxes									
Property Taxes									
Current	1,969,517	1,998,432	2,038,344	2,230,697	2,432,276				
Prior	89,164	77,713	235,424	80,520	120,857	200,000	100,000	100,000	100,000
Total Taxes	<u>2,058,681</u>	<u>2,076,145</u>	<u>2,273,768</u>	<u>2,311,217</u>	<u>2,553,133</u>	<u>200,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Total Youth Activities Levy	<u>\$ 2,095,084</u>	<u>\$ 2,198,733</u>	<u>\$ 2,377,501</u>	<u>\$ 2,346,591</u>	<u>\$ 2,625,804</u>	<u>\$ 457,671</u>	<u>\$ 110,591</u>	<u>\$ 110,591</u>	<u>\$ 110,591</u>

youth activities levy fund long-term plan

YOUTH ACTIVITIES LEVY FUND	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009	2009	2010 Adopted
						Amended Budget	Estimate for the Year	
Revenues								
Taxes	\$ 2,058,681	\$ 2,076,145	\$ 2,273,768	\$ 2,311,217	\$ 2,553,133	\$ 200,000	\$ 100,000	\$ 100,000
Charges for Service	-	-	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-	-	-
Total Revenues	2,058,681	2,076,145	2,273,768	2,311,217	2,553,133	200,000	100,000	100,000
					96.05%			
Expenditures								
Personal Services	84,641	89,000	93,000	92,469	164,454	-	-	-
Materials and Services	1,887,855	2,006,000	2,249,127	2,181,451	2,300,759	457,671	250,000	100,000
								-
Total Expenditures	1,972,496	2,095,000	2,342,127	2,273,920	2,465,213	457,671	250,000	100,000
					95.66%			
Revenues Over (Under) Expenditures	86,185	(18,855)	(68,359)	37,297	87,920	(257,671)	(150,000)	-
Working Capital Carryover	36,403	122,588	103,733	35,374	72,671	257,671	160,591	10,591
Ending Fund Balance	\$ 122,588	\$ 103,733	\$ 35,374	\$ 72,671	\$ 160,591	\$ -	\$ 10,591	\$ 10,591

youth activities levy fund long-term plan

YOUTH ACTIVITIES LEVY FUND

	2011	2012	2013	2014	2015		Long-term
	Projection	Projection	Projection	Projection	Projection	Comments	Percent
Revenues							
Taxes	\$ 25,000	\$ -	\$ -	\$ -	\$ -	YAL expired in 2008	
Charges for Service	-	-	-	-	-	Estimated revenue and payments represent prior year delinquent tax receipts.	
Interest on Investments	-	-	-	-	-		
Total Revenues	25,000	-	-	-	-		
Expenditures							
Personal Services	-	-	-	-	-		
Materials and Services	35,591	-	-	-	-		
Total Expenditures	35,591	-	-	-	-		
Revenues Over (Under) Expenditures	(10,591)	-	-	-	-		
Working Capital Carryover	10,591	-	-	-	-		
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -		

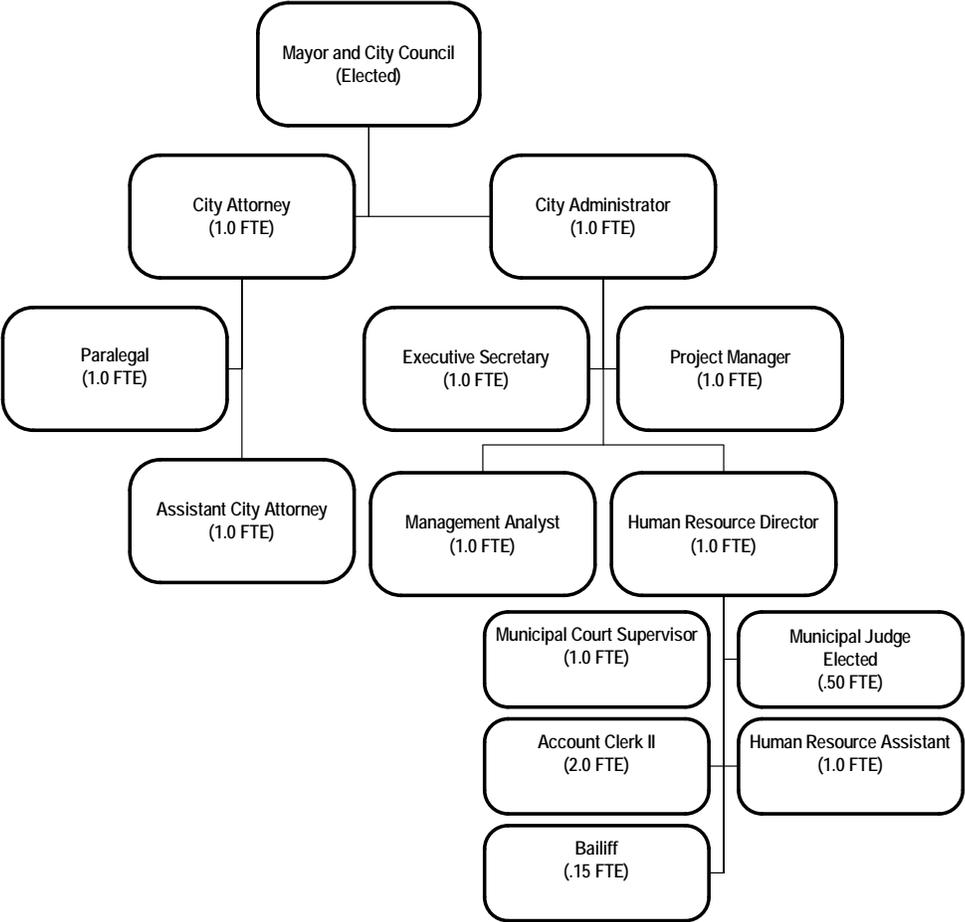


Departments

Administration Department.....	3-3
Information Technology Department.....	3-15
Administrative Services Department	3-23
City Recorder / Treasurer	3-39
Police Department.....	3-43
Fire and Rescue Department	3-55
Public Works Department	3-67
Community Development Department	3-101
Electric Department	3-111
Parks and Recreation Department.....	3-121
Non-Departmental Activities	3-137



administration department 12.65 FTE



Overview

The Administration Department consists of four divisions: Mayor and Council, Administration, Human Resources and Legal. Each division in Administration is responsible for advising and supporting internal operations and ensuring that the public has a voice in their City government.

administration department

ADMINISTRATION DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 727,819	\$ 884,771	\$ 1,336,680	\$ 1,349,887	\$ 1,349,887	\$ 1,349,887
600 Materials and Services	366,101	788,202	1,227,474	938,431	938,431	938,431
	\$ 1,093,920	\$ 1,672,973	\$ 2,564,154	\$ 2,288,318	\$ 2,288,318	\$ 2,288,318
Department Total By Fund						
110 General Fund	117,366	370,552	1,112,426	976,602	976,602	976,602
710 Central Services Fund	976,554	1,302,421	1,451,728	1,311,716	1,311,716	1,311,716
	\$ 1,093,920	\$ 1,672,973	\$ 2,564,154	\$ 2,288,318	\$ 2,288,318	\$ 2,288,318

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Administration Division						
Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Project Manager			1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Adult and Teen Reference Librarian		0.03				
Children's Library Assistant		0.03				
Human Resource Division						
Human Resources Director		1.00	1.00	1.00	1.00	1.00
Human Resource Assistant		1.00	1.00	1.00	1.00	1.00
Administrative Assistant		1.00				
Legal Division						
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00	1.00	1.00
Legal Secretary	0.50	0.50				
Municipal Court Division						
Municipal Judge		0.50	0.50	0.50	0.50	0.50
Municipal Court Supervisor		1.00	1.00	1.00	1.00	1.00
Account Clerk II		1.00	2.00	2.00	2.00	2.00
Account Clerk I		1.50				
Bailiff		0.15	0.15	0.15	0.15	0.15
	6.50	13.71	12.65	12.65	12.65	12.65

Mayor & Council

The Mayor and City Councilors are elected officials responsible for setting city policy. 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.

Division Goals

- ⇒ Provide leadership and direction.
- ⇒ Foster public input and participation in city programs and services.

Significant Budget Changes

- The FY10 budget provides for actual medical benefits for the Mayor and each Councilor. This represents a reduction of approximately \$13,475 from FY09.

administration department - mayor and council

CENTRAL SERVICE FUND
ADMINISTRATION DEPARTMENT
MAYOR AND COUNCIL DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 2,104	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
520 Fringe Benefits	56,708	57,911	79,755	66,280	66,280	66,280
Total Personal Services	58,812	60,511	82,355	68,880	68,880	68,880
Materials and Services						
601 Supplies	4,774	746	1,000	1,000	1,000	1,000
603 Communications	583	663	600	600	600	600
604 Contractual Services	7,159	39,513	7,500	7,500	7,500	7,500
606 Other Purchased Services	45,088	39,909	44,000	44,000	44,000	44,000
608 Commissions	2,893	3,138	2,900	2,900	2,900	2,900
Total Materials and Services	60,496	83,969	56,000	56,000	56,000	56,000
	\$ 119,309	\$ 144,480	\$ 138,355	\$ 124,880	\$ 124,880	\$ 124,880

Administration

The City Administrator is responsible for coordinating all city departments (with the exception of the Parks and Recreation Department) and administering council and internal policies.

Administration handles numerous special projects, and tracks state and federal legislative issues.

Administration is the primary liaison with community organizations and other agencies. Administration oversees broad interdepartmental and intergovernmental projects and communications in accordance with city or state laws and policies. The department develops and implements the city's overall communication outreach and provides staff assistance to the Public Arts Commission and other ad hoc committees.

Division Goals

- ⇒ Implement policies established by the City Council
- ⇒ Advocate city interests at state and federal levels
- ⇒ Assist other departments with communications both internally and externally
- ⇒ Facilitate citizen participation
- ⇒ Facilitate the implementation of Council Goals. Administration has direct responsibility for the Council Goals for Visioning/Strategic Planning, Economic Development, and permanent library services.
- ⇒ Support City Council ad hoc committees and Public Arts Commission

Significant Budget Changes

- Administration has reduced funds available for special projects and for travel and training.

administration department - administration division

GENERAL FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
510 Salaries and Wages				\$ 67,110	\$ 67,110	\$ 67,110
520 Fringe Benefits				32,080	32,080	32,080
Total Personal Services	-	-	-	99,190	99,190	99,190
Materials and Services						
601 Supplies				\$ 2,000	\$ 2,000	\$ 2,000
602 Rental, Repair, Maintenance						
603 Communications				400	400	400
604 Contractual Services	114,283	121,114	334,000	91,000	91,000	91,000
605 Misc. Charges and Fees				1,000	1,000	1,000
606 Other Purchased Services				8,000	8,000	8,000
608 Commissions	2,677		1,500			
Total Materials and Services	\$ 116,960	\$ 121,114	\$ 335,500	\$ 102,400	\$ 102,400	\$ 102,400
	\$ 116,960	\$ 121,114	\$ 335,500	\$ 201,590	\$ 201,590	\$ 201,590

CENTRAL SERVICE FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 256,155	\$ 263,116	\$ 271,100	\$ 266,420	\$ 266,420	\$ 266,420
520 Fringe Benefits	97,768	102,103	108,690	98,730	98,730	98,730
Total Personal Services	353,924	365,219	379,790	365,150	365,150	365,150
Materials and Services						
601 Supplies	12,182	15,590	18,200	18,200	18,200	18,200
602 Rental, Repair, Maintenance	2,593	1,921	2,200	2,200	2,200	2,200
603 Communications	2,606	2,839	4,150	3,850	3,850	3,850
604 Contractual Services	19,019	5,929	25,000	21,000	21,000	21,000
605 Misc. Charges and Fees	11,909	11,909	11,909	11,909	11,909	11,909
606 Other Purchased Services	18,076	10,707	20,000	16,800	16,800	16,800
608 Commissions	105	960	1,340	740	740	740
610 Programs	14,382	15,690	17,225	17,225	17,225	17,225
Total Materials and Services	80,872	65,545	100,024	91,924	91,924	91,924
	\$ 434,796	\$ 430,764	\$ 479,814	\$ 457,074	\$ 457,074	\$ 457,074

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

Division Goals

- ⇒ Work with City departments to ensure employee continuity through succession planning and cross-training staff. Explore new ways Human Resources can assist departments in motivating and developing staff with limited resources.
- ⇒ Provide support for the City Council's Employee Continuity Strategy and City Workforce Housing goals. Work with City Council and departments to address employee recruitment and retention efforts through a comprehensive job classification and employee compensation study, and potential workforce housing incentives.
- ⇒ Continue to look at options for cost containment on health care by working cooperatively with City labor unions and non-represented employees to involve them in the cost containment process.
- ⇒ Continue to focus on fostering a positive work environment and organizational culture.

Significant Budget Changes

- Staff reduction of .5 FTE. [Total staff reduction of 1.0 FTE from 2008 to 2009 FY].

CENTRAL SERVICE FUND
ADMINISTRATION DEPARTMENT
HUMAN RESOURCE DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 146,002	\$ 164,142	\$ 151,960	\$ 131,880	\$ 131,880	\$ 131,880
520 Fringe Benefits	68,012	75,991	72,120	59,280	59,280	59,280
Total Personal Services	214,014	240,133	224,080	191,160	191,160	191,160
Materials and Services						
601 Supplies	17,127	5,843	8,880	6,300	6,300	6,300
603 Communications	821	693	4,700	500	500	500
604 Contractual Services	87,147	74,528	112,895	85,000	85,000	85,000
605 Miscellaneous Charges and Fees	8,138	8,329	9,000	9,235	9,235	9,235
606 Other Purchased Services	22,015	15,081	18,000	17,475	17,475	17,475
Total Materials and Services	135,247	104,474	153,475	118,510	118,510	118,510
	\$ 349,262	\$ 344,607	\$ 377,555	\$ 309,670	\$ 309,670	\$ 309,670

*Human Resources Division resided in Administrative Services Department in 2006 and 2007 and the expenses are included in the Administrative Services Department summary. In 2008, 2009, and 2010 it resides in Administration.

Municipal Court Division

The Municipal Court Division provides the 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 becoming familiar with citizens, their values and daily concerns.

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 is responsible for collecting payments, balancing and posting deposits to the general ledger, sending monthly payments to the State and County from assessments collected, entering all cases from the police department, entering convictions and suspensions on driver licenses and criminal records, lifting suspensions, preparing the court docket for arraignments, juvenile pre-courts and pre-trial conferences with Attorney's and/or defendants, compiling jury lists, arraigning jury and court trials, filing and monitoring diversions, deferred sentencing, and probations, letters, continuances, entering and issuing warrants, sending cases to collections, reports for our department and others. 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.

Division Goals

- ⇒ The Ashland Municipal Court strives to educate and rehabilitate individuals who appear in Court.
- ⇒ Each defendant should leave the Court with a thorough understanding of (1) the nature of the charges they face, (2) what their choices and possible consequences are, and (3) how to avoid future problems.

Significant Budget Changes

- Staff reduction of .5 FTE
- The Court continues to pay off a technology debt incurred for a large software purchase linking the Municipal Court with the City's General Ledger software system.
- Revenues have been trending down for the past few years. A variety of factors have lead to the decline, but many of the cases being heard by the Court are not revenue-generating cases, and an increasing number of defendants are unable to pay the fines or fees assessed by the court.

GENERAL FUND
ADMINISTRATION DEPARTMENT
MUNICIPAL COURT DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 189,924	\$ 212,107	\$ 219,760	\$ 217,030	\$ 217,030	\$ 217,030
520 Fringe Benefits	87,795	107,781	111,330	97,900	97,900	97,900
Total Personal Services	277,719	319,888	331,090	314,930	314,930	314,930
Materials and Services						
601 Supplies	4,411	3,481	3,900	3,900	3,900	3,900
602 Rental, Repair, Maintenance	5,200	5,439	5,300	2,954	2,954	2,954
603 Communications	51	22	200	200	200	200
604 Contractual Services	11,574	12,405	12,100	8,100	8,100	8,100
605 Misc. Charges and Fees	78,922	88,004	87,490	87,740	87,740	87,740
606 Other Purchased Services	887	1,107	2,100	2,100	2,100	2,100
Total Materials and Services	101,046	110,458	111,090	104,994	104,994	104,994
	\$ 378,765	\$ 430,346	\$ 442,180	\$ 419,924	\$ 419,924	\$ 419,924

*Municipal Court Division resided in Administrative Services Department in 2006, 2007, and 2008 and the expenses are included in the Administrative Services Department summary. In 2009 and 2010, it resides in Administration.

Legal

The City Attorney's office provides legal advice to City elected officials, city officers and employees as well as city commissions and committees. The role of the City Attorney's office is to ensure that City decision makers are well informed as to alternative courses of action. The Legal Department supports other Departments and the City as a whole by working to prevent legal challenges by ensuring that City decisions are defensible. When the City makes a decision, the role of the City Attorney's office is to vigorously defend that decision.

One independent function of the City Attorney's office is to prosecute misdemeanors, traffic offenses and City code violations in municipal court and circuit court. The Legal Department also prosecutes and defends the city in civil litigation and administrative forums, (e.g. Land Use Board of Appeals). The Department prepares ordinances, resolutions, contracts and other legal documents. This Department also assists in property purchases, employee grievances and union negotiations, and local, county and regional land use matters. The Department works with risk management concerning tort claims, assists in collection efforts in support of the Finance Department, and strives to keep City officers and employees apprised of changes in the law, whether it is case law or statutory changes.

Division Goals

- ⇒ Prevent challenges to City decisions and to ensure success when challenges are made against the City. Use of outside legal counsel is at times necessary when special legal knowledge is needed or when other projects prevent in-house attorneys from representing the City.
- ⇒ In FY 2009-2010, the Legal Department's primary goal is to provide timely, accurate, and thorough advice to the City Council, City advisory bodies such as the Planning Commission, and City Departments. The Legal Department will improve its workload management and communication about major projects in FY 2009.

Significant Budget Changes

- Reduction is shown in anticipated outside counsel costs due to favorable conclusion of several cases.

CENTRAL SERVICE FUND
ADMINISTRATION DEPARTMENT
LEGAL DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 229,957	\$ 159,548	\$ 222,860	\$ 227,290	\$ 227,290	\$ 227,290
520 Fringe Benefits	84,720	56,586	96,505	83,287	83,287	83,287
Total Personal Services	314,677	216,134	319,365	310,577	310,577	310,577
Materials and Services						
601 Supplies	8,088	10,899	10,900	10,800	10,800	10,800
603 Communications	347	1,069	3,715	2,215	2,215	2,215
604 Contractual Services	79,522	138,894	95,774	70,000	70,000	70,000
605 Misc. Charges and Fees	12,000	12,000	12,000	12,000	12,000	12,000
606 Other Purchased Services	7,816	3,574	14,250	14,500	14,500	14,500
Total Materials and Services	107,773	166,436	136,639	109,515	109,515	109,515
	\$ 422,449	\$ 382,570	\$ 456,004	\$ 420,092	\$ 420,092	\$ 420,092

Library

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

It is anticipated that only \$.19 per \$1000 will be needed for FY10 enhanced library services.

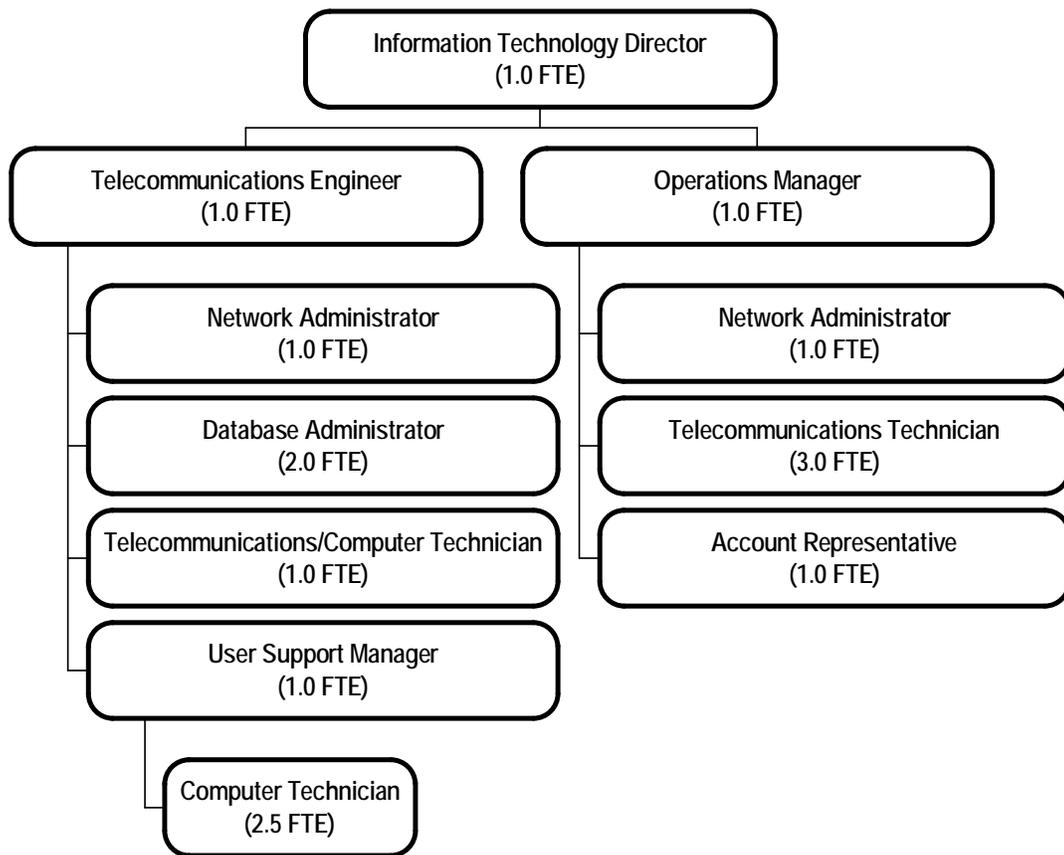
GENERAL FUND
ADMINISTRATION DEPARTMENT
LIBRARY PROGRAM

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
510 Salaries and Wages	\$ 376	\$ 2,177				
520 Fringe Benefits	30	597				
Total Personal Services	406	2,774	-	-	-	-
Materials and Services						
604 Contractual Services		246,664	334,746	355,088	355,088	355,088
Total Materials and Services	-	246,664	334,746	355,088	355,088	355,088
	\$ 406	\$ 249,438	\$ 334,746	\$ 355,088	\$ 355,088	\$ 355,088



information technology department

15.50 FTE



Overview

The Information Technology Department consists of two divisions: the Telecommunications Division and the Computer Services Division. The director reports to the City Administrator.

Strategic Department Goals

- ⇒ Continued Integration of City Database Sources
- ⇒ Continued Support of Police & Fire in the Design and Implementation of an Integrated Public Safety Data Network.
- ⇒ Continued strategic extension of AFN network and wireless build out

Significant Budget Changes

- Postponed Microsoft Licensing (Vista Deployment)
- Deleted all travel and training monies from Computer Services Division
- Decreased budget line item for Computer Replacement
- Increased budgeted line item for Internet Bandwidth
- Deleted all travel and training monies from Telecommunications Division
- Added capital monies for Wi Max to Telecommunications Division

information technology department

INFORMATION TECHNOLOGY DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 1,389,551	\$ 1,430,703	\$ 1,489,493	\$ 1,471,435	\$ 1,471,435	\$ 1,471,435
600 Materials and Services	1,149,717	1,452,432	1,580,451	1,531,760	1,531,760	1,531,760
700 Capital Outlay	40,521	173,589	168,300	250,000	250,000	250,000
	<u>\$ 2,579,789</u>	<u>\$ 3,056,724</u>	<u>\$ 3,238,244</u>	<u>\$ 3,253,195</u>	<u>\$ 3,253,195</u>	<u>\$ 3,253,195</u>
Department Total By Fund						
691 Telecommunications Fund	1,689,377	1,903,170	2,041,420	2,108,062	2,108,062	2,108,062
710 Computer Services	890,412	1,153,554	1,196,824	1,145,133	1,145,133	1,145,133
	<u>\$ 2,579,789</u>	<u>\$ 3,056,724</u>	<u>\$ 3,238,244</u>	<u>\$ 3,253,195</u>	<u>\$ 3,253,195</u>	<u>\$ 3,253,195</u>

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Information Technology Director	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.15					
Administrative Assistant		0.15				
Computer Services Division						
Telecommunications Engineer	1.00	1.00	1.00	1.00	1.00	1.00
City Network Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	2.00	2.00	2.00	2.00	2.00	2.00
Telecommunications/Computer Technician	1.00	1.00	1.00	1.00	1.00	1.00
User Support Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Computer Technician	2.00	2.00	2.00	2.00	2.00	2.00
Computer Technician - Temp			0.50	0.50	0.50	0.50
Internet & High Speed Divisions						
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
AFN Network Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Telecommunications Technician	2.00	3.00	3.00	3.00	3.00	3.00
Account Representative	1.00	1.00	1.00	1.00	1.00	1.00
Telecommunications Technician-Temp	0.50					
	<u>14.65</u>	<u>15.15</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>

Telecommunications Division

The Telecommunications Division is responsible for managing the hybrid fiber optic coaxial network infrastructure known as the Ashland Fiber Network. This high speed network interconnects other governmental, municipal, educational and health care institutions and enables the Division to provide an enhanced portfolio of products and services to the citizens of Ashland and the surrounding area. Responsibilities include; installation of all services, management of the relationship with the City's retail partners, maintenance of the physical hybrid fiber coaxial plant (27 miles of fiber and 110 miles of coaxial cable), marketing, and customer relations management.

Division Goals

- ⇒ Regain and then maintain infrastructure health and reliability
- ⇒ Grow the customer base
- ⇒ Operate at a profit
- ⇒ Staff will implement these goals while operating under the philosophy of being a positive community partner. This includes three areas of focus; business and economic development, education, and the arts.

Significant Budget Changes

- Deleted all travel and training monies from Telecommunications Division. Increased budgeted line item for Internet Bandwidth. Due to increased use of the Internet for video, voice and social networking, bandwidth usage is increasing at a higher rate than cost for that bandwidth is falling.
- Wi Max Deployment. The updated AFN business plan includes deployment of a Wi Max (next generation) wireless internet network in FY 2010 so that we can provide service to over 1300 addresses in Ashland that cannot currently access the internet via AFN as well as beyond the UGB. City staff who rely on mobile data connections will have the ability to connect through the City's Ashland Fiber Network instead of a third-party vendor.

TELECOMMUNICATIONS FUND
INFORMATION TECHNOLOGY DEPARTMENT
INTERNET

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 691						
Personal Services						
510 Salaries and Wages	\$ 313,694	\$ 363,685	\$ 372,480	\$ 376,163	\$ 376,163	\$ 376,163
520 Fringe Benefits	130,742	176,632	183,757	173,862	173,862	173,862
Total Personal Services	444,436	540,317	556,237	550,025	550,025	550,025
Materials and Services						
601 Supplies	96,600	106,130	127,490	147,190	147,190	147,190
602 Rental, Repair, Maintenance	42,763	22,109	78,036	103,128	103,128	103,128
603 Communications	4,201	6,530	11,758	11,758	11,758	11,758
604 Contractual Services	4,129	45				
605 Misc. Charges and Fees	133,304	631,568	689,127	689,127	689,127	689,127
606 Other Purchased Services	2,538	44,228	81,850	44,000	44,000	44,000
Total Materials and Services	283,533	810,610	988,261	995,203	995,203	995,203
Capital Outlay						
703 Equipment	16,948	150,712	47,000	175,000	175,000	175,000
704 Improvements Other Than Bldgs.	12,459	11,535	10,000			
Total Capital Outlay	29,407	162,247	57,000	175,000	175,000	175,000
	\$ 757,376	\$ 1,513,174	\$ 1,601,498	\$ 1,720,228	\$ 1,720,228	\$ 1,720,228

information technology department - telecommunications division

TELECOMMUNICATIONS FUND
INFORMATION TECHNOLOGY DEPARTMENT
HIGH SPEED

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 691						
Personal Services						
510 Salaries and Wages	\$ 96,061	\$ 60,349	\$ 64,300	\$ 64,800	\$ 64,800	\$ 64,800
520 Fringe Benefits	34,149	27,070	28,420	29,400	29,400	29,400
Total Personal Services	130,210	87,419	92,720	94,200	94,200	94,200
Materials and Services						
601 Supplies	63,294	68,712	60,650	60,650	60,650	60,650
602 Rental, Repair, Maintenance	9,527	50,736	33,695	14,797	14,797	14,797
603 Communications	1,306	2,755	4,839	4,839	4,839	4,839
604 Contractual Services	15,996	85	400			
605 Misc. Charges and Fees	73,476	178,839	168,868	168,868	168,868	168,868
606 Other Purchased Services	2,344	280	10,450	9,480	9,480	9,480
Total Materials and Services	165,942	301,407	278,902	258,634	258,634	258,634
Capital Outlay						
703 Equipment	4,150	1,170	23,300			
704 Improvements Other Than Bldgs.	89		45,000	35,000	35,000	35,000
Total Capital Outlay	4,238	1,170	68,300	35,000	35,000	35,000
	\$ 300,391	\$ 389,996	\$ 439,922	\$ 387,834	\$ 387,834	\$ 387,834

information technology department - telecommunications division

TELECOMMUNICATIONS FUND
 INFORMATION TECHNOLOGY DEPARTMENT
 CABLE TELEVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 691						
Personal Services						
510 Salaries and Wages	\$ 121,085					
520 Fringe Benefits	47,814					
Total Personal Services	168,899	-	-	-	-	-
Materials and Services						
601 Supplies	835					
602 Rental, Repair, Maintenance	33,703					
603 Communications	8,646					
604 Contractual Services	18,363					
605 Misc. Charges and Fees	71,196					
606 Other Purchased Services	233,911					
612 Franchises	31,135					
Total Materials and Services	397,790	-	-	-	-	-
Capital Outlay						
703 Equipment	1,171					
704 Improvements Other Than Bldgs.	4,378					
Total Capital Outlay	5,548	-	-	-	-	-
	\$ 572,237	\$ -	\$ -	\$ -	\$ -	\$ -

TELECOMMUNICATIONS FUND
 INFORMATION TECHNOLOGY DEPARTMENT
 CUSTOMER RELATIONS/PROMOTIONS

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 691						
Personal Services						
510 Salaries and Wages	\$ 340					
520 Fringe Benefits	35					
Total Personal Services	375	-	-	-	-	-
Materials and Services						
603 Communications	686					
604 Contractual Services	2,510					
605 Misc. Charges and Fees	22,193					
606 Other Purchased Services	33,609					
Total Materials and Services	58,998	-	-	-	-	-
	\$ 59,373	\$ -	\$ -	\$ -	\$ -	\$ -

Computer Services Division

Significant Budget Changes

The Computer Services Division provides all of the technology support required for City operations including; support of all City desktop and laptop computers, support of all City software applications, support of all City servers, and support of the City telephone system.

Division Goals

⇒ Enhance City operational efficiencies through the appropriate application of technology.

- Postponed Microsoft Licensing (Vista Deployment).
- Decreased budget line item for computer replacement. As computers have become more efficient, and prices have fallen, we have been able to purchase systems that are powerful enough for our needs for 20% less, so we have reduced this line.
- Deleted all travel and training monies from Computer Services.

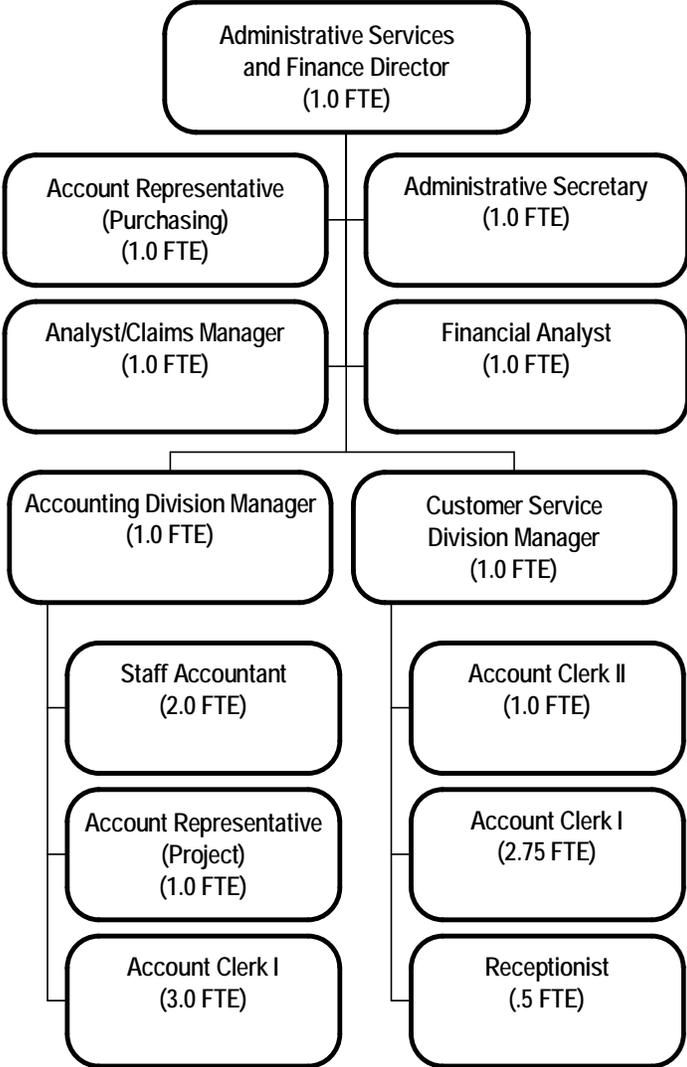
CENTRAL SERVICE FUND
INFORMATION TECHNOLOGY DEPARTMENT
COMPUTER SERVICES DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 456,107	\$ 557,477	\$ 585,100	\$ 589,100	\$ 589,100	\$ 589,100
520 Fringe Benefits	189,524	245,490	255,436	238,110	238,110	238,110
Total Personal Services	645,631	802,967	840,536	827,210	827,210	827,210
Materials and Services						
601 Supplies	13,797	4,730	15,100	15,100	15,100	15,100
602 Rental, Repair, Maintenance	1,372	4,747	3,000	6,600	6,600	6,600
603 Communications	173,680	211,914	193,910	164,310	164,310	164,310
604 Contractual Services	206	1,374	15,000	15,000	15,000	15,000
605 Misc. Charges and Fees	51,911	117,492	85,778	76,413	76,413	76,413
606 Other Purchased Services	2,487	158	500	500	500	500
Total Materials and Services	243,454	340,415	313,288	277,923	277,923	277,923
Capital Outlay						
703 Equipment	1,327	10,172	43,000	40,000	40,000	40,000
Total Capital Outlay	1,327	10,172	43,000	40,000	40,000	40,000
	\$ 890,412	\$ 1,153,554	\$ 1,196,824	\$ 1,145,133	\$ 1,145,133	\$ 1,145,133



administrative services department

17.25 FTE



Overview

Vision Statement: *The Administrative Services Department is one of the significant ties that bind City departments and activities. Key measures of the department's effectiveness are how well the assets accounted for by ASD are protected and used throughout the City and the feedback received from recipients of the department's output.*

Mission Statement: *To provide optimum service to external and internal customers through the effective allocation of Administrative Services Department resources based upon responsibilities, priorities and need.*

The Administrative Services Department (ASD) is a key support department primarily located in the Central Services and Insurance Services fund budgets and providing services directly to the public and to all other departments and funds within the City of Ashland including 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 like budgeting, financial reporting, payroll and benefit payment processing and accounting for services provided. 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; 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 performing 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 year, 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 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.

Strategic Departmental Goals

- * **Council goal:** Develop a plan to establish fiscal stability, manage costs, prioritize services, and ensure key revenue streams.
- * Annually evaluate and update: the long-term operating projections for all funds during the budget process, rate models in keeping with industry demands, cost allocation models on a three-year rotating basis with Insurance fund scheduled for 2009.
- * Develop a performance measures program for all city departments.
- * Provide comprehensive information to the community on city budget and financial issues to promote a more thorough understanding of how the City receives its funding, how it's spent and what services are provided.

Significant Budget Changes

- The Purchasing Division incorporated within the Administration Division budget in 2009.
- Increase of 1.0 FTE, in the Administration Division, approved by the Budget Committee in 2009 to assist in the Council goal of Fiscal Stability, Utility rate models, cost allocation plans, and other accounting projects. Partially funded by \$.02 property tax.
- Increase of 0.5 FTE, Receptionist, transferred from Administration during 2009, as part of providing added security for City Hall.

administrative services department

ADMINISTRATIVE SERVICES DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 1,732,730	\$ 1,501,417	\$ 1,348,102	\$ 1,356,153	\$ 1,356,153	\$ 1,356,153
600 Materials and Services	1,818,593	1,819,893	2,297,577	1,877,631	1,877,631	1,877,631
700 Capital Outlay	332,716	134,998	205,000	200,000	200,000	200,000
800 Debt Service	438,850	403,818	580,663	581,907	581,907	581,907
	<u>\$ 4,322,889</u>	<u>\$ 3,860,126</u>	<u>\$ 4,431,342</u>	<u>\$ 4,015,691</u>	<u>\$ 4,015,691</u>	<u>\$ 4,015,691</u>
 Department Total By Division:						
Operating Divisions						
110 Courts	\$ 378,765	\$ 430,346				
710 Administration	515,402	364,184	493,787	498,789	498,789	498,789
710 Accounting	513,439	652,780	701,014	693,117	693,117	693,117
710 Customer Services	467,811	492,182	538,029	487,984	487,984	487,984
710 Human Resources	349,262					
720 Insurance	668,898	701,926	1,215,327	760,933	760,933	760,933
	<u>\$ 2,893,576</u>	<u>\$ 2,641,418</u>	<u>\$ 2,948,157</u>	<u>\$ 2,440,823</u>	<u>\$ 2,440,823</u>	<u>\$ 2,440,823</u>
 Non-operating Divisions						
110 Social Services	\$ 113,350	\$ 105,534	\$ 124,570	\$ 120,342	\$ 120,342	\$ 120,342
110 Economic and Cultural	504,414	527,519	508,333	570,000	570,000	570,000
110 Band	47,946	52,924	60,619	57,619	57,619	57,619
110 Miscellaneous	6,870	8,341	9,000	45,000	45,000	45,000
410 S.D.C. - Parks Open Space	317,883	120,572	200,000	200,000	200,000	200,000
410 Municipal Buildings						
530 Bancroft Debt			200,000	200,000	200,000	200,000
530 Notes and Contracts Debt	438,850	403,818	380,663	381,907	381,907	381,907
	<u>\$ 1,429,313</u>	<u>\$ 1,218,708</u>	<u>\$ 1,483,185</u>	<u>\$ 1,574,868</u>	<u>\$ 1,574,868</u>	<u>\$ 1,574,868</u>

administrative services department

In prior years this department 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**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Adopted
Total Administration Division	2.50	2.50	2.00	3.00	3.00	3.00	4.00	3.00	2.00	5.00	5.00
Total Accounting Division	3.75	3.75	5.00	4.00	5.80	6.00	6.00	6.00	7.00	7.00	7.00
Total Customer Service Division	6.25	6.25	6.00	6.00	6.00	6.50	6.50	5.50	5.75	5.25	5.25
Total Purchasing Division	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Municipal Court Division						3.75	4.15	4.15	4.15		
Total Human Resource Division							2.00	3.00			
Total Department	13.50	13.50	14.00	14.00	15.80	20.25	23.65	22.65	19.90	17.25	17.25

2001 Parking Enforcement & Diamond contract transferred from Police.

2002 Secretary increased to full time.

2004 Parks Accounting acquired with two transferred positions.

2005 Municipal Court transferred from Administration; .5 FTE transferred to AFN; 1.0 Cashier hired; Finance Director acting as Interim for IT.

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

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Administration Division						
Administrative Services/Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary			1.00	1.00	1.00	1.00
Account Representative (Purchasing)	1.00	1.00	1.00	1.00	1.00	1.00
Analyst/Claims Manager	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst			1.00	1.00	1.00	1.00
Accounting Division						
Accounting Division Manager	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	2.00	2.00	2.00	2.00
Account Representative (Projects)	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk II	1.00	1.00				
Account Clerk I	3.00	3.00	3.00	3.00	3.00	3.00
Customer Services Division						
Customer Service Division Manager	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk I	3.50	3.75	2.75	2.75	2.75	2.75
Receptionist			0.50	0.50	0.50	0.50
Human Resource Division						
Human Resources Director*	1.00					
Personnel Assistant*	1.00					
Administrative Assistant*	1.00					
Municipal Court Division						
Municipal Judge*	0.50					
Account Clerk II - Lead*	1.00					
Account Clerk II*	1.00					
Account Clerk I*	1.50					
Bailiff*	0.15					
	18.50	15.75	17.25	17.25	17.25	17.25

* 2005 Courts moved into Finance, 2008 moved back to Administration. 2006 Human Resources moved into Administrative Services, 2008 moved back to Administration.

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 Department Secretary, Financial Analyst 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 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.

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 Har-gadine parking structure operations and revenue.
- ⇒ Work with other departments and divisions to create and implement meaningful performance measures that can be presented in financial and budgetary reports.
- ⇒ 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

CENTRAL SERVICES FUND
ADMINISTRATIVE SERVICES DEPARTMENT
ADMINISTRATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 236,977	\$ 146,091	\$ 226,670	\$ 256,970	\$ 256,970	\$ 256,970
520 Fringe Benefits	112,347	55,923	94,185	113,022	113,022	113,022
Total Personal Services	349,324	202,014	320,855	369,992	369,992	369,992
Materials and Services						
601 Supplies	8,534	5,754	5,550	4,725	4,725	4,725
602 Rental, Repair, Maintenance	2,651	5,929	9,046	6,546	6,546	6,546
603 Communications	6,219	546	1,000	625	625	625
604 Contractual Services	87,961	90,593	110,335	87,875	87,875	87,875
605 Misc. Charges and Fees	27,710	27,886	19,301	19,301	19,301	19,301
606 Other Purchased Services	18,170	17,036	22,700	9,725	9,725	9,725
Total Materials and Services	151,245	147,744	167,932	128,797	128,797	128,797
Capital Outlay						
703 Equipment	14,833	14,426	5,000			
Total Capital Outlay	14,833	14,426	5,000	-	-	-
	\$ 515,402	\$ 364,184	\$ 493,787	\$ 498,789	\$ 498,789	\$ 498,789

Risk Management Program

The Administrative Services Division's Risk Management program is responsible for handling all property and liability claims involving the city. This includes claims made by others against the city as well as claims made against those individuals that damage city property. Claims are analyzed by cost, type, number, and department/division.

Quarterly claims reports are prepared for all departments/divisions and are presented at the city-wide Safety Committee meetings and provided to the Risk Management Team. Detailed monthly claims reports are prepared for management.

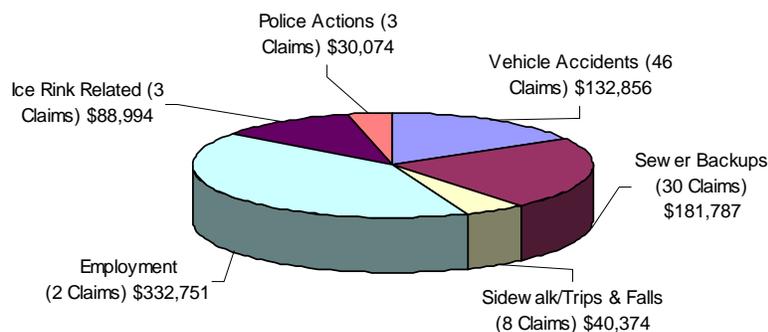
Presentations on claims are given to the city managers and mid-managers with trainings scheduled in the areas costing the city the most in claims – those areas currently being employment (41% of cost), sewer backups (23% of cost), vehicle accidents (16% of cost) and other claims (20% of cost) including those at the seasonal ice rink, trips/falls in public areas, and police actions. Best Practices are implemented when possible to help bring down the cost of claims and insurance, and a Best Practices Review is prepared quarterly.

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 for the city in property and liability coverage, excess crime coverage, excess Workers Compensation, airport insurance, flood insurance, and other insurances as needed. Certificates of insurance are prepared by this division and contracts are reviewed for insurance requirements.

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.
- ◆ Train departments on contract policies and procedures.
- ◆ 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.
- ◆ Be a resource for questions on insurance coverage.

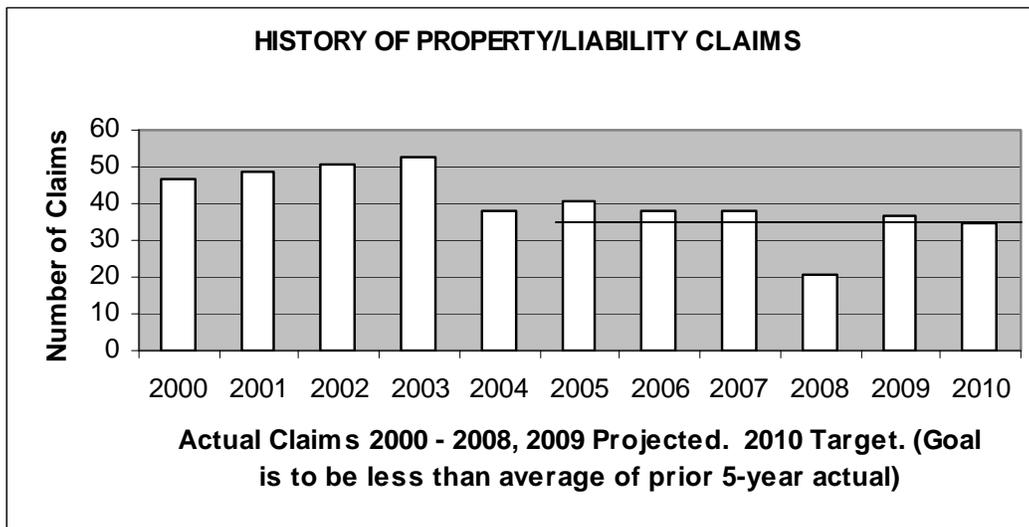
MOST EXPENSIVE CLAIMS BY TYPE OVER LAST 10 YEARS



administrative services department - administration division

INSURANCE SERVICES FUND
ADMINISTRATIVE SERVICES DEPARTMENT
ADMINISTRATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 720						
Personal Services						
510 Salaries and Wages		\$ 50,470	\$ 54,630	\$ 51,710	\$ 51,710	\$ 51,710
520 Fringe Benefits	145,561	30,663	29,894	28,420	28,420	28,420
Total Personal Services	145,561	81,133	84,524	80,130	80,130	80,130
Materials and Services						
604 Contractual Services	26,361	68,820	485,000	35,000	35,000	35,000
605 Misc. Charges and Fees			2,803	2,803	2,803	2,803
606 Other Purchased Services			15,000	15,000	15,000	15,000
607 Premiums, Claims & Judgments	496,977	551,973	603,000	603,000	603,000	603,000
610 Programs			25,000	25,000	25,000	25,000
Total Materials and Services	523,337	620,793	1,130,803	680,803	680,803	680,803
	\$ 668,898	\$ 701,926	\$ 1,215,327	\$ 760,933	\$ 760,933	\$ 760,933



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

- ⇒ Develop a system to monitor and evaluate timeliness and accuracy of monthly financial reporting.
- ⇒ 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.
- ⇒ Develop a system of internal reviews within accounting applications to ensure accuracy of data.
- ⇒ Improve end-of-year closing and audit process to expedite financial reporting.
- ⇒ Respond to audit requirements identified by the municipal auditor and state or national oversight entities.

	FY 2007		FY 2008		FY 2009 Estimate		FY 2010 Projection	
	City	Parks	City	Parks	City	Parks	City	Parks
Pay Checks	6,413	1,941	6,418	1,444	6,648	1,686	6,700	1,700
Percentage as Direct Deposits	70%	49%	74%	68%	72%	68%	72%	68%
Payables Checks Processed	7,830	2,623	7,401	2,674	7,854	2,556	7,900	2,700
Electronic Fund Transfers	227	108	307	168	386	160	400	200
Percentage Electronically	3%	4%	4%	6%	5%	6%	8%	8%
Accounts Recievable Billed	452	126	601	241	544	216	600	300
Collection Rate	97%	86%	97%	91%	97%	91%	97%	94%

administrative services department - accounting division

CENTRAL SERVICES FUND
ADMINISTRATIVE SERVICES DEPARTMENT
ACCOUNTING DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 246,464	\$ 315,868	\$ 332,470	\$ 350,420	\$ 350,420	\$ 350,420
520 Fringe Benefits	119,441	192,348	199,880	187,600	187,600	187,600
Total Personal Services	365,905	508,216	532,350	538,020	538,020	538,020
Materials and Services						
601 Supplies	11,245	9,618	13,000	11,000	11,000	11,000
602 Rental, Repair, Maintenance	1,028	1,450	1,708	1,597	1,597	1,597
603 Communications	23,107	33,327	41,600	34,100	34,100	34,100
604 Contractual Services	53,173	39,530	41,130	43,000	43,000	43,000
605 Misc. Charges and Fees	55,159	55,156	65,826	64,000	64,000	64,000
606 Other Purchased Services	3,822	5,483	5,400	1,400	1,400	1,400
Total Materials and Services	147,534	144,564	168,664	155,097	155,097	155,097
	\$ 513,439	\$ 652,780	\$ 701,014	\$ 693,117	\$ 693,117	\$ 693,117

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.

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Estimate	FY 09 Estimate	FY 10 Projection
Comprehensive Annual Financial Report (CAFR)						
On site audit complete within 75 days of end of fiscal year	No	No	*	Yes	Yes	Yes
* Auditor had to vacate that year.						
Audit Committee acceptance of the Financial Report within 120 days after year end	No	No	Yes	Yes	Yes	Yes
City Council acceptance of the Financial Report within 150 days after year end	No	No	Yes	Yes	Yes	Yes
State requirement of the Financial Report six months after year end	Yes	Yes	Yes	Yes	Yes	Yes
Award Grading						
Award received	Yes	Yes	Yes	Yes	Yes	Yes
Comments	10	14	10	7	7	7
Comments cleared the following year	8	10	14	10	7	7

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. This division also schedules appointments for AFN internet service. 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 10,000 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 \$21 million in receipts each year. Approximately 30% of all payments received are done through automated processing (credit cards or automated bank account transfer). This percentage of automated processing is expected to grow considerably when the software is online enabling customers to access personal utility information and authorize payment without the need for staff assistance.

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 \$8.5 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 and the Electric Fund low income energy assistance program. In the prior fiscal year, 370 customers were assisted with either an ongoing commitment due to age or disability or short-term support to pay winter heating bills.

External customer service is the primary focus of this division.

Division Goals

- ⇒ Finalize implementation of the internally created customer service (utility billing) software, test the integrity of the system and through-put, and develop additional automated payment options.
- ⇒ Continue to analyze division processes for effectiveness and develop priorities for ongoing tasks.
- ⇒ Update, as necessary, divisional procedures manuals.

Automated Processing	FY 2007 Actual	FY 2008 Actual	FY 2009 Year to Date	FY 2010 Target
ACH Checking Account	11,255	11,876	9,324	12,400
Automatic Credit Card	13,577	15,599	12,477	17,200
Telephone Credit Card	6,576	8,355	7,097	9,200
On Line	-	-	77	600
Total	31,408	35,830	28,975	39,400
Percentage of Total Processing	26%	30%	24%	33%

administrative services department - customer services division

CENTRAL SERVICES FUND
ADMINISTRATIVE SERVICES DEPARTMENT
CUSTOMER SERVICES DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 249,031	\$ 248,928	\$ 258,020	\$ 237,910	\$ 237,910	\$ 237,910
520 Fringe Benefits	127,518	137,158	148,092	125,840	125,840	125,840
Total Personal Services	376,549	386,086	406,112	363,750	363,750	363,750
Materials and Services						
601 Supplies	21,687	19,129	25,620	19,407	19,407	19,407
602 Rental, Repair, Maintenance	65	276	1,000	300	300	300
603 Communications	33,657	47,624	68,300	70,100	70,100	70,100
604 Contractual Services	13,144	19,440	15,720	14,800	14,800	14,800
605 Miscellaneous Charges and Fees	19,627	19,627	19,627	19,627	19,627	19,627
606 Other Purchased Services	3,082		1,650			
Total Materials and Services	91,262	106,096	131,917	124,234	124,234	124,234
	\$ 467,811	\$ 492,182	\$ 538,029	\$ 487,984	\$ 487,984	\$ 487,984

City-funded Assistance Program	FY 2007 Actual	FY 2008 Actual	FY 2009 Year to Date	FY 2010 Target
Low Income Energy Assistance				
Applications	316	277	345	350
Distributed	\$ 55,409	\$ 65,212	\$ 55,599	\$ 75,000
Average relief/applicant-family	\$ 175	\$ 235	\$ 161	\$ 214
Senior/disabled Program				
Applications	126	128	118	130
Distributed	\$ 27,965	\$ 28,006	\$ 20,979	\$ 30,000
Average relief/applicant-family	\$ 222	\$ 219	\$ 178	\$ 231

Donation-funded Assistance Program	FY 2007 Actual	FY 2008 Actual	FY 2009 Year to Date	FY 2010 Target
Donations from the Public				
Heat	\$ 1,234	\$ 1,711	\$ 705	\$ 2,250
Roundup	\$ 2,155	\$ 3,208	\$ 2,098	\$ 3,500
Total Donated	\$ 3,389	\$ 4,919	\$ 2,803	\$ 5,750
Distributed	\$ 4,375	\$ 5,670	\$ 5,002	\$ 5,500
% Donated/Distributed	77%	87%	56%	105%
Budget	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
% of Distributed/Budget	80%	103%	91%	100%

administrative services department - non operating

GENERAL FUND
ADMINISTRATIVE SERVICES DEPARTMENT
BAND DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 3,350	\$ 3,679	\$ 3,806	\$ 3,806	\$ 3,806	\$ 3,806
520 Fringe Benefits	308	401	455	455	455	455
Total Personal Services	3,658	4,080	4,261	4,261	4,261	4,261
Materials and Services						
601 Supplies	300	1,494	3,000	2,400	2,400	2,400
602 Rental, Repair, Maintenance	4,590	5,247	8,000	5,800	5,800	5,800
604 Contractual Services	32,218	35,271	38,000	38,000	38,000	38,000
605 Misc. Charges and Fees	6,658	6,658	6,658	6,658	6,658	6,658
606 Other Purchased Services	521	174	700	500	500	500
Total Materials and Services	44,288	48,844	56,358	53,358	53,358	53,358
	\$ 47,946	\$ 52,924	\$ 60,619	\$ 57,619	\$ 57,619	\$ 57,619

GENERAL FUND
ADMINISTRATIVE SERVICES DEPARTMENT
SOCIAL SERVICES DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Materials and Services						
609 Grants	\$ 113,350	\$ 105,534	\$ 124,570	\$ 120,342	\$ 120,342	\$ 120,342
Total Materials and Services	\$ 113,350	\$ 105,534	\$ 124,570	\$ 120,342	\$ 120,342	\$ 120,342

GENERAL FUND
ADMINISTRATIVE SERVICES DEPARTMENT
ECONOMIC AND CULTURAL SERVICES DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Materials and Services						
609 Grants	\$ 504,414	\$ 527,519	\$ 508,333	\$ 570,000	\$ 570,000	\$ 570,000
Total Materials and Services	\$ 504,414	\$ 527,519	\$ 508,333	\$ 570,000	\$ 570,000	\$ 570,000

GENERAL FUND
ADMINISTRATIVE SERVICES DEPARTMENT
MISCELLANEOUS

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Materials and Services						
605 Misc. Charges and Fees	\$ 6,870	\$ 8,341	\$ 9,000	\$ 45,000	\$ 45,000	\$ 45,000
Total Materials and Services	\$ 6,870	\$ 8,341	\$ 9,000	\$ 45,000	\$ 45,000	\$ 45,000

administrative services department - non operating

CAPITAL IMPROVEMENTS FUND
ADMINISTRATIVE SERVICES DEPARTMENT
S.D.C. & PARKS OPEN SPACE DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 410						
Materials and Services						
604 Contractual Services						
605 Misc. Charges and Fees						
Total Materials and Services	-	-	-	-	-	-
Capital Outlay						
701 Land	317,883		200,000	200,000	200,000	200,000
704 Improvements Other Than Bldgs.		120,572				
Total Capital Outlay	<u>317,883</u>	<u>120,572</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
	<u>\$ 317,883</u>	<u>\$ 120,572</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>

DEBT SERVICE FUND
ADMINISTRATIVE SERVICES DEPARTMENT
BANCROFT DEBT DIVISION

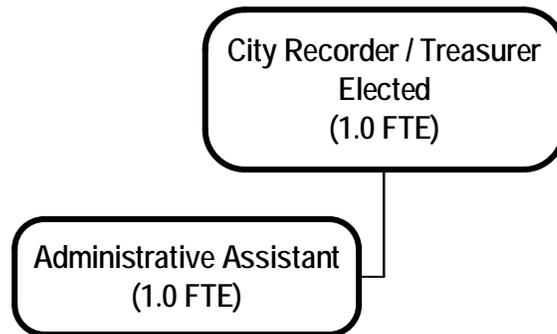
Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 530						
Debt Service						
801 Debt Service - Principal			\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
802 Debt Service - Interest			75,000	75,000	75,000	75,000
Total Debt Service	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>

DEBT SERVICE FUND
ADMINISTRATIVE SERVICES DEPARTMENT
NOTES AND CONTRACTS DEBT DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 530						
Debt Service						
801 Debt Service - Principal	\$ 309,269	\$ 290,475	\$ 281,519	\$ 295,865	\$ 295,865	\$ 295,865
802 Debt Service - Interest	129,581	113,343	99,144	86,042	86,042	86,042
Total Debt Service	<u>\$ 438,850</u>	<u>\$ 403,818</u>	<u>\$ 380,663</u>	<u>\$ 381,907</u>	<u>\$ 381,907</u>	<u>\$ 381,907</u>



city recorder /treasurer 2.0 FTE



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. The City Recorder is to maintain public relations between citizens and the City.

The Recorder/Treasurer serves as the City's official Election Officer and is a member of the Audit Committee. In addition, is designated as the Investment Officer for the City and is responsible for investment decisions and all banking activities.

Major Goals

- ⇒ Continue implementing City Records Management Retention program for all departments, which includes future site for records storage.
- ⇒ Continue with Imaging System Project and provide training to city departments
- ⇒ Implement new program through Eden Systems Accounts Receivable for monthly Assessment Billing.

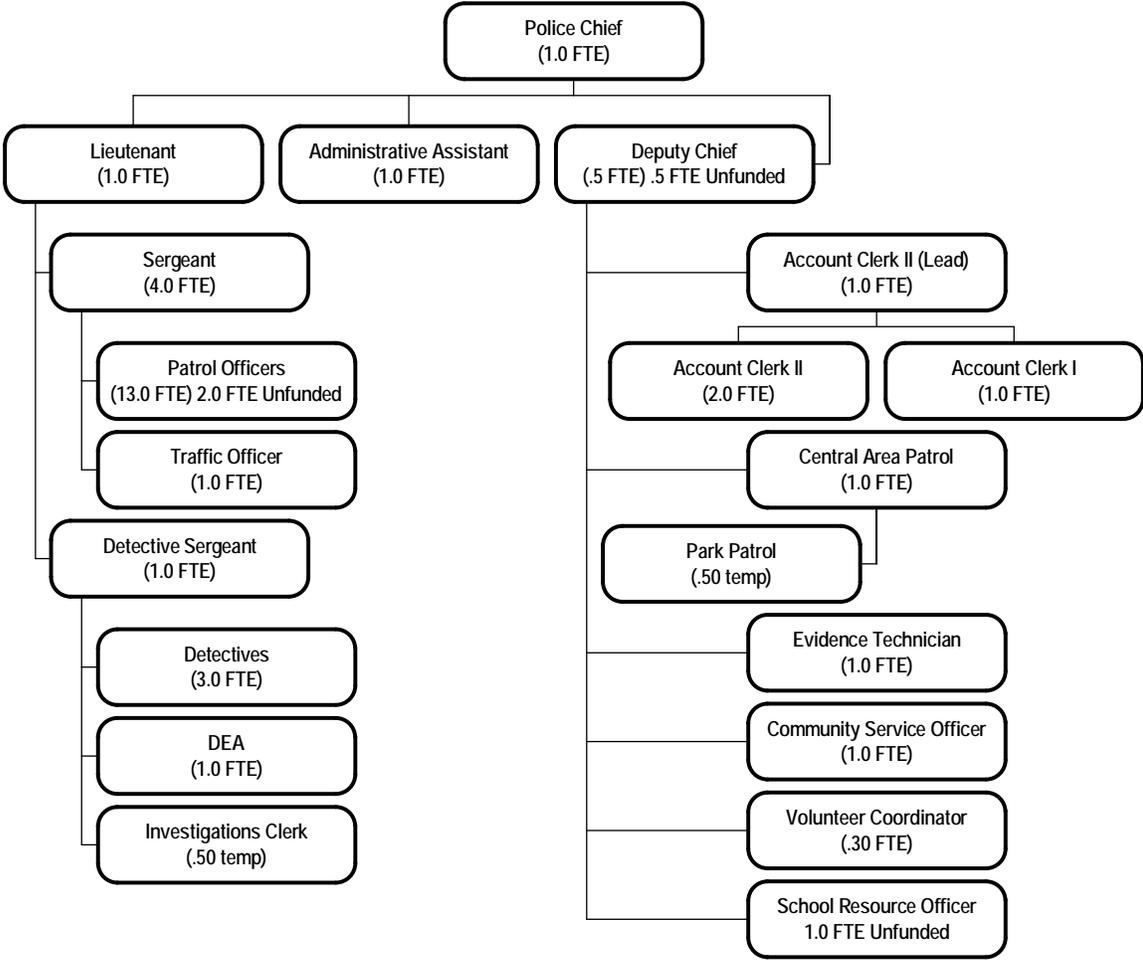
CITY RECORDER DEPARTMENT
CENTRAL SERVICE FUND

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 104,902	\$ 110,515	\$ 116,553	\$ 112,400	\$ 112,400	\$ 112,400
520 Fringe Benefits	50,771	55,211	58,705	44,560	44,560	44,560
Total Personal Services	155,673	165,726	175,258	156,960	156,960	156,960
Materials and Services						
601 Supplies	9,099	9,605	12,700	12,600	12,600	12,600
603 Communications	648	469	700	700	700	700
604 Contractual Services	3,222	11,389	4,800	5,400	5,400	5,400
605 Misc. Charges and Fees	93,754	87,203	93,779	93,279	93,279	93,279
606 Other Purchased Services	8,200	6,865	9,100	8,600	8,600	8,600
Total Materials & Services	114,923	115,531	121,079	120,579	120,579	120,579
Capital Outlay						
703 Equipment			7,000			
Total Capital Outlay	-	-	7,000	-	-	-
Department Total By Fund						
710 Central Services Fund	\$ 270,596	\$ 281,257	\$ 303,337	\$ 277,539	\$ 277,539	\$ 277,539

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
City Recorder/Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
	2.00	2.00	2.00	2.00	2.00	2.00

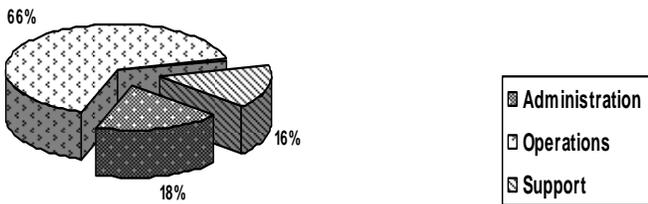


police department 34.8 FTE



Overview

The Police Departments performance is based on the standard of providing professional, courteous and compassionate service to the community. In FY 2010 it is composed of the Administration, Operations and Support divisions. Our mission is to enhance community livability by working in partnership with community members to promote public safety, public order, and crime prevention while providing professional and courteous service.



Percentage of Budget by Division

Major Accomplishments for the 2009 budget year

- * Finalized the implementation of the PERF Report.
- * Implemented new training program for all new officers.
- * Completed installation of video systems in all patrol vehicles.
- * Completed updating of all departmental policies and procedures.
- * The department worked with the County Department of Mental Health and the Southern Oregon branch of the National Alliance on Mental Illness to develop a four day Crisis Intervention Training program. All employees attended that training.
- * We saw a 47% reduction in reported crime and disorder in the downtown area following the opening of the contact station and other problem solving efforts.

The department achieved all of our 2009 budget goals except enhancing our ability to work with youth in the community and reducing our priority one response time. We were working with the School district on a program to enhance our presence in the schools that had to be canceled due to a reduction in our overtime budget. Our response time to priority one calls actually increased by 6 seconds. This was attributed to additional reduction in staff caused by injuries, officers leaving the department and reduction in over time.

Department Goals

- ⇒ Maintain or reduce priority one response times.
- ⇒ Implement GPS system in all marked police vehicles.
- ⇒ Continue to institutionalize Community Policing philosophy.
- ⇒ Complete review of entire report writing policy and process.
- ⇒ Successfully complete reaccreditation process.
- ⇒ Reduce completion time for cases assigned to the investigations unit.
- ⇒ Work toward transition to regional dispatch center.

Significant Budget Changes

One additional police officer position is left unfunded in this year's budget. We now have three unfunded police officer positions. The Deputy Chief's position is now funded part time with no benefits. One full time records clerk position has been reduced to part time and the records supervisor position has been eliminated and replaced by a lead records clerk.

police department

POLICE DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 3,148,708	\$ 3,464,170	\$ 3,716,780	\$ 3,558,448	\$ 3,590,448	\$ 3,590,448
600 Materials and Services	1,522,732	1,756,055	1,999,335	1,868,987	1,868,987	1,868,987
700 Capital Outlay		90,209	74,000			
	<u>\$ 4,671,440</u>	<u>\$ 5,310,434</u>	<u>\$ 5,790,115</u>	<u>\$ 5,427,435</u>	<u>\$ 5,459,435</u>	<u>\$ 5,459,435</u>
Department Total By Fund						
110 General Fund	<u>\$ 4,671,440</u>	<u>\$ 5,310,434</u>	<u>\$ 5,790,115</u>	<u>\$ 5,427,435</u>	<u>\$ 5,459,435</u>	<u>\$ 5,459,435</u>

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Administration Division						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Operations Division						
Deputy Chief	1.00	1.00	1.00			
Police Lieutenant				1.00	1.00	1.00
Master Sergeants	1.00					
Police Sergeants	5.00	4.00	5.00	5.00	5.00	5.00
Police Corporal						
Police Officers*	19.00	23.00	19.00	18.00	18.00	18.00
Background Investigator - Temp	0.50	0.50	0.50			
Park Patrol Cadets - Temp	0.50	0.50				
Support Division						
Deputy Chief				0.50	0.50	0.50
Police Lieutenant		1.00	1.00			
Police Officers	3.00		1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00	1.00
Community Outreach Officer	1.00					
Evidence Technician	1.00	1.00	1.00	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00			
Account Clerk II (Lead)				1.00	1.00	1.00
Account Clerk II	3.00	2.00	3.00	2.00	2.00	2.00
Account Clerk I**		1.00		0.50	1.00	1.00
Volunteer Coordinator	0.30	0.30	0.30	0.30	0.30	0.30
Computer Technician - Temp	0.50	0.50				
Investigations Clerk - Temp	0.50	0.50	0.50	0.50	0.50	0.50
Park Patrol Cadets - Temp			0.50	0.50	0.50	0.50
	<u>40.30</u>	<u>39.30</u>	<u>36.80</u>	<u>34.30</u>	<u>34.80</u>	<u>34.80</u>

*Two Police Officer positions are shown on the org chart however one was unfunded in FY 2009 and one in 2010.
One School Resource Officer is shown on the org chart however was unfunded in FY 2009.

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 administrating all contracts is included in this division. The Administration Division oversees department training, budget, purchasing, tracking of expenditures, payroll and accreditation.

Division Goals

- ⇒ Continue to institutionalize Community Policing philosophy.
- ⇒ Implement GPS system in all marked police vehicles.
- ⇒ Work toward transition to regional dispatch center.
- ⇒ Maintain staffing levels at as close to budget levels as possible.

Significant Budget Changes

The cost of testing, backgrounds and other costs related to hiring new employees has in the past been part of the Administration budget. If we hire any employees in the 2010 budget year, costs related to the hiring process will be funded using salary from the vacated position.

police department - administration division

GENERAL FUND
POLICE DEPARTMENT
ADMINISTRATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages		\$ 164,415	\$ 166,780	\$ 165,600	\$ 165,600	\$ 165,600
520 Fringe Benefits		73,127	76,171	69,855	69,855	69,855
Total Personal Services	-	237,542	242,951	235,455	235,455	235,455
Materials and Services						
601 Supplies		5,318	1,550	600	600	600
603 Communications		559				
604 Contractual Services		595,724	708,665	710,595	710,595	710,595
605 Misc. Charges and Fees		38,374	38,374	38,374	38,374	38,374
606 Other Purchased Services		8,885	15,928	13,450	13,450	13,450
Total Materials and Services	-	648,860	764,517	763,019	763,019	763,019
	\$ -	\$ 886,402	\$ 1,007,468	\$ 998,474	\$ 998,474	\$ 998,474

Support Division

The Ashland Police Department Support Division includes central area patrol officer, park patrol, property/evidence technician, community service officer, records clerks and volunteer coordinator. The Support Division is also responsible for administrative functions such as budget preparation, technological support, communications liaison to the Rogue Valley Central Communications of Medford, internal affairs investigations, policy and procedures, and coordinates the Citizen Volunteer In Policing Services Program.

Division Goals

- ⇒ Complete review of entire report writing policy and process.
- ⇒ Complete a Volunteer in Policing Services manual and orientation plan for citizen volunteers.
- ⇒ Maintain contact station hours of operation.
- ⇒ Complete review and restructure of record units' duties and responsibilities.

Significant Budget Changes

- The Deputy Chief who is the division commander is now funded part time with no benefits. One full time records clerk position has been reduced to part time and the records supervisor position has been eliminated and replaced by a lead records clerk. In order to deal with the reduction of staff in the records unit, the department will review the entire report writing system and records clerk's duties in an effort to reduce the amount of non critical paper work that is generated and needs to be processed.
- **One full time records clerk position has been restored to full time.**

police department - support division

GENERAL FUND
POLICE DEPARTMENT
SUPPORT DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 785,467	\$ 697,240	\$ 472,958	\$ 425,198	\$ 442,598	\$ 442,598
520 Fringe Benefits	329,989	325,995	204,057	195,280	209,880	209,880
Total Personal Services	1,115,457	1,023,235	677,015	620,478	652,478	652,478
Materials and Services						
601 Supplies	40,654	28,434	70,565	36,040	36,040	36,040
602 Rental, Repair, Maintenance	38,799	39,337	18,440	38,040	38,040	38,040
603 Communications	40,565	29,777	25,400	22,650	22,650	22,650
604 Contractual Services	490,453	26,481				
605 Misc. Charges and Fees	128,755	141,464	141,464	141,464	141,464	141,464
606 Other Purchased Services	26,059	19,653	14,223	12,029	12,029	12,029
Total Materials and Services	765,284	285,146	270,092	250,223	250,223	250,223
	\$ 1,880,741	\$ 1,308,381	\$ 947,107	\$ 870,701	\$ 902,701	\$ 902,701

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 and the Drug Enforcement Agency officer.

Division Goals

- ⇒ Reduce completion time for cases assigned to the investigations unit.
- ⇒ Continue proactive and problem solving efforts that have reduced complaints of crime and disorder in the downtown.
- ⇒ Maintain or reduce priority one response times.
- ⇒ Acquire grant funding to help improve traffic safety city wide.
- ⇒ Improve our ability to effectively investigate financial crimes.
- ⇒ Return to and maintain minimum staffing levels of three patrol officers on duty between 10:00 AM and 3AM.

Significant Budget Changes

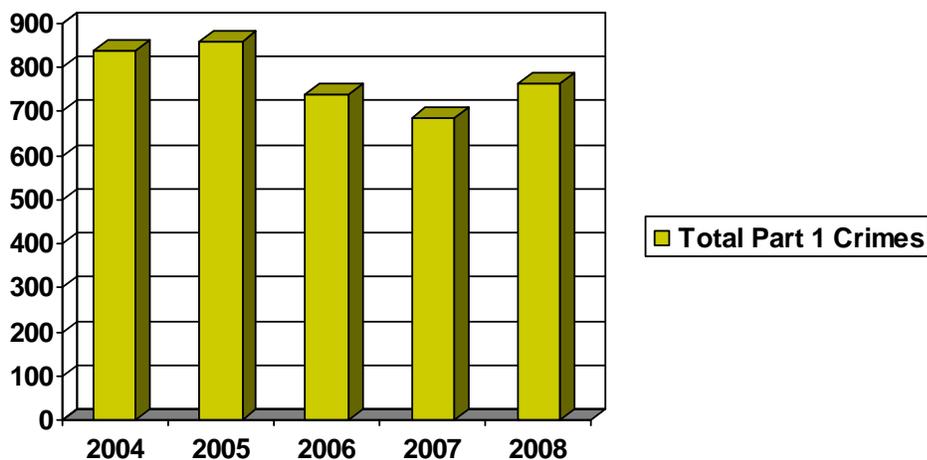
The additional unfunded police officer position will be a patrol officer assigned to the operations division. Loss of a patrol officer is likely to increase the amount of time the department functions with minimum staffing levels which will make it more difficult to reduce response times and maintain existing levels of proactive activities. We also have reduced overtime in the operations budget. If we do not have any officer injuries and are able to fill our vacancies in a timely manner, we will be able to function with the money presently budgeted for operations overtime. In the likely event that we have officers off duty due to an on duty injury, or have unfilled positions we will use salary savings from those positions to fund overtime cost related to the injury or vacancy.

police department - operations division

GENERAL FUND
POLICE DEPARTMENT
OPERATIONS DIVISION

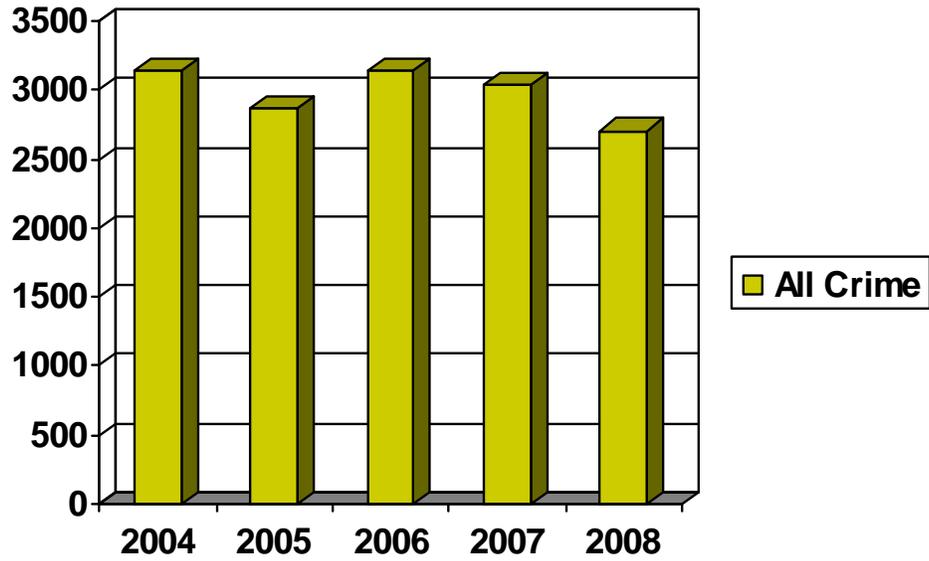
Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 1,394,746	\$ 1,482,463	\$ 1,913,570	\$ 1,781,350	\$ 1,781,350	\$ 1,781,350
520 Fringe Benefits	638,505	720,930	883,244	921,165	921,165	921,165
Total Personal Services	2,033,251	2,203,393	2,796,814	2,702,515	2,702,515	2,702,515
Materials and Services						
601 Supplies	73,154	88,793	134,264	47,670	47,670	47,670
602 Rental, Repair, Maintenance	251,855	148,791	226,770	235,800	235,800	235,800
603 Communications	27,131	78,602	54,620	45,870	45,870	45,870
604 Contractual Services	3,190	299				
605 Misc. Charges and Fees	390,465	451,279	479,279	479,279	479,279	479,279
606 Other Purchased Services	11,654	54,284	69,792	47,126	47,126	47,126
Total Materials and Services	757,448	822,048	964,725	855,745	855,745	855,745
Capital Outlay						
703 Equipment		5,797				
704 Improvements Other Than Buildings		84,412	74,000			
Total Capital Outlay	-	90,209	74,000	-	-	-
	\$ 2,790,699	\$ 3,115,650	\$ 3,835,539	\$ 3,558,260	\$ 3,558,260	\$ 3,558,260

Police Department Performance Measures

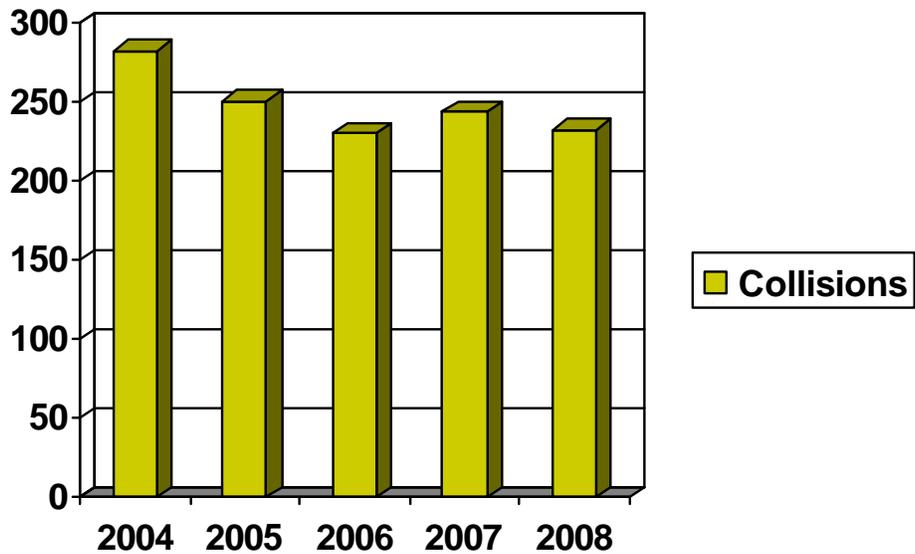


Part one crimes are those that are reported annually to the FBI for inclusion into the Uniform Crime Report. They are Homicide, Rape, Robbery, Aggravated Assault, Burglary, Auto Theft and Larceny. In 2008 the Police Department cleared 25% of all part one cases.

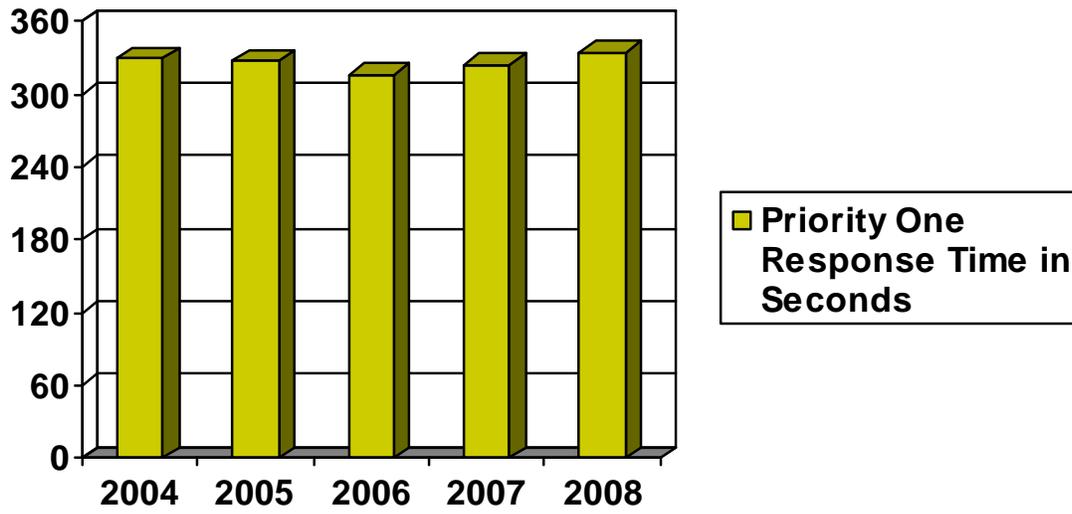
police department - operations division



This includes all reports taken of violations of state of local laws.



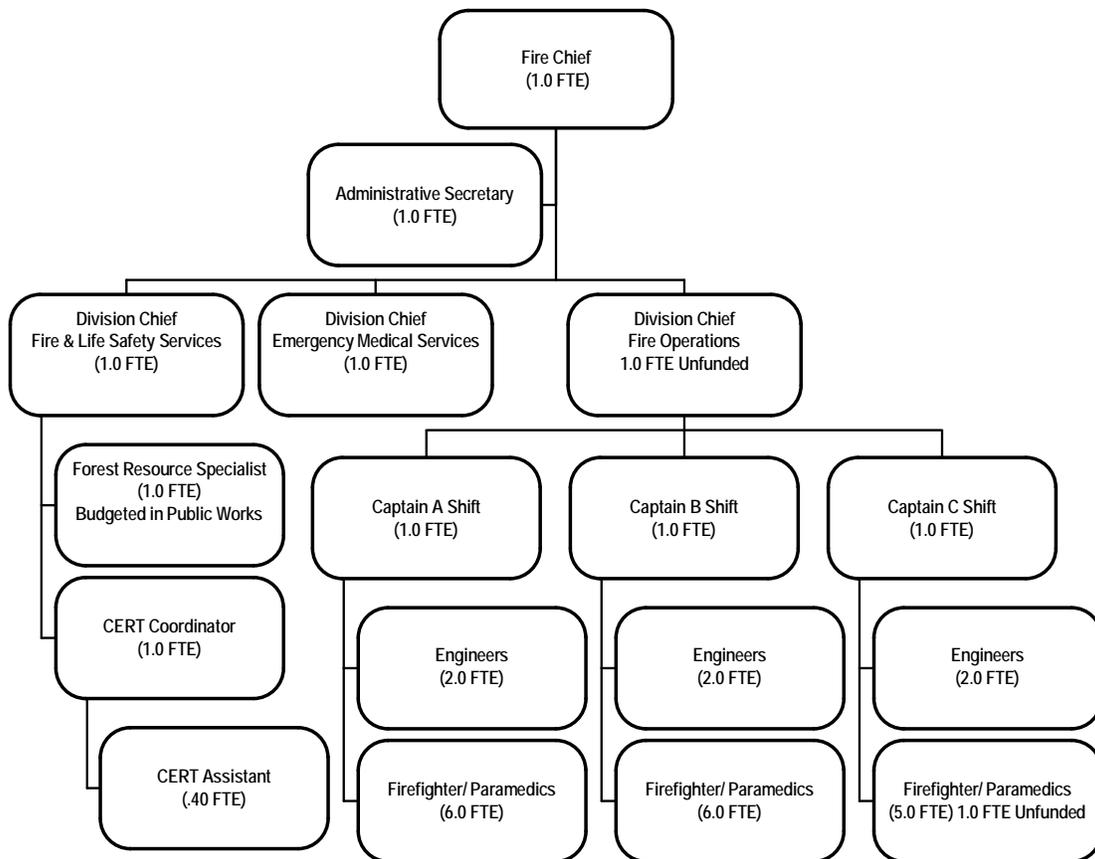
This includes all traffic collision reports taken by the Police Department



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



fire and rescue department 32.4 FTE



Overview

Ashland Fire & Rescue is committed to the protection of life, property, and the environment through education, prevention and emergency response to fire, emergency medical, and hazardous conditions. The fire department is comprised of three principal divisions: Fire Operations, Emergency Medical Services and Fire & Life Safety Services. The primary purposes of these divisions are to provide fire and life safety services to the community, to provide public education for the prevention of fire and medical emergencies, to mitigate the impact of emergencies that occur, and to promote community emergency preparedness.

Department Goals

- ⇒ Participation in City Facilities Master Planning Process (Fire Sta. No. 2 reconstruction)
- ⇒ Continue efforts to assist private property owners with wildfire fuel reduction efforts and consultation on fire protection mitigations.
- ⇒ Meet or exceed department performance measurement standards.
- ⇒ Maintain community-wide attention to emergency preparedness activities.
- ⇒ Support the continued involvement in the Ashland Forest Resiliency Project with City resources, as available.

fire and rescue department

FIRE & RESCUE DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 3,426,832	\$ 3,567,291	\$ 3,657,205	\$ 3,475,085	\$ 3,657,085	\$ 3,657,085
600 Materials and Services	1,356,028	1,270,454	1,453,792	1,428,620	1,428,620	1,428,620
700 Capital Outlay	394,112		6,000			
	\$ 5,176,972	\$ 4,837,745	\$ 5,116,997	\$ 4,903,705	\$ 5,085,705	\$ 5,085,705
Department Total By Fund						
110 General Fund	\$ 5,176,972	\$ 4,837,745	\$ 5,116,997	\$ 4,903,705	\$ 5,085,705	\$ 5,085,705

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Operations Division						
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Division Chief/Fire Operations Division**	1.00					
Captain/Paramedic	3.00	3.00	3.00	3.00	3.00	3.00
Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic***	5.00	5.00	5.00	4.00	4.00	4.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Emergency Services Division						
Division Chief/E.M.S. Division	1.00	1.00	1.00	1.00	1.00	1.00
Firefighter/Paramedic***	13.00	13.00	13.00	11.00	13.00	13.00
CERT Coordinator****	1.00	1.00	1.00		1.00	1.00
CERT Assistant- temp	0.40	0.40	0.40	0.40	0.40	0.40
Fire & Life Safety Division						
Division Chief/Fire & Life Safety	1.00	1.00	1.00	1.00	1.00	1.00
Fire Inspector	1.00	1.00				
Forest Interface Division						
Forest Resource Specialist*	1.00	1.00	1.00	1.00	1.00	1.00
	35.40	34.40	33.40	29.40	32.40	32.40

* Budgeted in Public Works, Forest Interface Division

** This position is shown on the org chart however is unfunded in FY 2008, 2009 and 2010.

*** One position is shown on the org chart however is unfunded in FY 2010.

Fire Operations Division

The Fire Operations Division provides fire and rescue, hazardous materials, public education, and emergency management services to the community.

Division Goals

- ⇒ Respond highly trained personnel in a prompt manner to mitigate fire and medical emergencies.
- ⇒ Study potential improvements in firefighter training program delivery system within budget constraints.
- ⇒ Continue to develop pre-incident planning for key facilities within the City of Ashland.
- ⇒ Continue efforts to achieve OSHA compliance program with the 2007 edition of NFPA 1971: *Standard On Protective Ensembles For Structural Firefighting*
- ⇒ Continue to pursue Assistance To Firefighters DHS/FEMA Grants

Significant Budget Changes

- ⇒ Reduced fire department overtime staffing within the emergency response services program.
- ⇒ Reduced Fire Department materials to minimal functional levels.
- ⇒ No current vacancies will be filled, one position currently vacant.

Impacts

- ⇒ May impact fire operations critical tasks
- ⇒ Decreased resource availability for multiple accruing calls

Fire Suppression **GOAL**

- ⇒ To provide prompt efficient fire suppression services in a safe and effective manner.

OBJECTIVE

- ⇒ Provide fire suppression services for all city emergent fire incidents within 5 minutes of fire department notification, 80% of the time.

PERFORMANCE MEASURE

- ⇒ Percent of fire suppression services provided within 5 minutes of fire department notification.

Human Resource Development **GOAL**

- ⇒ To develop and maintain a well-trained and competent work force which will provide effective services to the public.

OBJECTIVE

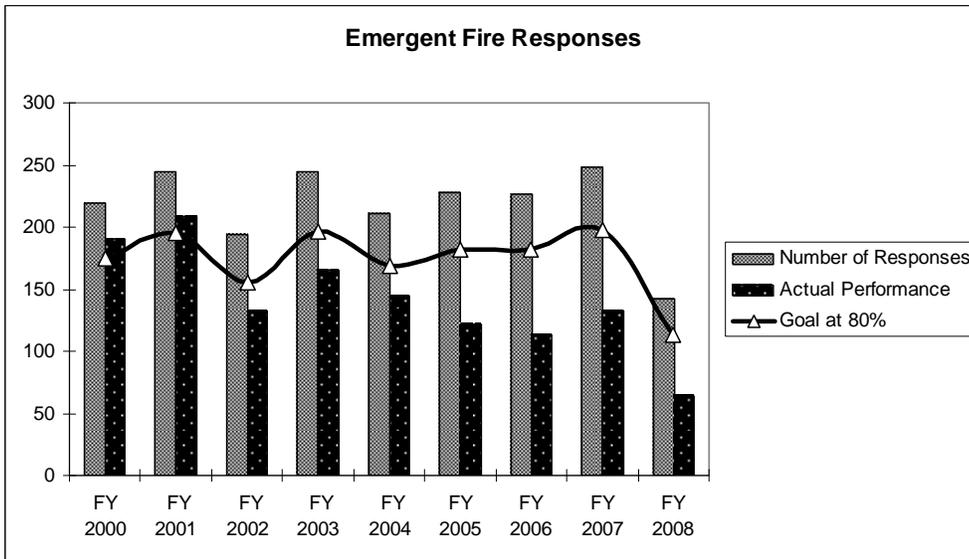
- ⇒ Ensure that 100% of employees meet the required continuing education for their level of certification annually. Provide a minimum of 20 hours of training per employee per month, and ensure that each employee attends 80% of training provided.

PERFORMANCE MEASURE

- ⇒ Percentage of employees meeting required continuing education for level of certification annually and total number of employee training hours provided per month.

fire and rescue department - fire operations division

Goal: Arrive at incident scene within 5 minutes of notification 80% of the time.



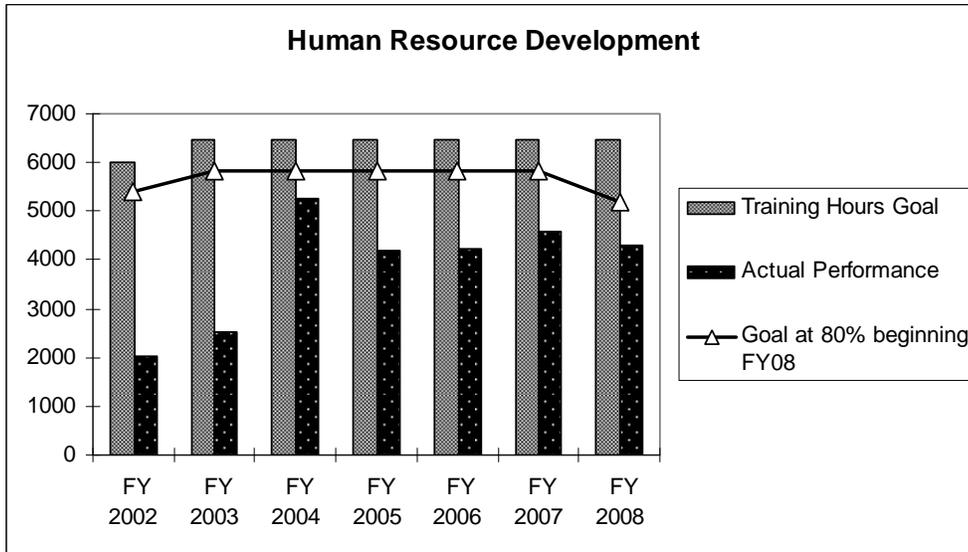
An emergent fire response is a “Code 3” emergency response to a fire incident as determined at the time of receipt by 9-1-1. In the city of Ashland, 88.5% of emergent calls are reached in 6 minutes.

GENERAL FUND
FIRE & RESCUE DEPARTMENT
OPERATIONS DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 1,192,494	\$ 1,249,490	\$ 1,256,460	\$ 1,302,620	\$ 1,302,620	\$ 1,302,620
520 Fringe Benefits	546,765	583,148	614,275	686,060	686,060	686,060
Total Personal Services	1,739,259	1,832,638	1,870,735	1,988,680	1,988,680	1,988,680
Materials and Services						
601 Supplies	61,143	25,314	22,375	20,500	20,500	20,500
602 Rental, Repair, Maintenance	298,356	259,355	272,494	276,394	276,394	276,394
603 Communications	26,150	26,469	29,050	29,050	29,050	29,050
604 Contractual Services	18,726	21,189	56,583	27,045	27,045	27,045
605 Misc. Charges and Fees	271,029	341,029	341,029	341,029	341,029	341,029
606 Other Purchased Services	34,654	8,051	15,200	12,800	12,800	12,800
610 Programs	3,293	131	1,500	1,500	1,500	1,500
Total Materials and Services	713,351	681,538	738,231	708,318	708,318	708,318
Capital Outlay						
703 Equipment	391,592	-	2,000	-	-	-
Total Capital Outlay	391,592	-	2,000	-	-	-
	\$ 2,844,202	\$ 2,514,176	\$ 2,610,966	\$ 2,696,998	\$ 2,696,998	\$ 2,696,998

fire and rescue department - fire operations division

Goal: The department will provide 20 hours of training per employee per month for a total of 6,480 hours with 90% participation by each employee. This performance goal for future years after 2007 will be to achieve 80% participation by each employee and reflects the trend in authorized employee leaves.



Increase in training hours target in 2003 reflected the addition of 2 employees.

Emergency Medical Services Division

The Emergency Medical Services Division provides ambulance service throughout a 650 square mile geographical area within the Jackson County Ambulance Service Area Plan known as Ambulance Service Area No. 3. Both emergency and non-emergency ambulance services are provided to a population of over 29,000 people.

Division Goals

- ⇒ Provide in-house technical training on “best practices” for all EMS personnel and meet State of Oregon recertification requirements.
- ⇒ Provide emergency medical response services to all patients within Ambulance Service Area (ASA) response time standards.
- ⇒ Comply with all Federal, State and Municipal ambulance service licensing requirements.

Significant Budget Changes

- ⇒ Reduce fire department overtime staffing within the emergency response services program.
- ⇒ No current vacancies will be filled, one position currently vacant.
- ⇒ Reduced Fire Department materials to minimal functional levels.

Impacts

- ⇒ May impact EMS operations critical tasks.
- ⇒ Decreased resource availability for multiple accruing calls.

Emergency Medical Services GOAL

- ⇒ Provide high quality, prompt and efficient emergency medical services.

OBJECTIVE

- ⇒ Provide emergency medical services to 90% of patients within ASA response time standards: Urban – 8 minutes, Suburban – 15 minutes, Semi-Rural – 20 minutes, Rural – 45 minutes, Frontier – 2 hours, and Search & Rescue – 4 hours.

PERFORMANCE MEASURE

- ⇒ Percent of emergency medical service responses which meet or exceed ASA response time standards.

Community Emergency Preparedness GOAL

- ⇒ To prepare the citizens of Ashland to respond to community-wide emergencies and to mitigate the effects of those that occur.

OBJECTIVE

Provide C.E.R.T. training classes to 20 citizens annually with 90% of students meeting graduation competencies.

PERFORMANCE MEASURE

- ◆ Percentage of students completing C.E.R.T. graduation.

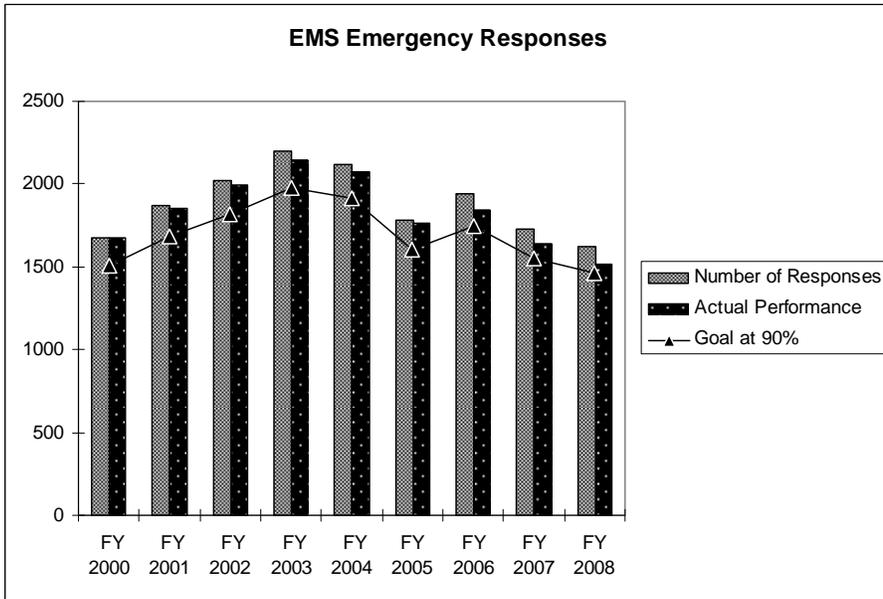
fire and rescue department - emergency medical services division

GENERAL FUND
FIRE & RESCUE DEPARTMENT
EMERGENCY SERVICES DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 1,018,243	\$ 1,018,544	\$ 1,103,505	\$ 897,955	\$ 995,855	\$ 995,855
520 Fringe Benefits	475,883	491,873	561,875	462,850	546,950	546,950
Total Personal Services	1,494,125	1,510,417	1,665,380	1,360,805	1,542,805	1,542,805
Materials and Services						
601 Supplies	5,216	1,157	12,030	7,200	7,200	7,200
602 Rental, Repair, Maintenance	107,276	91,825	107,825	135,925	135,925	135,925
603 Communications	36,058	27,662	36,600	31,500	31,500	31,500
604 Contractual Services	116,121	113,001	147,170	145,400	145,400	145,400
605 Misc. Charges and Fees	286,714	285,372	307,595	307,595	307,595	307,595
606 Other Purchased Services	56,333	46,935	57,090	52,260	52,260	52,260
610 Programs	14,376	9,997	25,866	21,537	21,537	21,537
Total Materials and Services	622,093	575,949	694,176	701,417	701,417	701,417
Capital Outlay						
703 Equipment	2,520	-	2,000	-	-	-
Total Capital Outlay	2,520	-	2,000	-	-	-
	\$ 2,118,739	\$ 2,086,366	\$ 2,361,556	\$ 2,062,222	\$ 2,244,222	\$ 2,244,222

fire and rescue department - emergency medical services division

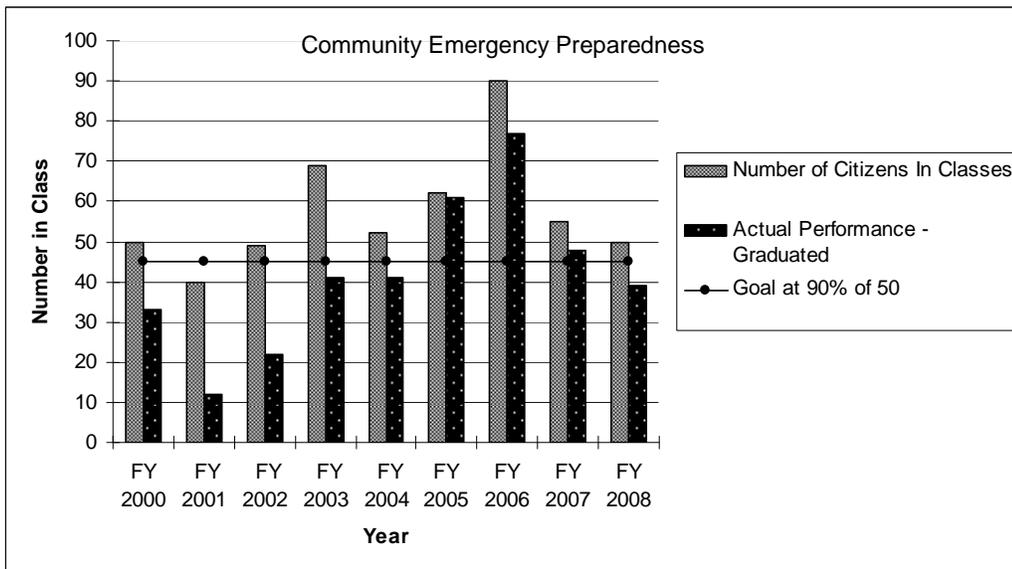
Goal: Arrive within ASA Response Time Standards for 90% of all responses.



ASA Response Standards:

Urban	8 Minutes
Suburban	15 Minutes
Semi-Rural	20 Minutes
Rural	45 Minutes
Frontier	2 Hours
Search & Rescue	4 Hours

Goal: FY 2000-2007 performance goal was to provide CERT training to a minimum of 60 citizens annually with 75% meeting graduation competencies. FY 08/09 performance goal was to train 50 citizens per year with a minimum of 90% graduation which reflects a reduction in overall program funding levels.



Due to budget reductions, the number of annual training classes in 07/08 were reduced from 5 to 3.

Due to budget reductions, the number of annual training classes in 08/09 were reduced from 3 to 2.

Fire & Life Safety Services Division

The Fire & Life Safety Services Division provides fire plans review services, building and wild land fire inspections, fire code research, fire safety education, fire code compliance and consultation services to the community, and conducts fire investigations for cause determination. The F&LS Division also manages and provides training to staff regarding Oregon Fire Code and Ashland Municipal Code provisions including outdoor burning, fireworks use and other code requirements.

Division Goals

- ⇒ Provide fire protection plans review services within five working days of receipt of plans.
- ⇒ Continue to provide fire safety inspections in businesses within the city.
- ⇒ Improve customer service by refining code compliance processes within plans review and fire inspections.
- ⇒ Maintain CERT volunteer base and conduct one community volunteer class annually.

Significant Budget Changes

- Reduced Fire Department materials to minimal functional levels.

Impacts

- ⇒ Reduction in materials for public training and education.

Code Enforcement GOAL

To promote community fire safety through regular inspection, investigation and plans examination.

OBJECTIVE

Complete a five “working day” fire and life safety plans review "turn-a-round" on 50% of plans received by the fire department.

PERFORMANCE MEASURE

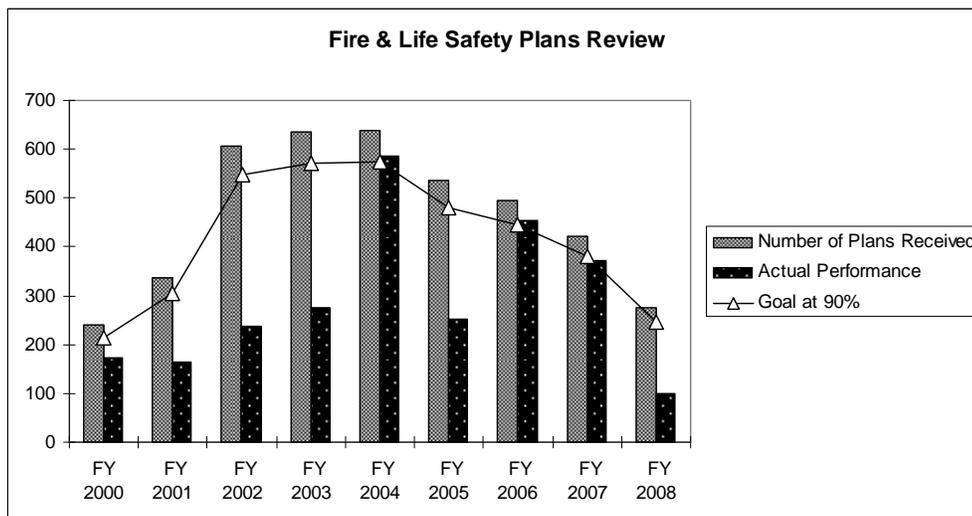
- ◆ Percent of fire and life safety plans reviews completed within five working days.

fire and rescue department - fire & life safety services

GENERAL FUND
FIRE & RESCUE DEPARTMENT
FIRE AND LIFE SAFETY DIVISION

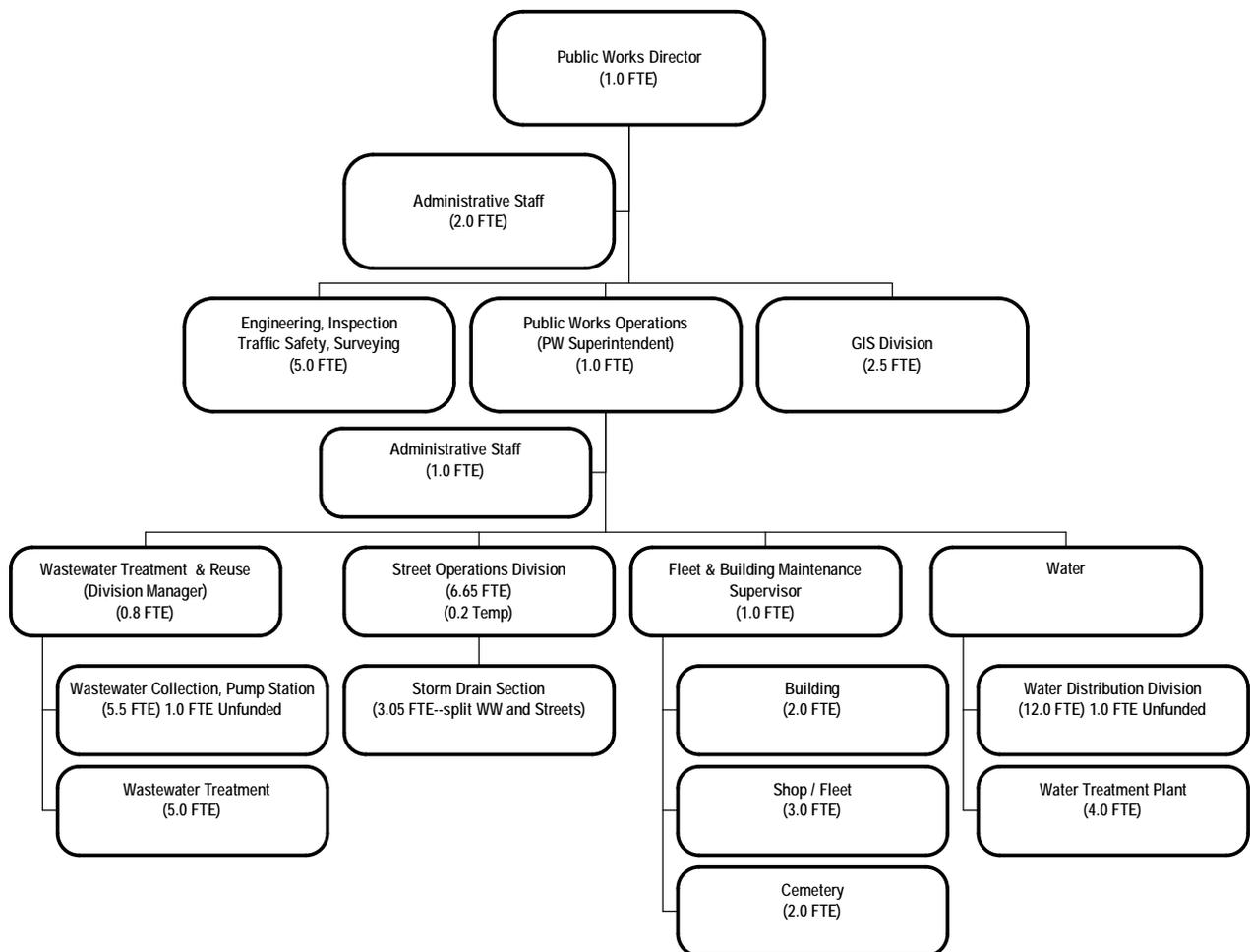
Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 134,873	\$ 146,230	\$ 84,300	\$ 84,500	\$ 84,500	\$ 84,500
520 Fringe Benefits	58,574	78,006	36,790	41,100	41,100	41,100
Total Personal Services	193,447	224,236	121,090	125,600	125,600	125,600
Materials and Services						
601 Supplies	2,476	962	2,750	1,950	1,950	1,950
602 Rental, Repair, Maintenance	7,844	6,270	6,250	6,250	6,250	6,250
603 Communications	7,740		500	500	500	500
604 Contractual Services						
605 Misc. Charges and Fees		1,785	1,785	1,785	1,785	1,785
606 Other Purchased Services	2,482	2,035	3,100	3,300	3,300	3,300
610 Programs	42	1,915	7,000	5,100	5,100	5,100
Total Materials and Services	20,584	12,967	21,385	18,885	18,885	18,885
Capital Outlay						
703 Equipment			2,000			
Total Capital Outlay	-	-	2,000	-	-	-
	\$ 214,032	\$ 237,203	\$ 144,475	\$ 144,485	\$ 144,485	\$ 144,485

Goal: Complete fire protection plan reviews within 5 working days of receipt for 90% of all plan received.
FY 09/10 goal is to complete plans reviews within 5 working days 50% of the time.





public works department 57.70 FTE



Overview

The Public Works Department is one of the largest Departments within the City with 57.7 FTE. The Department is divided into several Divisions. The Administration & Engineering Division manages the Capital Improvement (CIP) program, development review, regulatory compliance and the Municipal Airport. The Facilities Maintenance and Safety Division manages the Cemetery, Public Facilities, and Fleet Maintenance programs. The Water Division manages the water supply, water treatment plant and distribution systems. The Wastewater Division manages the sewer collection system and wastewater treatment plant. The Street Division manages the street operations (transit, traffic and transportation), storm water, and boulevard maintenance. In addition, the department provides staff support for the Forest Lands, Transportation and Airport Commissions.

Council Goals

- * Increase effectiveness in conservation programs
 - “the right water for the right use”, water supply study
 - Talent Irrigation District (TID)
 - Talent Ashland Project (TAP)
 - Support effluent reuse option for WWTP effluent.
- * Develop a city wide transportation strategy
 - Multi-modal
 - Transit
 - Rail
 - Pedestrian
 - Bicycles
 - Evaluate TTPC Plan and develop action plan for items adopted.
- * Complete and implement the City’s Facilities Master Plan and Space Needs Analysis.

Departmental Goals

- ⇒ Continue to look for alternative ways to fund current and future projects
- ⇒ With current budgetary constraints, we will continue looking at ways to “Do more with less”
- ⇒ The GIS program continues to establish valuable infrastructure data for all City departments and provide various comprehensive data layers
- ⇒ Complete a comprehensive Transportation System Program (TSP) update
- ⇒ Complete the FY10 capital construction program.

Performance Measures

Public Works performance measures are included in each division’s narratives. In general, it is our intent to improve the perception and customer satisfaction of our services and to keep overall costs to a minimum without compromising safety and quality. We strive for excellence in our professions and will continue to improve our abilities and encourage sound environmental solutions.

Mission Statement

Provide reliable, quality infrastructure services for the citizens of Ashland in the most professional, efficient and fiscally responsible manner. Listen to and communicate with the citizenry in determining immediate and long range needs while implementing the policy and guidelines of the Council. Work with other City Departments and be responsible environmental stewards.

public works department

PUBLIC WORKS DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 4,357,349	\$ 4,593,096	\$ 5,070,953	\$ 4,808,352	\$ 4,808,352	\$ 4,808,352
600 Materials and Services	6,924,155	6,858,347	8,223,424	8,278,382	8,290,382	8,308,982
700 Capital Outlay	4,908,287	5,044,583	10,266,600	5,535,854	6,535,854	6,535,854
800 Debt Service	2,492,650	2,511,950	2,759,676	2,453,058	2,453,058	2,453,058
	\$ 18,682,440	\$ 19,007,976	\$ 26,320,653	\$ 21,075,646	\$ 22,087,646	\$ 22,106,246
Department Total By Fund						
110 General Fund	\$ 314,390	\$ 283,106	\$ 339,630	\$ 310,305	\$ 310,305	\$ 310,305
260 Street Fund	2,675,758	3,376,036	6,403,847	5,758,634	5,770,634	5,770,634
280 Airport Fund	118,496	257,509	416,340	267,287	117,287	117,287
410 Capital Improvement Fund	593,629	724,576	1,337,891	602,500	1,752,500	1,752,500
670 Water Fund	7,426,455	5,535,292	7,713,696	5,346,931	5,346,931	5,365,531
675 Wastewater Fund	4,988,581	5,579,774	7,023,753	6,269,490	6,269,490	6,269,490
710 Central Services Fund	1,260,241	1,355,068	1,467,692	1,383,370	1,383,370	1,383,370
730 Equipment Fund	1,304,889	1,896,615	1,617,804	1,137,129	1,137,129	1,137,129
	\$ 18,682,440	\$ 19,007,976	\$ 26,320,653	\$ 21,075,646	\$ 22,087,646	\$ 22,106,246



public works department

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Support and Engineering Divisions						
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Management Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
GIS Specialist	1.50	1.50	1.50	1.50	1.50	1.50
Engineering Tech III			1.00	1.00	1.00	1.00
Engineering Tech II	2.00	2.00	1.00	1.00	1.00	1.00
Utility Worker III	1.00	1.00				
Account Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
Cemetery Division						
Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
Cemetery Sexton	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker I	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Division						
Supervisor	0.80	0.80	0.80	0.80	0.80	0.80
Utility Worker IV	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker I	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	3.00	3.00	3.00	3.00	3.00	3.00
Street Division						
Supervisor	1.20	1.20	1.20	1.20	1.20	1.20
Utility Worker III	6.00	5.50	5.50	6.50	6.50	6.50
Utility Worker II	2.00	3.00	3.00	2.00	2.00	2.00
Utility Worker - Temp	1.00	0.20	0.20	0.20	0.20	0.20
Water Division						
Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
Treatment Plant Operator	3.00	3.00	3.00	3.00	3.00	3.00
Utility Worker IV	2.00	3.00	3.00	3.00	3.00	3.00
Utility Worker III	6.00	2.00	2.00	3.00	3.00	3.00
Utility Worker II		2.00	2.00	1.00	1.00	1.00
Utility Worker I*	1.50	2.00	2.00	1.00	1.00	1.00
Meter Reader/Repair	1.80	1.80	1.80	1.80	1.80	1.80
Building Inspector		0.20	0.20	0.20	0.20	0.20
Wastewater Division						
Supervisor	0.80	0.80	0.80	0.80	0.80	0.80
Treatment Plant Operator	4.00	4.00	4.00	4.00	4.00	4.00
Utility Worker IV				1.00	1.00	1.00
Utility Worker III	3.00	2.50	3.50	3.50	3.50	3.50
Utility Worker II*	2.00	3.00	3.00	2.00	2.00	2.00
Utility Worker I	2.00	2.00	2.00	1.00	1.00	1.00
	59.80	59.70	59.70	57.70	57.70	57.70

* Two positions are shown on the org chart and profile however unfunded in FY 2010.

Cemetery Maintenance

The PW Facilities Maintenance Division manages the City's cemeteries. All three of the City's cemeteries are listed in the National Registry of Historic Places: Ashland Cemetery established in 1880; Mountain View Cemetery established 1904 and Hargadine Cemetery established in 1868. The cemeteries total approximately 20 acres with over 11,500 plots. The two person staff (2 FTE) maintains cemetery grounds, sells plots and headstones, conducts interments and provides other services as needed. The watering and a portion of the tree care is coordinated with the Parks Department.

Division Goals

- ⇒ Continue maintenance and preservation to all headstones and markers including all that are considered historic.
- ⇒ Complete the implementation of the computer based cemetery tracking system. Begin process of linking the program to the city website to allow for web based genealogy research.
- ⇒ Continue successful coordination with the Parks Department for routine tree trimming, pruning, sprinkler maintenance and other grounds care issues within the cemeteries and further insure sprinkler application rates are consistent with the needs of the grass, trees and conservation goals.
- ⇒ Upgrade the aging irrigation system to reduce water waste caused by leaks and inefficient sprinkler layout. Identify areas where "right water for the right use" can be implemented in the landscape maintenance.
- ⇒ Complete the process to allow "Green Burials" in portions of Mountain View Cemetery.

Significant Budget Changes

- The budget reflects the consolidation of some smaller line items (office, uniforms, meals, training, postage, books and periodicals, dues, phones, etc).

Performance Measures

- ◆ Ensure the cemeteries are efficiently maintained, water wise and cost effective.

public works department - cemetery division

GENERAL FUND
PUBLIC WORKS DEPARTMENT
CEMETERY DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 108,616	\$ 99,022	\$ 106,900	\$ 109,050	\$ 109,050	\$ 109,050
520 Fringe Benefits	51,949	43,733	50,512	46,407	46,407	46,407
Total Personal Services	160,566	142,755	157,412	155,457	155,457	155,457
Materials and Services						
601 Supplies	25,390	24,361	23,660	22,170	22,170	22,170
602 Rental, Repair, Maintenance	66,982	52,551	78,365	66,005	66,005	66,005
603 Communications	1,000	1,061	1,550	1,150	1,150	1,150
604 Contractual Services	226	140	400	310	310	310
605 Misc. Charges and Fees	45,473	51,943	51,943	51,943	51,943	51,943
606 Other Purchased Services	2,525	3,488	3,300	1,270	1,270	1,270
Total Materials and Services	141,595	133,544	159,218	142,848	142,848	142,848
Capital Outlay						
703 Equipment	12,229	6,807	8,000			
704 Improvements Other Than Bldgs.			15,000	12,000	12,000	12,000
Total Capital Outlay	12,229	6,807	23,000	12,000	12,000	12,000
	\$ 314,390	\$ 283,106	\$ 339,630	\$ 310,305	\$ 310,305	\$ 310,305

Street Division

The Street Program funds street operations, street collection (storm water), boulevard maintenance, and local improvement district projects. The street operations budget includes bus service charges and Transportation related Capital Improvement (CIP) Projects which are also partially funded with Systems Development Charges (SDC) and Local Improvement Districts (LID). The Grounds Maintenance portion of the fund reflects the agreement with the Parks Department to maintain the boulevards, downtown planters and trees. And finally, the Storm Drain budget includes collection system maintenance, and Storm Water related CIP project that are also partially funded with SDC funds.

The Street Division provides maintenance and minor construction for City streets including patching, paving, crack sealing, painting and markings, signs and crossings, street sweeping, bike lane / bike path maintenance, drainage ditch cleaning, street grading and routine storm drain pipeline construction. City street crews are also responsible for assistance during emergencies including flooding, snow removal, removing downed trees or limbs, and cleanup after accidents.

The street crew focuses on street maintenance and strives to improve the quality and timeliness of street patching, slurry seals and crack sealing programs to extend the life of the City's street network. The division staffing remains unchanged with 9.0 full time equivalent employees (FTEs) and two temporary positions in the summer. These positions assist with street markings and painting, traffic delineations, bike path designations and symbols, railroad crossing symbols, crosswalk, thermoplastic markings, and curb markings for required parking restrictions.

The Street Division maintains 102 miles of paved streets; approximately 194 street lane miles; 10.5 miles of unpaved streets and alleys; over 22,000 signs; and over 12 miles of open ditch drainage.

Council Goals

- * Improve pedestrian and traffic safety
- * Increase the safety at Wimer Street/North Main/Hersey Street intersection
- * Increase safety at rail crossing (bike/pedestrian)
- * Develop a comprehensive public transportation, traffic, and parking plan to reduce pollution and congestion, and to improve Ashland's quality of life
 - Secure expanded bus service in Ashland in evenings and/or weekends.
 - Evaluate TTPC Plan and develop action plan for items adopted.
- * Identify and acquire land for transit station

Division Goals

- ⇒ Update the pavement management system every two years. Validate the 5-year requirements and implement maintenance and reconstruction recommendations outlined in the pavement management system.
- ⇒ Maintain a safe, convenient transportation system network that allows for all modes of transportation use for all community members.
- ⇒ Take action on street complaints and safety concerns in a responsive and efficient manner.
- ⇒ Cooperate with other agencies such as Jackson County and Oregon Department of Transportation on road improvement within our system.
- ⇒ Continue to systematically evaluate street operations, efficiencies, service needs, and community expectations to better respond to the community's service needs.
- ⇒ Continue to capture our street sign inventory and inspection program as required by MUTCD through the computer maintenance management program.

Significant Budget Changes

- Capital projects have been reduced due to declining revenues. As a result, the limited recommended CIP projects are as follow:
 - Plaza Avenue project (CMAQ)
 - Hersey Street pedestrian safety improvements
 - Jefferson Street Extension project
 - Misc. concrete safety projects
 - Misc. new sidewalk improvements
 - Overlays on North Laurel Street, Iowa Street, West Nevada Street, and Allison Street
 - Liberty Street Local Improvement District
- This budget includes \$350,000 for the completion of a Transportation System Plan update.
- A consolidation of some smaller line items (office, uniforms, lodging, meals, training, postage, book & periodicals, dues, phones, etc.) is reflected in this budget.
- This fund includes Federal Stimulus money for overlays, and the Hersey Street sidewalk replacement projects.

Performance Measures

- ◆ Staff will continue to maintain a five-year maintenance plan to meet the targeted overall condition index (OCI) and validate the OCI and costs (spent and projected) every two years.
- ◆ Staff will continue to evaluate and collect adequate user fees for long term street maintenance, and continue to leverage state, federal and other recommended funding strategies to reduce direct impact on the community.
- ◆ Continue the development of the sweeping program consistent with the overall water quality improvements as a part of the NPDES permit requirements. Evaluate disposal options for hauling all sweeper materials to the landfill.
- ◆ Continue tracking the number of street miles graded and man-hours expended.
- ◆ Continue our active pothole maintenance program.
- ◆ Coordinate with the Wastewater Department in developing a plan to optimize equipment and manpower during storm events and storm water construction activities.

STREET FUND
PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 260						
Personal Services						
510 Salaries and Wages	\$ 329,032	\$ 341,782	\$ 358,770	\$ 370,750	\$ 370,750	\$ 370,750
520 Fringe Benefits	183,790	192,568	208,157	205,150	205,150	205,150
Total Personal Services	<u>512,822</u>	<u>534,350</u>	<u>566,927</u>	<u>575,900</u>	<u>575,900</u>	<u>575,900</u>
Materials and Services						
601 Supplies	14,445	23,780	25,400	16,620	16,620	16,620
602 Rental, Repair, Maintenance	402,042	325,849	367,045	385,850	385,850	385,850
603 Communications	2,938	4,025	6,250	6,860	6,860	6,860
604 Contractual Services	198,835	206,652	305,000	263,800	275,800	275,800
605 Misc. Charges and Fees	441,667	442,059	468,330	468,630	468,630	468,630
606 Other Purchased Services	809	1,983	6,580	5,930	5,930	5,930
608 Commissions	3,127	3,782	9,251	5,000	5,000	5,000
Total Materials and Services	<u>1,063,863</u>	<u>1,008,130</u>	<u>1,187,856</u>	<u>1,152,690</u>	<u>1,164,690</u>	<u>1,164,690</u>
Capital Outlay						
703 Equipment	3,380	2,000		5,500	5,500	5,500
704 Improvements Other Than Bldgs.	203,208	588,850	1,984,100	2,175,100	2,175,100	2,175,100
Total Capital Outlay	<u>206,588</u>	<u>590,850</u>	<u>1,984,100</u>	<u>2,180,600</u>	<u>2,180,600</u>	<u>2,180,600</u>
	<u>\$ 1,783,273</u>	<u>\$ 2,133,330</u>	<u>\$ 3,738,883</u>	<u>\$ 3,909,190</u>	<u>\$ 3,921,190</u>	<u>\$ 3,921,190</u>

public works department - street division

STREET FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - TRANSPORTATION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 260						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 57,384	\$ 202,916	\$ 381,310	\$ 561,400	\$ 561,400	\$ 561,400
Total Capital Outlay	\$ 57,384	\$ 202,916	\$ 381,310	\$ 561,400	\$ 561,400	\$ 561,400

STREET FUND
PUBLIC WORKS DEPARTMENT
L.I.D.'S AND TRANSPORTATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 260						
Materials and Services						
605 Misc. Charges and Fees	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498
Total Materials and Services	7,498	7,498	7,498	7,498	7,498	7,498
Capital Outlay						
704 Improvements Other Than Bldgs.	29,681	17,495	806,090	188,600	188,600	188,600
Total Capital Outlay	29,681	17,495	806,090	188,600	188,600	188,600
	\$ 37,179	\$ 24,993	\$ 813,588	\$ 196,098	\$ 196,098	\$ 196,098

Grounds Maintenance

Public Works Administration oversees this account within the Street Fund to finance the cost of contracting with the Parks Department to maintain the medians along Siskiyou Boulevard, Ashland Street, Main Street, North Mountain, as well as maintaining the Library grounds and public parking lots. Work includes 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. This account will include an occasional augment to include things such as the purchase of tree grates to replace all of the brick and wood tree barriers along the downtown, replace dead or diseased trees along the City's boulevards and downtown, conduct major tree trimming or other similar activities.

Significant Budget Changes

- There are no significant budget changes to report.

Performance Measures

- ◆ Ensure grounds care and maintenance activities are cost effective and meet the "right water for the right use" goals. Encourage effective water conservation practices.
- ◆ Capture the positive public perceptions of the aesthetic value of landscaping in the City's annual attitude survey.

Fund Goals

- * Enhance the livability and attraction of Ashland.
- * Ensure that our downtown and boulevard streets are well-maintained and continually enhanced with attractive flowerbeds and landscaping treatments.
- * Implement cost efficient measures for long-term restoration and maintenance guidelines, with an appropriate historic perspective for the downtown and boulevards.
- * Identify areas where "right water for the right use" can be implemented in the landscape maintenance.
- * Identify reasonable expectations for maintenance and beautification objectives through an intergovernmental agreement with Parks the Department.

STREET FUND
PUBLIC WORKS DEPARTMENT
GROUNDS MAINTENANCE

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 260						
Materials and Services						
602 Rental, Repair, Maintenance	\$ 48,799	\$ 48,018	\$ 18,400	\$ 22,500	\$ 22,500	\$ 22,500
604 Contractual Services	135,000	135,000	171,145	174,568	174,568	174,568
Total Materials and Services	183,799	183,018	189,545	197,068	197,068	197,068
	\$ 183,799	\$ 183,018	\$ 189,545	\$ 197,068	\$ 197,068	\$ 197,068

Storm Water Program

The Street and Wastewater crews maintain the City's storm water lines, open drainage ditches, new line construction, and sediment ponds. Crews also use closed circuit TV cameras to monitor the lines for deterioration and to insure there are no illicit connections.

The City is included in the Phase II National Pollution Discharge Elimination System (NPDES) permit program and continues to adopt more stringent storm water and water quality protection standards. The Storm Water and Drainage Master Plan identify capital improvement projects and water quality management objectives. Erosion and Sediment Control Ordinances have been developed. A post-construction storm water management program must also be created as part of the NPDES requirements.

The Department of Environmental Quality adopted Total Maximum Daily Load (TMDL) requirements within the Bear Creek Watershed. The TMDL will dovetail with the NPDES program as the TMDL regulates bacteria in Ashland and Bear Creeks and sediment in Reeder Reservoir. These water quality regulations will ensure continual improvement to the City's best management practices for storm water maintenance programs. The TMDL also addresses temperature concerns with waters flowing into Ashland and Bear Creeks. Improvements to sections of the open drainage ways help to improve water quality and lower water temperatures.

The Storm Water Program maintains nearly 77 miles of piped storm water collection lines, 1,700 catch basins, 1,400 inlet structures, 720 manholes, and approximately 11 miles of open storm water drainage ditches. Crews also maintain bioswales, detention basins and wetlands facilities.

Council Priorities

- * Pursue water quality and temperature improvements.

Division Goals

⇒ Water quality is a primary component of the storm water program. Implementation of the new NPDES requirements includes development and adoption of City wide ordinances to protect water quality. The Public Works Engineering standards stress erosion and sediment control, as well as detention and water quality improvements for new developments. These projects come with both capital and long-range maintenance costs.

- ⇒ Continue to systematically look at storm water inspection and maintenance operations, efficiencies, service needs and community expectations. Shift work priorities and functions to better respond to the community's service needs.
- ⇒ Develop and implement annual inspection and maintenance standards for public and private storm drain ditches that will result in deterring flooding through heavily vegetated areas.
- ⇒ Develop consistent internal goals for storm line inspection and maintenance by coordinating with wastewater crews and equipment.

Significant Budget Changes

- Capital projects have been reduced due to declining revenues. Therefore, the only recommended CIP projects are the Iowa Street storm drain line installation, and the Basin and Riparian area water quality improvements.
- The storm drain division CIP identifies \$3.526 Million of unfunded projects.
- The budget reflects the consolidation of smaller line items, including: office, uniforms, lodging, meals, training, postage, books and periodicals, dues, phones, etc
- The budget also includes \$75,000 for phase II of the storm drain master plan update.

Performance Measures

- ◆ Continue implementation of the NPDES and Storm Water Management Plan:
 - Implement the design standards for 25 year storm events.
 - Continue to improve construction and development standards for new water quality improvement facilities that demonstrate water quality objectives.
 - Evaluate the effectiveness of new water quality improvements; retention facilities, bioswales, wetlands ponds, etc. and document the amount of material removed by these facilities and the resulting improvements to water quality.
- ◆ Collect adequate fees for annual maintenance and improvements.
- ◆ Document both storm drain pipe cleaning and open ditch cleaning schedules and man-hours expended.
- ◆ Develop and coordinate a maintenance response team with the wastewater division to systematically identify and routinely correct storm water line plugs within two days of notification.
- ◆ Participate with the wastewater division in developing a plan to optimize equipment use by sharing equipment, downsizing the fleet when appropriate and encouraging safe use of alternative technologies.

public works department - street division - storm water

STREET FUND
PUBLIC WORKS DEPARTMENT
STORM WATER DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 260						
Personal Services						
510 Salaries and Wages	\$ 144,875	\$ 166,444	\$ 159,600	\$ 164,420	\$ 164,420	\$ 164,420
520 Fringe Benefits	80,968	97,166	87,791	90,478	90,478	90,478
Total Personal Services	225,843	263,610	247,391	254,898	254,898	254,898
Materials and Services						
601 Supplies	6,988	5,601	12,150	6,800	6,800	6,800
602 Rental, Repair, Maintenance	68,068	102,752	115,300	93,500	93,500	93,500
603 Communications	80		250	50	50	50
604 Contractual Services			1,500	500	500	500
605 Misc. Charges and Fees	168,935	169,003	168,430	169,030	169,030	169,030
606 Other Purchased Services	7,714	3,567	500	3,100	3,100	3,100
Total Materials and Services	251,784	280,923	298,130	272,980	272,980	272,980
Capital Outlay						
704 Improvements Other Than Bldgs.	103,084	134,266	427,000	93,000	93,000	93,000
Total Capital Outlay	103,084	134,266	427,000	93,000	93,000	93,000
	\$ 580,711	\$ 678,799	\$ 972,521	\$ 620,878	\$ 620,878	\$ 620,878

STREET FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - STORM WATER

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 260						
Capital Outlay						
604 Contractual Services		63,650	75,000	75,000	75,000	75,000
Total Materials and Services	-	63,650	75,000	75,000	75,000	75,000
704 Improvements Other Than Bldgs.	33,412	89,330	233,000	199,000	199,000	199,000
Total Capital Outlay	33,412	89,330	233,000	199,000	199,000	199,000
	\$ 33,412	\$ 152,980	\$ 308,000	\$ 274,000	\$ 274,000	\$ 274,000

Airport Fund

The Ashland Municipal Airport was established in 1965, and is managed by the Public Works Engineering Division. The airport has 34 hangars, 120 tie-down spaces and supports an average of 86 aircraft, a Civil Air Patrol unit and other commercial activities. Routine maintenance is completed through cooperative support from Facilities Maintenance Division, Street Department, Electric Department and Parks Department.

Management decisions for the Airport and related facilities receive oversight through the Airport Commission. Daily operations and responsibilities for overall administration of the Airport facilities including radio control, fuel facility, aircraft maintenance, hangar rental collection, flight training and facility maintenance is through Robert Skinner, Skinner Aviation, as the contract Fixed Base Operator (FBO) since 1993.

In July 2006, Council adopted the Airport Layout Master Plan. This plan outlines development opportunities consistent with the Federal Aviation Administration guidelines and the City's policies. In addition, the Airport Commission developed a strategic plan which included a marketing plan, an updated Economic Impact Study, and an analysis of technological advances to increase airport safety. The Commission continues to market available land to suitable tenants to encourage business opportunities, additional T-hangars and long-term airport sustainability. The FY09 saw the release of the Noise Sensitive Area Map. This map denotes specific airport information including the airport approach pattern and the City of Ashland main populous area as the noise sensitive area. This map was completed to increase pilot and community awareness of the airport. The FY09 Capital Improvement Project of \$25,000 was cancelled as no ODA Grants were offered during this budget year, which kept major improvements from being performed. Routine maintenance was performed throughout the year to keep the airport a safe viable travel entity.

Significant Budget Changes

- The FY10 budget reflects a routine Capital Improvement Project for \$25,000 for tree trimming and pavement maintenance
- The FY10 budget also reflects the engineering cost of \$125,000 for the Airport Improvement Project which includes runway 12/30 overlay.
- Deferred maintenance and relatively low rental income continue to be budgetary issues and will be addressed over time through rate increases and development.

Performance Measures

- ◆ Manage revenues and expenses to overcome maintenance shortfalls and pursue increases in fees and obtaining other funding sources to ensure long term self-sufficiency.
- ◆ Focus on effective hangar rates to improve revenue shortfalls.

Airport Goals

- Accomplish Airport Commission Goals to:
 - Implement the marketing plan and provide information on available airport expansion opportunities.
 - Bring educational opportunities and community awareness to the airport.
 - Continue to secure AIP and FAM Grants: increase airport infrastructure, build perimeter fencing, taxiway access, etc.
 - Identify and enhance revenue sources through appropriate fee increases, new T-hangars, new independent hangars, and aviation related business construction.
- Market the airport to interested aviation related businesses through effective communication with private, regional and State organizations.
- Ensure the airport is maintained to meet long-term self-sufficiency.

public works department - airport fund

AIRPORT FUND
PUBLIC WORKS DEPARTMENT

<u>Description</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Fund# 280						
Materials and Services						
602 Rental, Repair, Maintenance	25,124	40,581	35,060	37,400	37,400	37,400
604 Contractual Services	475					
605 Misc. Charges and Fees	57,825	56,646	40,950	40,950	40,950	40,950
606 Other Purchased Services		15	350	300	300	300
608 Commissions			200	100	100	100
Total Materials and Services	83,424	97,242	76,560	78,750	78,750	78,750
Capital Outlay						
704 Improvements Other Than Bldgs. Capital Softmatch		125,195	25,000	150,000	-	-
Total Capital Outlay	-	125,195	25,000	150,000	-	-
Debt Service						
801 Debt Service - Principal	19,361	20,278	300,845	22,176	22,176	22,176
802 Debt Service - Interest	15,711	14,794	13,935	16,361	16,361	16,361
Total Debt Service	35,072	35,072	314,780	38,537	38,537	38,537
	\$ 118,496	\$ 257,509	\$ 416,340	\$ 267,287	\$ 117,287	\$ 117,287

Facilities Maintenance Division

The majority of the City's nearly 100 buildings and other facilities are maintained by the Facilities Maintenance Division; including City Hall, Community Development and Engineering Services, Police Station, Council Chambers, Pioneer Hall, The Grove, Senior Center, Band Shell, Airport facilities and the information kiosk. The enterprise funds that have their own facilities (water and sewer), the Fire Station facilities and the Parks Department facilities are managed within their respective funds. The Facilities Maintenance Division has 2 employees under the direction of the Fleet-Facilities-Maintenance and Safety Supervisor that coordinate utility services, janitorial services, improvements and all repairs to the buildings and their related systems.

Council Goals

- * Complete and implement the City's Facilities Master Plan and Space Needs Analysis. Evaluate and create plan for remodel/replacement of City Council Chamber (seating, sound, design, web access). Initial improvements were completed in January 2008.

Division Goals

- ⇒ Continue with the implementation of the final adopted Facilities Master Plan.
- ⇒ Continue with the Development of a city wide maintenance plan to better anticipate necessary facility requirements including an appropriate annual budget for facility repairs.
- ⇒ Improve our facilities to ensure that the community and employees have safe, efficient, clean and contemporary city facilities.
- ⇒ Continue to improve security and implement improvements to better utilize existing facilities.
- ⇒ Address facility concerns in a timely manner, with computerized tracking of all requests. Prioritize safety needs, then consider issues that can lead to further damage, and routine maintenance will follow when other issues have been resolved.
- ⇒ Ensure that all maintenance and repairs keep water and electrical conservation a priority.
- ⇒ Make recycling options for employees and visitors to City buildings easily accessible.
- ⇒ Coordinate with the City's Safety Committee to ensure OSHA regulations and code violations are addressed in a timely manner.

Significant Budget Changes

- The budget reflects the consolidation of some smaller line items (office, uniforms, lodging, meals, training, postage, books and periodicals, dues, phones, etc).

Performance Measures

- ◆ Determine industry standards for the cost of facilities maintenance on a square foot basis for like facilities and attain similar or lower costs with the same high standard.
- ◆ With limited personnel, scheduling and time efficiency will become a priority.

public works department - facilities maintenance division

CAPITAL IMPROVEMENT FUND
PUBLIC WORKS DEPARTMENT
MAINTENANCE - PROPERTY DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 410						
Personal Services						
510 Salaries and Wages	\$ 97,033	\$ 108,890	\$ 112,400	\$ 116,110	\$ 116,110	\$ 116,110
520 Fringe Benefits	50,088	63,536	66,166	65,795	65,795	65,795
Total Personal Services	147,120	172,426	178,566	181,905	181,905	181,905
Materials and Services						
601 Supplies	5,959	3,868	7,000	5,380	5,380	5,380
602 Rental, Repair, Maintenance	328,618	333,172	334,375	321,425	321,425	321,425
603 Communications	2,074	2,252	3,300	2,600	2,600	2,600
604 Contractual Services	4,824	85,779	10,280	3,100	3,100	3,100
605 Misc. Charges and Fees	1,311	8,260	2,120	3,620	3,620	3,620
606 Other Purchased Services	2,439	1,296	3,250	2,080	2,080	2,080
610 Programs	21,408	21,387	29,000	23,700	23,700	23,700
Total Materials and Services	366,633	456,014	389,325	361,905	361,905	361,905
Capital Outlay						
701 Land			670,000			
703 Equipment	33,099	3,101				
704 Improvements Other Than Bldgs.	46,777	93,035	100,000	58,690	1,208,690	1,208,690
Total Capital Outlay	79,876	96,136	770,000	58,690	1,208,690	1,208,690
	\$ 593,629	\$ 724,576	\$ 1,337,891	\$ 602,500	\$ 1,752,500	\$ 1,752,500

Water Division

The Water Division, with 16 FTE, has responsibility for the City's drinking water source supply, treatment to insure quality consumption, and distribution to our community's residents and businesses.

The City's drinking water distribution system includes four distribution reservoirs for 6.76 million gallons of total storage, over 130 miles of water lines, 6 pump stations, 53 pressure reducing devices, 1,156 fire hydrants, and over 8,237 individual services and meters. In addition, there are 334 separate irrigation meters utilizing potable water, 187 irrigation accounts for the City's portion of the Talent Irrigation District (TID) water, and three service points for historic Lithia water. Division personnel are responsible for new service installations, main line construction, and maintenance and repair of the existing system.

With primary raw water supply from Mount Ashland, and a secondary supply from the TID system, the Water Treatment Plant treats up to 7.5+ million gallons of water per day (mgd) in the summer and averages 2.0mgd in the winter months. Division personnel are responsible for ensuring the water is treated to meet or exceed the required State Health Division's drinking water standards.

The supply side includes any work required to retain the water held in Reeder Reservoir before it is treated at the water treatment plant; Hosler Dam maintenance; safety and security; TID water purchase agreements and long-term water rights acquisition.

Council Goals

- * Enhance water supply and conservation to meet targets
Develop citywide focus "the right water for the right use"
 - Explore and potentially develop 3-year plan to improve and extend our current TID system
 - Negotiate for other water supply options
 - Support effluent reuse option for WWTP effluent
 - Complete pre-design plan for future extension of TAP water line, including priority for conservation.
 - Pursue water quality and temperature improvements.

- * Establish stronger, formalized role for City in stewardship of entire Ashland Watershed
 - Improve the overall management of the Ashland Watershed by working with the Forest Service
 - Lobby for funding
 - Collect water quality/quantity source data
 - Review relationship with Mt. Ashland/Ski Ashland QA/QC

Division Goals

- ⇒ Provide high-quality, clean, safe drinking water to each customer at the tap and continue to publish the annual Consumer Confidence Reports (CCR).
- ⇒ Evaluate the water chemistry and treatment process to implement relevant changes for overall water quality improvements.
- ⇒ Operate the water treatment and distribution system in an efficient and fiscally responsible manner.
- ⇒ Promote the "Right Water for the Right Use" to provide an adequate supply of drinking water and maximize the use of appropriate conservation efforts. Continue to evaluate long-term water rights and options for additional water rights or agreements.
- ⇒ Conduct twice a year audible alarm tests of the early warning system for Hosler Dam and continue public education on the flood inundation zone.

Significant Budget Changes

- Capital projects have been reduced due to the decline in revenues. As a result, the only recommended CIP project is the second phase of the water treatment plant process improvements.
- This budget includes \$440,000 for a comprehensive "Right Water for Right Use" water supply study and \$60,000 for TID/BOR water rights.
- The budget reflects the consolidation of some smaller line items (office, uniforms, lodging, meals, training, postage, book & periodicals, dues, phones, etc.).
- The Water Division CIP identifies \$16,960,000 of unfunded projects.

Performance Measures

- ◆ Water quality - have no action limit violations, and no other health risk concerns.
- ◆ Water quantity - maintain water treatment capacity above 25% of maximum daily capacity (ratio of capacity 10mgd to maximum day 8mgd).
- ◆ Continued focus to improve water conservation. The lowest winter day continues to stay at 2.0mgd. Summer averages continue to drop slightly even in the past two "normal" years.

public works department - water division

WATER FUND
PUBLIC WORKS DEPARTMENT
SUPPLY DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Materials and Services						
604 Contractual Services	\$ 63,683	\$ 161,215	\$ 234,919	\$ 32,797	\$ 32,797	\$ 32,797
605 Misc. Charges and Fees	99,835	98,798	110,569	110,569	110,569	110,569
606 Other Purchased Services	53,706	57,656	61,000	61,000	61,000	61,000
Total Materials and Services	217,224	317,669	406,488	204,366	204,366	204,366
Capital Outlay						
704 Improvements Other Than Bldgs.	2,005,063	163,368	412,500	111,250	111,250	111,250
Total Capital Outlay	2,005,063	163,368	412,500	111,250	111,250	111,250
Debt Service						
801 Debt Service - Principal	41,250	41,646	41,750	17,250	17,250	17,250
802 Debt Service - Interest	8,722	30,282	11,115	5,710	5,710	5,710
Total Debt Service	49,972	71,928	52,865	22,960	22,960	22,960
	\$ 2,272,259	\$ 552,965	\$ 871,853	\$ 338,576	\$ 338,576	\$ 338,576

WATER FUND
PUBLIC WORKS DEPARTMENT
TREATMENT DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Personal Services						
510 Salaries and Wages	\$ 201,455	\$ 239,369	\$ 254,200	\$ 277,880	\$ 277,880	\$ 277,880
520 Fringe Benefits	101,348	117,348	129,830	115,990	115,990	115,990
Total Personal Services	302,803	356,717	384,030	393,870	393,870	393,870
Materials and Services						
601 Supplies	95,164	123,365	218,300	196,090	196,090	196,090
602 Rental, Repair, Maintenance	88,703	60,706	101,500	77,650	77,650	77,650
603 Communications	9,277	10,239	11,600	6,400	6,400	6,400
604 Contractual Services	20,864	1,643	15,280	15,100	15,100	15,100
605 Misc. Charges and Fees	270,321	194,394	318,184	318,534	318,534	318,534
606 Other Purchased Services	23,464	19,512	48,550	29,354	29,354	29,354
Total Materials and Services	507,792	409,859	713,414	643,128	643,128	643,128
Capital Outlay						
704 Improvements Other Than Bldgs.	158,492	713,571	60,000	33,750	33,750	33,750
Total Capital Outlay	158,492	713,571	60,000	33,750	33,750	33,750
Debt Service						
801 Debt Service - Principal	117,000	120,600	120,600	124,200	124,200	124,200
802 Debt Service - Interest	47,948	45,679	43,304	40,394	40,394	40,394
Total Debt Service	164,948	166,279	163,904	164,594	164,594	164,594
	\$ 1,134,036	\$ 1,646,426	\$ 1,321,348	\$ 1,235,342	\$ 1,235,342	\$ 1,235,342

public works department - water division

WATER FUND
PUBLIC WORKS DEPARTMENT
DISTRIBUTION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Personal Services						
510 Salaries and Wages	\$ 585,908	\$ 574,973	\$ 672,660	\$ 584,750	\$ 584,750	\$ 584,750
520 Fringe Benefits	334,058	320,065	383,496	308,525	308,525	308,525
Total Personal Services	919,967	895,038	1,056,156	893,275	893,275	893,275
Materials and Services						
601 Supplies	25,182	30,540	37,350	21,032	21,032	21,032
602 Rental, Repair, Maintenance	250,140	274,311	293,300	267,600	267,600	267,600
603 Communications	3,414	2,909	7,050	4,200	4,200	4,200
604 Contractual Services	28,932		11,500	12,500	12,500	12,500
605 Misc. Charges and Fees	701,586	452,363	793,596	782,756	782,756	782,756
606 Other Purchased Services	6,160	5,025	11,400	14,346	14,346	14,346
610 Programs			500			
612 Franchises	288,291	275,364	311,430	369,400	369,400	369,400
Total Materials and Services	1,303,705	1,040,512	1,466,126	1,471,834	1,471,834	1,471,834
Capital Outlay						
703 Equipment	11,120	24,889	15,000	6,860	6,860	6,860
704 Improvements Other Than Bldgs.	163,358	188,739	1,498,750	114,814	114,814	114,814
Total Capital Outlay	174,478	213,628	1,513,750	121,674	121,674	121,674
Debt Service						
801 Debt Service - Principal	244,000	252,200	257,200	270,400	270,400	270,400
802 Debt Service - Interest	81,850	73,701	65,050	55,564	55,564	55,564
Total Debt Service	325,850	325,901	322,250	325,964	325,964	325,964
	\$ 2,723,999	\$ 2,475,079	\$ 4,358,282	\$ 2,812,747	\$ 2,812,747	\$ 2,812,747

public works department - water division

WATER FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - IMPROVEMENTS

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 938,772	\$ 497,934	\$ 611,100	\$ 266,250	\$ 266,250	\$ 266,250
Total Capital Outlay	\$ 938,772	\$ 497,934	\$ 611,100	\$ 266,250	\$ 266,250	\$ 266,250

WATER FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - REIMBURSEMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 39,623	\$ 58,761	\$ 237,750	\$ 328,750	\$ 328,750	\$ 328,750
Total Capital Outlay	\$ 39,623	\$ 58,761	\$ 237,750	\$ 328,750	\$ 328,750	\$ 328,750
	\$ 39,623	\$ 58,761	\$ 237,750	\$ 328,750	\$ 328,750	\$ 328,750

WATER FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - DEBT SERVICE

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Debt Service						
801 Debt Service - Principal	\$ 87,750	\$ 90,450	\$ 90,450	\$ 93,150	\$ 93,150	\$ 93,150
802 Debt Service - Interest	35,961	34,260	32,478	30,296	30,296	30,296
Total Debt Service	123,711	124,710	122,928	123,446	123,446	123,446
	\$ 123,711	\$ 124,710	\$ 122,928	\$ 123,446	\$ 123,446	\$ 123,446



Forest Interface Division (Water Fund)

The Forest Interface Division, funded through the Public Works Water Fund budget, provides noxious vegetation program management and wildfire fuels reduction project coordination, extends community education on wildfire prevention and mitigation, conducts wildfire tactical response planning and vegetation mapping, and related grant-writing and administration for watershed projects.

Significant Budget Changes

- Anticipated Title III grant for wildfire fuels reduction in the amount of \$55,000.
- Council approved \$18,600 in federal grant to be included in the adopted budget.

Division Goals

- ⇒ Oversee wildfire fuels reduction projects and related planning in wildland- urban interface
- ⇒ Manage City watershed interpretive signage program
- ⇒ Support implementation of Ashland Forest Resiliency Program / CWPP
- ⇒ Provide public education on City watershed ecology
- ⇒ Provide ongoing supervision of noxious vegetation management program

WATER FUND
PUBLIC WORKS DEPARTMENT
FOREST INTERFACE DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Personal Services						
510 Salaries and Wages	\$ 49,822	\$ 54,970	\$ 58,900	\$ 61,700	\$ 61,700	\$ 61,700
520 Fringe Benefits	26,821	31,876	33,935	33,200	33,200	33,200
Total Personal Services	76,643	86,846	92,835	94,900	94,900	94,900
Materials and Services						
604 Contractual Services	114,876	91,959	94,100	143,420	143,420	162,020
605 Misc. Charges and Fees						
606 Other Purchased Services	2,434	612	2,500	2,500	2,500	2,500
608 Commissions	102		1,000	1,000	1,000	1,000
Total Materials and Services	117,412	92,571	97,600	146,920	146,920	165,520
	\$ 194,055	\$ 179,417	\$ 190,435	\$ 241,820	\$ 241,820	\$ 260,420

The FTE for this division is included in the Fire Department Organizational Chart

Wastewater Division

The Wastewater Division is charged with the responsibility to maintain the wastewater collection system and the wastewater treatment plant in accordance with the National Pollutant Discharge Elimination System (NPDES) permit. During the treatment process, bio-solids are processed and then disposed of at the local landfill located in White City, Oregon and the highly treated (Class A) effluent is returned back to Ashland Creek.

The wastewater collection system includes over 109.5 miles of sanitary sewer lines in a 6.5 square mile service area that serves over 8,100 customers. The pipes were first installed in the 1900's and range in size from 4 to 30 inches and in addition to the piping, there are 2,500 manholes and cleanouts. There are currently 7 lift stations. Division personnel continually replace old sewer lines due to failures or capacity limitations and install new service connections for new homes and businesses. Inspection and maintenance of both the sanitary sewer and storm water lines is accomplished with specialized equipment.

The Wastewater Treatment Plant (WWTP) finished its' major upgrade in May 2003. The WWTP is one of the most advanced wastewater treatment plants in Oregon designed specifically to improve water quality and the health of Bear and Ashland Creeks. Recently there have been significant changes in the regulatory environment regarding wastewater effluent temperature. These requirements will be outlined in our new 5-year permit cycle. The secondary treatment phase (December- April) of the WWTP system consists of head-works screenings, two carousel oxidation ditches, three secondary clarifiers, and UV disinfection. In the summer months (May-November) tertiary treatment is provided using membrane filtration. During the treatment process, solids are generated. These solids are dewatered using two centrifuges and transported to the landfill for disposal. The plant treats an average of 1.93 million gallons of wastewater per day in the summer months and 2.39 million gallons per day during the winter months. Plant staff is responsible for ensuring that the treated effluent and bio-solids meet strict discharge and reuse standards prior to discharge and disposal.

The Wastewater Division employs 11 FTE with staff split between the plant and the collection system. Division personnel will continue training to balance plant operations and collection system needs, as well as assist with storm drain pipe cleaning. All division personnel are located at the WWTP facilities to make more efficient use of shared equipment and training facilities.

Council Goals

- * Continue with the development of "the right water for the right use" program
- * Support effluent reuse option for WWTP effluent
- * Continue the water quality and temperature improvements.

Division Goals

- ⇒ Produce a highly treated wastewater effluent and bio-solids product that meets or is consistently better than required by State permit regulatory requirements.
- ⇒ Continue to coordinate with DEQ on the newly adopted temperature management rules and effectively utilize our high quality effluent as a resource. Evaluate the ability to augment creek flows through appropriate water trading.
- ⇒ Continue the Optimization of the collection and maintenance operations to minimize service disruptions and claims against the City.
- ⇒ Reduce overall chemical use where appropriate, while effectively using foaming agents in sewer lines to kill roots that damage sewer lines and cause blockages.
- ⇒ Continue to eliminate illegal cross-connections, typically storm water lines, from the sewer system.
- ⇒ Continue the implementation of our Fats, Oils and Grease (FOG) Program for food service establishments within the City of Ashland through various educational activities.

Significant Budget Issues

- Capital projects have been reduced due to declining revenues. Therefore, the only recommended CIP project is the membrane section replacement.
- The budget also includes \$350,000 for a comprehensive wastewater program master plan update.
- The Wastewater Division CIP identifies \$4 Million of unfunded projects.
- This budget includes Federal Stimulus money (grant/loan) for the wastewater treatment plan membrane project.
- Overall debt service continues to decline as the DEQ loan for the wastewater treatment plant is paid back. The food and beverage tax revenues will be ending December 2010. We will then be looking at how to fill this void in revenues in order to meet DEQ loan requirements.
- The budget reflects the consolidation of smaller line items, including: office, uniforms, lodging, meals, training, postage, books and periodicals, dues, phones, etc.

Performance Measures

- ◆ Wastewater quality - fully meet DEQ NPDES permit requirements with no violations and continue to evaluate the impacts of temperature standards on effluent reuse and creek impacts.
- ◆ System efficiency - evaluate the cost to collect and treat sewage per 1000 gallons and take appropriate measures to favorably compare to industry standards for our tertiary level plant.
- ◆ Reduce the amount of inflow and infiltration so that the system treats only effluent and not intrusive storm flows (will show as a reduction in overall treated effluent).
- ◆ Reduce the costs of sewer claims due to controllable backups (roots, grease, etc). Increases in cleaning, inspection, foaming have decreased the number of responses for main line blockages.

Wastewater Collection Line Activity Log	2004	2005	2006	2007	2008
Feet of sewer system cleaned with jet rodder	327,764	175,460	475,547	536,152	349,361
Feet of sewer system inspected with TV camera	69,894	42,139	34,416	65,397	106,155
Feet of sewer system smoke testing	25,954	0	0	23,382	0
Feet of sanitary sewer lines foamed (roots)	0	14,571	10,242	13,649	17,854
Number of sanitary sewer system repairs	55	24	55	50	14
Feet of main line replacements (in house)	2,060	3,960	1,820	1,320	1,892
Feet of new sub-division mains & trunk lines (contract)	8,040	5,018	8,703	926	1,025
Feet of main line replacements (contract)	0	0	2,955	601	989
New manholes installed	12	13	85	25	30
Manholes replaced	2	16	8	8	10
Service installs	35	35	25	16	4
Responded to main line blockages	20	9	8	6	3

public works department - wastewater division

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
COLLECTION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 675						
Personal Services						
510 Salaries and Wages	\$ 223,856	\$ 227,529	\$ 295,480	\$ 267,264	\$ 267,264	\$ 267,264
520 Fringe Benefits	113,692	125,592	165,044	147,693	147,693	147,693
Total Personal Services	337,548	353,121	460,524	414,957	414,957	414,957
Materials and Services						
601 Supplies	43,425	66,488	75,050	70,406	70,406	70,406
602 Rental, Repair, Maintenance	174,258	213,539	206,700	154,850	154,850	154,850
603 Communications	3,230	2,550	5,200	3,440	3,440	3,440
604 Contractual Services	749	3,120	9,000	5,000	5,000	5,000
605 Misc. Charges and Fees	517,769	503,145	599,376	598,876	598,876	598,876
606 Other Purchased Services	2,665	2,935	6,620	5,950	5,950	5,950
610 Programs			400	220	220	220
612 Franchises	186,986	195,225	217,910	332,800	332,800	332,800
Total Materials and Services	929,083	987,002	1,120,256	1,171,542	1,171,542	1,171,542
Capital Outlay						
703 Equipment	3,990			4,000	4,000	4,000
704 Improvements Other Than Bldgs.	180,115	726,638	569,000	68,000	68,000	68,000
Total Capital Outlay	184,105	726,638	569,000	72,000	72,000	72,000
	\$ 1,450,736	\$ 2,066,761	\$ 2,149,780	\$ 1,658,499	\$ 1,658,499	\$ 1,658,499

public works department - wastewater division

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
TREATMENT DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 675						
Personal Services						
510 Salaries and Wages	\$ 278,703	\$ 276,888	\$ 297,150	\$ 307,810	\$ 307,810	\$ 307,810
520 Fringe Benefits	145,127	129,062	151,959	145,390	145,390	145,390
Total Personal Services	423,830	405,950	449,109	453,200	453,200	453,200
Materials and Services						
601 Supplies	143,497	156,974	157,400	182,344	182,344	182,344
602 Rental, Repair, Maintenance	449,230	461,620	491,300	441,900	441,900	441,900
603 Communications	1,089	900	3,200	770	770	770
604 Contractual Services	15,993	33,600	47,500	47,500	47,500	47,500
605 Misc. Charges and Fees	378,034	360,316	455,265	475,025	475,025	475,025
606 Other Purchased Services	29,151	41,184	45,950	57,555	57,555	57,555
610 Programs	392		300	250	250	250
Total Materials and Services	1,017,386	1,054,594	1,200,915	1,205,344	1,205,344	1,205,344
Capital Outlay						
704 Improvements Other Than Bldgs.	283,451	1,534	1,180,000	497,000	497,000	497,000
Total Capital Outlay	283,451	1,534	1,180,000	497,000	497,000	497,000
Debt Service						
801 Debt Service - Principal	990,373	1,024,634	1,060,081	1,096,753	1,096,753	1,096,753
802 Debt Service - Interest	802,723	763,426	722,868	680,804	680,804	680,804
Total Debt Service	1,793,096	1,788,060	1,782,949	1,777,557	1,777,557	1,777,557
	\$ 3,517,763	\$ 3,250,138	\$ 4,612,973	\$ 3,933,101	\$ 3,933,101	\$ 3,933,101



public works department - wastewater division

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - COLLECTION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 675						
Capital Outlay						
704 Improvements Other Than Bldgs.	\$ 20,083					
Total Capital Outlay	\$ 20,083	\$ -	\$ -	\$ -	\$ -	\$ -

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - IMPROVEMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 675						
Materials and Services						
604 Contractual Services				\$ 350,000	\$ 350,000	\$ 350,000
Total Materials and Services	-	-	-	350,000	350,000	350,000
Capital Outlay						
704 Improvements Other Than Bldgs.		133,750	133,110	200,000	200,000	200,000
Total Capital Outlay	\$ -	\$ 133,750	\$ 133,110	\$ 200,000	\$ 200,000	\$ 200,000
	\$ -	\$ 133,750	\$ 133,110	\$ 550,000	\$ 550,000	\$ 550,000

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - REIMBURSEMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 675						
Capital Outlay						
704 Improvements Other Than Bldgs.		\$ 129,125	\$ 127,890	\$ 127,890	\$ 127,890	\$ 127,890
Total Capital Outlay	\$ -	\$ 129,125	\$ 127,890	\$ 127,890	\$ 127,890	\$ 127,890

Administration & Engineering

Public Works Administration and Engineering is responsible for coordination, administration of the department, Capital Improvements Program (CIP) and ensuring a viable long range infrastructure.

Administration

The PW Administration division includes the Director, Superintendent, administrative staff, some shared functions, and the Geographic Information Systems (GIS) group to provide operational oversight and general administrative functions to support the Public Works Department. The PW Director provides guidance and assistance to various commissions, long range operational programs, master planning projects and a variety of construction projects within the City.

The GIS team develops maps and maintains the City's utility infrastructure data as well as several other unique data layers to assist with planning and analysis not only within Public Works but also in coordination with other departments. The GIS Division also maintains and updates rights-of-way and easement locations; boundary surveys; land divisions; maps 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.

Engineering Division

PW Engineering includes the City Engineer function, design, engineering and subdivision reviews, project inspection services, traffic safety, surveying services, and technical support to the Ashland community and all city departments. Staff provides coordination with consulting engineers, surveyors and developers within the City for infrastructure designs to meet City construction standards. Staff is also responsible for managing projects, timeframes, design, specifications, survey and construction of all public works projects. The formation of Local Improvement Districts (LID) is also overseen by the Engineering Division.

PW Administration and Engineering division staffs support the City Council, Transportation Commission, Airport and Forest Commissions. Staff also provides various liaison functions for the Jackson/Josephine Transportation Committee (JJTC), Rogue Valley Area Commission on Transportation (RVACT), Metropolitan Planning Organization (RVMPO), TAP Waterline Intertie Committee, Bear Creek Watershed Council, Storm Water Advisory Team and others.

Council Goals

- * Develop a comprehensive public transportation, traffic, and parking plan to reduce pollution and congestion, and to improve Ashland's quality of life through a Transportation System Program (TSP) update.
 - Evaluate TTPC Plan and develop action plan for items adopted.
 - Identify and acquire land for transit station
- * Improve pedestrian and traffic safety
- * Develop a five-year plan to identify, fund and fully integrate all information technology functions within the organization; includes GIS.
- * Establish stronger, formalized role for City in stewardship of entire Ashland Watershed (with the Fire Department)
 - Improve the overall management of the Ashland Watershed by working with the Forest Service and continue efforts to reduce the wildfire threat in the watershed:
 - Identify Funding Opportunities
 - Collect water quality/quantity source data

Division Goals

- ⇒ Manage the City's Capital Improvements Plan (CIP) within budget and timeframes.
- ⇒ Continue to add and integrate system analysis management tools within the GIS program.
- ⇒ Provide effective review and inspection services on all public works projects.
- ⇒ Evaluate new sustainability options with water and LEED construction techniques.
- ⇒ Enhance storm water NPDES permitting functions.

Significant Budget Changes

- The budget reflects a reduction of 1 FTE that was eliminated during FY2008-09

Performance Measures

- ◆ Maintain construction budgets and track the number of projects completed within budget and within 5% contingency.
- ◆ Leverage grant and other revenue opportunities; ODOT, DEQ, FAA, Federal Stimulus, etc.

public works department - administration & engineering

CENTRAL SERVICES FUND
PUBLIC WORKS DEPARTMENT
SUPPORT AND ADMINISTRATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 710						
Personal Services						
510 Salaries and Wages	\$ 683,819	\$ 758,190	\$ 799,600	\$ 763,000	\$ 763,000	\$ 763,000
520 Fringe Benefits	322,889	357,758	394,721	338,870	338,870	338,870
Total Personal Services	1,006,708	1,115,948	1,194,321	1,101,870	1,101,870	1,101,870
Materials and Services						
601 Supplies	32,820	30,719	39,700	57,400	57,400	57,400
602 Rental, Repair, Maintenance	31,736	38,137	37,450	35,300	35,300	35,300
603 Communications	7,598	5,594	11,800	7,400	7,400	7,400
604 Contractual Services	36,218	22,881	40,500	40,000	40,000	40,000
605 Misc. Charges and Fees	126,341	126,364	126,026	126,200	126,200	126,200
606 Other Purchased Services	18,821	15,425	17,895	15,200	15,200	15,200
Total Materials and Services	253,533	239,120	273,371	281,500	281,500	281,500
	\$ 1,260,241	\$ 1,355,068	\$ 1,467,692	\$ 1,383,370	\$ 1,383,370	\$ 1,383,370

Fleet Maintenance & Acquisition Division

The Fleet Maintenance & Acquisition Division is responsible for the maintenance and acquisition of new or replacement vehicles and equipment. The City maintains a fleet of 129 vehicles; 71 light duty vehicles; 46 heavy duty or special use vehicles; and 23 pieces of heavy equipment.

On the Acquisition side, staff is responsible for evaluating the City's overall fleet purchasing strategy and recommends new vehicles or replacement vehicles based on use, age, and safety requirements. Vehicles and equipment are initially purchased by the operating department. Once the initial purchase is made, the vehicle is then "leased" back to that department through a "replacement" fund established for future vehicle / equipment replacement purchases. Major computer purchases that are capitalized through the Information technology (IT) Department or Geographic Information System (GIS) division are now charged back to the various departments through central services "technology debt" that is also in the acquisition fund.

The equipment shop/fleet maintenance function provides for staff time to perform routine and preventive maintenance, and both major and minor repairs for city vehicles, pumps, equipment and other rolling stock. Those charges are also expensed back to the different vehicle and equipment users through the vehicle maintenance line item on each department's budget.

Division Goals

- ⇒ Continue the Integration of the computerized fleet maintenance and replacement program to better evaluate our fleet vehicles and replacement needs.
- ⇒ Explore possibility of combining the Parks Department and City maintenance shops.
- ⇒ Continue the implementation of the "Green Fleet" strategy.
 - ⇒ Evaluate and recommend effective alternative fuel vehicles, hybrids, electric vehicles and vehicle alternatives such as bicycles and segways.
 - ⇒ Pool and share the City's heavy equipment and look for ways to decrease the number of vehicles and equipment. "Right size" the fleet by going to a smaller sized vehicle when practical.
 - ⇒ Explore the possibility of joining local car sharing programs. Compare potential cost savings vs. Operational changes to determine if this is a viable option.
- ⇒ Provide adequate training opportunities for service mechanics and equipment users on the new equipment and technology available for diagnostics, safe operation, fuel efficiency measures, emissions control measures and operational standards.

Significant Budget Changes

- This budget implements a flat rate billing system to eliminate spikes in fleet repair costs. Departments will be billed based on previous three years averages repair costs.
- The budget reflects the consolidation of some smaller line items (office, uniforms, lodging, meals, training, postage, books and periodicals, dues, phones, etc).

Performance Measures

- ◆ Develop a concerted effort on ensuring our replacement policy and maintenance service meets or exceeds industry standards to ensure that user departments are getting the most for their maintenance money. Factor in all variables including down time, shuttling costs and vendor rates vs. internal rates.
- ◆ Improve conditions of the shop facilities and maintenance yard to improve internal customer service.

Equipment Acquisition List

Reprogrammed from FY09
 #301 Bucket Truck (Electric) \$230,000.00

Total Reprogrammed \$230,000.00

Budgeted for FY09 Replacements for Existing Equipment

Police Department:
 #541 Patrol car-replace 2006 Ford Crown Victoria \$24,000.00
 *Replacement equipment for #541 includes lighting, radio and striping, etc. \$10,000.00

Public Works:
 #106A Trailer Mounted Air Compressor \$20,000.00
 #347 1999 Ford Ranger \$24,000.00
 #431 2000 Ford F-150 \$26,000.00

Total Replacement \$104,000.00

Total Equipment Acquisition \$334,000.00

public works department - facilities maintenance division

EQUIPMENT FUND
PUBLIC WORKS DEPARTMENT
MAINTENANCE - EQUIPMENT DIVISION

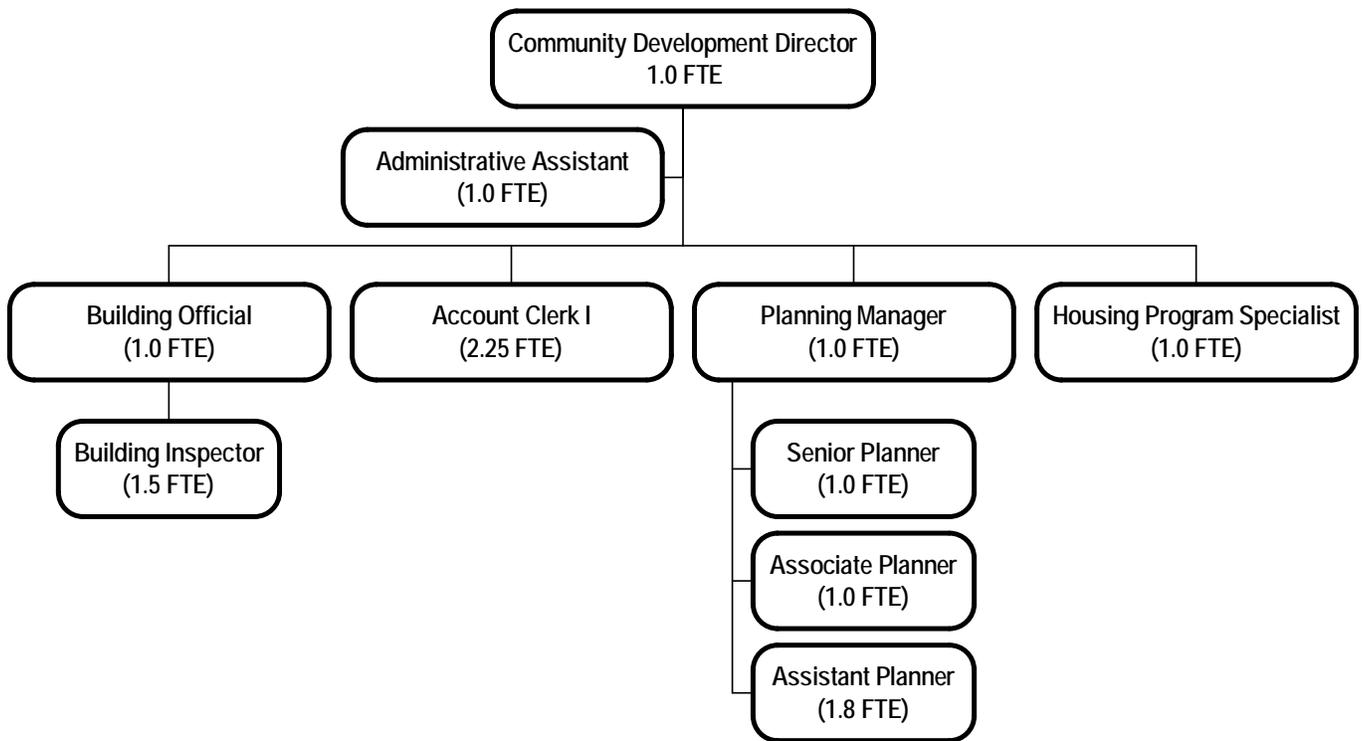
Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 730						
Personal Services						
510 Salaries and Wages	\$ 162,680	\$ 173,247	\$ 185,800	\$ 191,650	\$ 191,650	\$ 191,650
520 Fringe Benefits	80,819	93,088	97,882	96,470	96,470	96,470
Total Personal Services	243,499	266,335	283,682	288,120	288,120	288,120
Materials and Services						
601 Supplies	34,608	23,079	41,450	31,322	31,322	31,322
602 Rental, Repair, Maintenance	223,990	243,830	292,900	261,400	261,400	261,400
603 Communications	3,449	1,672	6,350	3,210	3,210	3,210
604 Contractual Services	42	245	420	300	300	300
605 Misc. Charges and Fees	214,834	215,180	215,002	216,917	216,917	216,917
606 Other Purchased Services	2,500	2,995	6,000	1,860	1,860	1,860
Total Materials and Services	479,423	487,001	562,122	515,009	515,009	515,009
	\$ 722,922	\$ 753,336	\$ 845,804	\$ 803,129	\$ 803,129	\$ 803,129

EQUIPMENT FUND
PUBLIC WORKS DEPARTMENT
PURCHASING AND ACQUISITION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 730						
Capital Outlay						
703 Equipment	\$ 572,995	\$ 1,143,279	\$ 747,000	\$ 334,000	\$ 334,000	\$ 334,000
704 Improvements Other Than Bldgs.	8,971		25,000			
Total Capital Outlay	581,967	1,143,279	772,000	334,000	334,000	334,000
	\$ 581,967	\$ 1,143,279	\$ 772,000	\$ 334,000	\$ 334,000	\$ 334,000



community development department 12.55 FTE



Overview

The Community Development Department is comprised of two divisions: Planning and Building Safety. The Planning Division is responsible for maintaining the Community's vision for land use planning as presented in the goals and policies described within Ashland's Comprehensive Plan. To this end, Planning Division staff develops new programs, creates long range plans, crafts implementing standards and processes development applications all with an eye for ensuring consistency with the community's adopted Plan and policy documents. The department manages city-wide Code Compliance activities that include enforcement of conditions of approval for all planning applications, follow-up on building code violations, and other sections of the Ashland Municipal Code. Administration of Ashland's Housing Program is a major priority for the department. The Housing Program is involved in all aspects of planning, organizing and directing affordable housing related projects and activities within the City. Lastly, the Building Safety Division provides comprehensive building inspection and fire/life safety plan review services including code interpretation for all adopted codes in the development community. The breadth of service, understanding and application of state codes allows the Building Safety Division to routinely coordinate public outreach efforts aimed at providing education to contractors, design professionals and inspectors for required code change continuing credit in all disciplines.

Community Development Mission Statement

Community Development can substantively affect the patterns of life. Community Development should work to facilitate a shared community vision, implemented through meaningful and effective policies, land use and building safety programs and strategies.

community development department

COMMUNITY DEVELOPMENT DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 1,239,748	\$ 1,324,052	\$ 1,324,967	\$ 1,098,865	\$ 1,098,865	\$ 1,098,865
600 Materials and Services	1,013,407	688,416	1,225,224	1,210,787	1,265,787	1,265,787
700 Capital Improvements		6,712	1,000,000			
	<u>\$ 2,253,155</u>	<u>\$ 2,019,180</u>	<u>\$ 3,550,191</u>	<u>\$ 2,309,652</u>	<u>\$ 2,364,652</u>	<u>\$ 2,364,652</u>
Department Total By Fund						
110 General Fund	\$ 1,887,295	\$ 1,980,988	\$ 3,112,104	\$ 1,870,694	\$ 1,870,694	\$ 1,870,694
250 CD Block Fund	365,860	38,192	438,087	438,958	493,958	493,958
	<u>\$ 2,253,155</u>	<u>\$ 2,019,180</u>	<u>\$ 3,550,191</u>	<u>\$ 2,309,652</u>	<u>\$ 2,364,652</u>	<u>\$ 2,364,652</u>

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Planning Division						
Community Development Director	0.75	0.90	0.90	0.90	0.90	0.90
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00				
Administrative Assistant			1.00	1.00	1.00	1.00
Associate Planner	2.00	1.00	1.00	1.00	1.00	1.00
Permit Center Manager	1.00	0.75				
Assistant Planner	2.00	2.00	1.80	1.80	1.80	1.80
Code Compliance Specialist	1.00	1.00				
Housing Program Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
Building Division						
Community Development Director	0.25	0.10	0.10	0.10	0.10	0.10
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.80	2.40	1.50	1.50	1.50	1.50
Permit Center Manager		0.25				
Secretary	1.00	1.00				
Account Clerk I	1.00	1.00	1.25	1.25	1.25	1.25
	<u>17.80</u>	<u>16.40</u>	<u>12.55</u>	<u>12.55</u>	<u>12.55</u>	<u>12.55</u>

Planning Division

The act of planning will continue to have a powerful effect on the future of Ashland, Jackson County and the 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 an active citizenry has helped create a community of lasting value, and continues to assist in developing a shared community vision implemented through far reaching goals, policies, implementing plans and development standards.

The Planning Division reviews development applications to ensure compliance with the Ashland Land Use Ordinance (ALUO). These development proposals include a wide range of large and small activities, such as residential and commercial subdivisions, the design and layout of multi-family and commercial building projects, as well as the construction of modest and elaborate home additions or the installation of a new business awning sign. The standards included in the land use ordinance set basic guidance for building height, scale and placement, lot coverage, pedestrian and bicycle amenities, transit facilities and landscaping. The Land Use Ordinance also addresses a variety of complex issues, including the location of structures and placement of fill in floodplains, identifying opportunities for the preservation of significant natural areas and creation of open spaces in new developments, evaluating prospects for multiple transportation choices with the design of local street networks, and concerns over neighborhood compatibility within the city's four nationally recognized historic districts. Land use ordinance requirements are intended to influence where and how things are built and where and how land is preserved based on the goals of the community identified in the Ashland's long range plans. For Ashland citizens, the tangible outcome from these regulations is the shaping of the built and natural environment within the city limits – the buildings, parks and scenic natural areas, city streets, public spaces, etc.

Ashland has a history of high levels of community involvement in civic issues, and this is a key component in the Planning Division's overall workload. Good customer service and availability for walk-in questions and calls concerning general planning issues is a long-standing expectation of the community. Staff is available to address a variety of inquiries as well as to research and provide information to an enthusiastic citizenry on a diverse assortment of development proposals and code provisions. Long range planning projects often involve extensive public involvement measures such as one on one communication, informal community meetings, the formation of citizen-based ad hoc and steering committees, media publicity, web page information and community surveys. This past year, planning staff participated and provided support to a variety of ad hoc citizen committees, including the Downtown Task Force, Siskiyou Boulevard Safety Committee, and the Interchange 5 Area Management Plan and Aesthetics Advisory Committees. Finally, the Planning Division is the primary support for the Planning Commission and three advisory

commissions including the Historic Commission, Housing Commission and Tree Commission.

Long Range Planning Program

The Planning Division's Long Range section assists the community in evaluating trends and developing innovative plans that reflect the values of its citizens as well as anticipate changes that may 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 neighborhood and business sub-area plans such as the North Mountain Neighborhood Plan, Railroad Master Plan and the current Croman Mill Site Redevelopment Plan. In addition, the Planning Division manages and prepares technical studies that augment and enhance the Comprehensive Plan and neighborhood plans. Recent examples include the Housing Rental Needs Analysis and the Economic Opportunities Analysis. Ultimately, ordinances are drafted and put into practice to actively implement the recommendations described in adopted city plans and policy documents. Highlights of this past year's land use ordinance amendments include the Arterial Setback Ordinance, Affordable Housing Standards for Annexations and Zone Changes, Water Resources Protection Ordinance and changes to Ashland's Sign Code.

Below is a partial list of Council Goals and projects that the Planning Division will address over the next 12 to 24 months:

Goals and Strategic Projects

- ⇒ Adoption of Wetland and Riparian ordinance revisions, including completion and distribution of educational materials
- ⇒ Implementation and local adoption of the Croman Mill Site Redevelopment Plan, including preparation of Comprehensive Plan and Code amendments, design standards and financing strategies.
- ⇒ Revisions to the Downtown Plan, including analysis and implementation of a Downtown Parking Plan strategy with near and mid-term actions
- ⇒ Complete a management plan for historic resources located upon the city-owned Lithia Springs property (e.g. Gun Club site), located east of Ashland off of Emigrant Creek Road.
- ⇒ Develop specific implementation strategies related to Ashland's Transportation System Plan (TSP) update, including mixed-use, transit-oriented overlays with code provisions and illustrations.
- ⇒ Presentation of an implementation strategy for the Railroad Property Neighborhood planning area including corresponding plan and code amendments.

Housing Program

The Housing Program is involved in all aspects of planning, organizing, coordinating, and directing housing related projects, programs, functions, and activities of the City. With a specific focus on affordable housing activities, administration of this program includes working closely with the Community Development Director, the Housing Commission, the Planning Commission and the City Council to accomplish the goals outlined by the City Council.

To increase the City of Ashland's affordable housing stock the City has offered a number of incentives to housing providers including the waiving of System Development Charges, Community Development and Engineering Fees, direct subsidy in the form of Community Development Block Grants or City property, Density Bonuses in residential development, as well as providing technical support to housing providers in their ongoing efforts to seeking additional funding.

In 2008-2009 the City jointly purchased a 10-acre property on Clay Street in collaboration with the Housing Authority of Jackson County. The Housing Authority has received approval to develop 60 low income apartments on the four acres they acquired through this purchase. Of the remaining six acres acquired by the City, approximately five acres are being held for potential sale to the Parks Department or a private developer, thus repaying the inter-fund loan (\$620,000 plus

interest) and the value of the Lithia Way parking lot (\$500,000) that contributed to the acquisition. The remaining one acre of the land will provide an opportunity for the development of additional affordable housing.

The City Housing Program will undertake the following *activities* in the coming year:

- Research and analysis for the development of a Housing Trust Fund.
- Research and analysis for the development of a Rental Registry.
- Assist affordable housing providers in previously approved developments: 20 affordable town homes by Rogue Valley Community Development Corporation; two affordable town homes by Ashland Community Land Trust; 60 units of affordable rental housing on Clay Street by the Housing Authority of Jackson County.
- Evaluation of opportunities for development of affordable housing units (Clay Street).
- Implementation of ordinance changes to encourage and protect affordable housing through incentives and the removal of regulatory barriers (Transit Oriented Development, Parking)
- Administration of the CDBG program and the monitoring of CDBG funded activities.
- Development and Review of Contracts, Covenants, Deed restrictions and Liens.
- Monitoring of covered affordable units to ensure rents, sales price, and occupant households remain compliant with the City programs.

Code Compliance Program

The City's Code Compliance program is administered through the Community Development Department. The Code Compliance program includes enforcement of conditions of approval for all Planning Actions, follow-up on Building Code violations and other sections of the Ashland Municipal Code. Due to the dramatic decline in development activity both regionally as well as on the local level, the staffing levels for the code compliance program were significantly reduced in order to address budgetary shortfalls. Ongoing program development and coordination include:

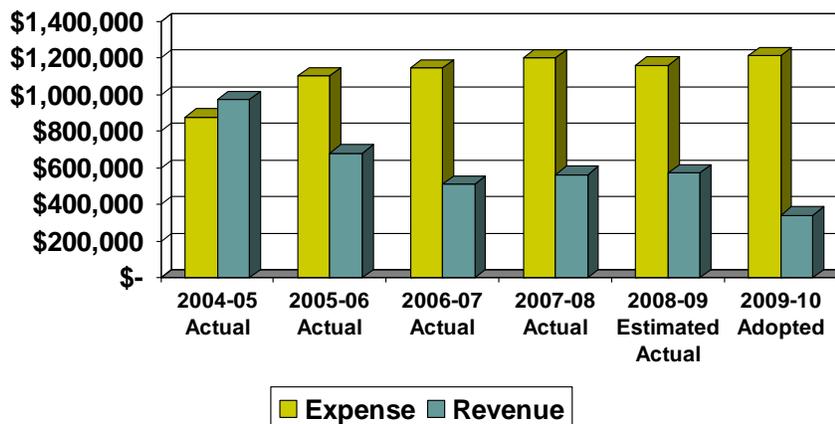
- ⇒ Reorganization of citywide compliance functions to account for staffing reductions. This will involve decentralizing some of functions currently performed by Community Development and distributing specific areas of compliance to the respective city department.
- ⇒ Further development of online resources for the public, as well as for internal staff communication.

Significant Budget Changes – Planning Division

- The division’s total FTE was reduced due to the lay-off of the code compliance specialist and loss of the Permit Center Manager through an inter-department transfer. The staffing reduction will have direct implications on city-wide code compliance efforts and will reduce the organization’s capacity for long range planning and program development.
- A \$1,000,000 “capital outlay” line item has been removed that identified funds resulting from potential sale of city-owned Strawberry Lane lots. These lots were part of a land trade and property acquisition contract for 10-acres on lower Clay Street, of which a portion has been earmarked for the development of affordable housing.

Planning Division Activity					1/2 Year
	2004-05	2005-06	2006-07	2007-08	2008-09
Zoning Permit	96	146	130	206	92
Pre-App	78	43	86	78	41
Staff Permit	26	18	22	20	0
Type I	49	18	28	51	27
Type II	10	10	5	4	4
Type III	4	1	0	7	3

Revenue vs Expense



community development department - planning division

GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 502,068	\$ 558,052	\$ 587,200	\$ 494,100	\$ 494,100	\$ 494,100
520 Fringe Benefits	239,630	275,899	261,701	234,075	234,075	234,075
Total Personal Services	741,698	833,951	848,901	728,175	728,175	728,175
Materials and Services						
601 Supplies	18,679	17,873	24,750	25,750	25,750	25,750
602 Rental, Repair, Maintenance	8,165	14,387	15,578	15,628	15,628	15,628
603 Communications	7,020	3,678	6,600	4,450	4,450	4,450
604 Contractual Services	70,621	2,345	72,000	85,000	85,000	85,000
605 Misc. Charges and Fees	270,620	298,903	303,135	300,910	300,910	300,910
606 Other Purchased Services	21,928	15,937	28,700	28,700	28,700	28,700
608 Commissions	3,442	2,363	3,750	3,750	3,750	3,750
610 Programs	2,516	4,162	22,000	22,000	22,000	22,000
Total Materials and Services	402,992	359,648	476,513	486,188	486,188	486,188
Capital Outlay						
704 Land		6,712	1,000,000			
Total Capital Outlay	-	6,712	1,000,000	-	-	-
	\$ 1,144,690	\$ 1,200,311	\$ 2,325,414	\$ 1,214,363	\$ 1,214,363	\$ 1,214,363

Building Safety Division

The Building Safety Division provides comprehensive building inspection and fire/life safety plan review services including code interpretation and enforcement for all adopted codes in the development community. These critical functions include state mandated permit issuance, plan review, and inspection for Structural, Fire, Electrical, Mechanical, Plumbing, Manufactured Dwellings, Prefabricated Construction, and locally adopted Existing Building, Demolition, and Energy Codes. All functions are performed by certified staff as required by statute for each code.

Green Building *alternate methods* are now available which will help our community become more sustainable in its construction practices. This information may be found on the City of Ashland website *quick links* section. In order to address council interest regarding sustainability, the division is monitoring the current work of the Commercial Energy Conservation group formed by the Oregon Building Codes Division in March 2009. The CEC will develop proposed amendments to the state building codes to improve energy performance in commercial buildings. Changes may include structural, mechanical, electrical, plumbing, or boiler codes and will be forwarded to advisory boards in August 2009 for statewide and local adoption of the 2010 Oregon Specialty Codes. Ashland's connected housing and mixed use inventory is uniquely positioned to benefit from these changes in the commercial code. Many residential units are affected by the proposed changes in the structural (commercial) code. Other changes will include a new solar code which will be adopted statewide upon completion.

The division has participated in the city of Portland Sustainable Building Code Amendment process to develop a 'Green Building' ordinance with full support of the Oregon Building Codes Division. The result of this process may include further expansion of alternate methods for sustainable construction.

The new Facilities Master Permit Program includes both routine maintenance and major alterations to existing buildings and systems (plumbing, HVAC, structural, and electrical). Applicants receive on-site review of plans, expanded inspection and consultation services and faster permit issuance in many cases. The program has increased division revenue in this category and has reduced administrative staff time.

The 'Doing Business with the City of Ashland' program continues to provide education to contractors and inspectors for required code change credit in all disciplines. State inspectors make routine visits to Ashland. They work with the division to provide an educational format in Southern Oregon. This popular program has evolved into a week end forum to discuss common code questions, inspection programs, and interact with the design community. A Solar Photovoltaic class held in January 2008 attracted record

attendance. For citizens of Ashland, the forum promotes application of the common goals of Building Fire /Life safety, sustainable building construction and uniformity of regulation.

Ashland provides membership on the Oregon Electrical and Elevator Board and its policy committee. Membership is also provided on the Oregon Building Codes Structural Interpretation Committee. The division provides staff support to the Ashland Appeals Board and Demolition Review Committee. These activities have allowed the City of Ashland to have direct input on new statewide regulations and codes which affect the Electric Utility, Fire Department, Building Division and some land use initiatives. For citizens of Ashland, this means our facilities and construction laws are consistent with state rule and law providing a more efficient and less costly process with little or no overlaps that may result in additional expense.

Significant Budget Changes

- 2009 will focus activity on Green Building Code Development which will be reflected in the 2010 statewide code adoption and Chapter 15 of the Ashland Municipal Code. This increases the travel and training component of the division budget.
- The division's total FTE was reduced by the loss of a structural inspector which will increase workloads on existing inspection staff in this area.
- Consistent Fee Methodologies for electrical, mechanical, plumbing, and structural were adopted in the AMC (mandated by Oregon Building Codes Division). Hourly Fees will be increased this year to augment the Facility Master Permit Process.
- Continuing education for *green codes* (electrical, solar and alternate methods for rain water harvesting) will require additional classes in those disciplines for certified inspectors. Travel and attendance to these classes reduces the number of inspectors available to provide required inspections at a given time. Budgeted part time positions for inspection and plan review will continue to provide support during required continuing education and vacations. As a result, our customers may rely on timely inspections at any point during training cycles for inspectors. Continuation of intergovernmental agreements with other regional jurisdictions and the Oregon Building Codes Division also support this need and have provided an additional revenue stream in the previous year. This year a new Intergovernmental Agreement with Klamath County will add to that revenue. Ashland has two fire/life safety certified plans examiners providing all required review and inspection for building and fire code installations requiring permit.

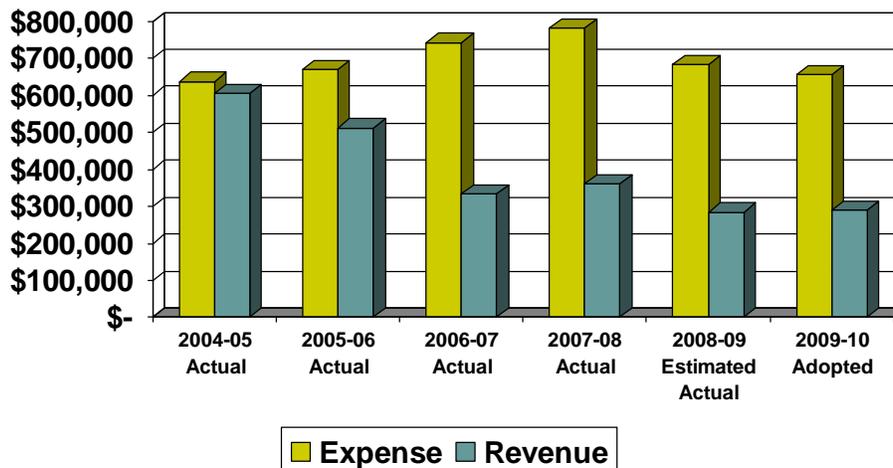
community development department - building safety division

GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 110						
Personal Services						
510 Salaries and Wages	\$ 316,111	\$ 318,289	\$ 309,300	\$ 230,500	\$ 230,500	\$ 230,500
520 Fringe Benefits	146,454	157,611	143,149	102,190	102,190	102,190
Total Personal Services	462,565	475,900	452,449	332,690	332,690	332,690
Materials and Services						
601 Supplies	7,568	4,537	9,150	9,150	9,150	9,150
602 Rental, Repair, Maintenance	34,920	46,642	43,238	42,338	42,338	42,338
603 Communications	2,910	2,811	5,550	5,550	5,550	5,550
604 Contractual Services	679	130	25,000	15,000	15,000	15,000
605 Misc. Charges and Fees	229,939	247,557	243,068	243,368	243,368	243,368
606 Other Purchased Services	4,023	3,100	8,235	8,235	8,235	8,235
Total Materials and Services	280,041	304,777	334,241	323,641	323,641	323,641
	\$ 742,606	\$ 780,677	\$ 786,690	\$ 656,331	\$ 656,331	\$ 656,331

Key Building Permit Types					
	1/2 Year				
	2004-05	2005-06	2006-07	2007-08	2008-09
Single Family	123	75	58	28	10
Multi Family	16	23	8	6	0
Commercial	29	19	26	23	8
Tenant Improvement	13	21	27	40	15
Over the Counter	777	736	643	653	342

Revenue vs. Expense



Block Grants

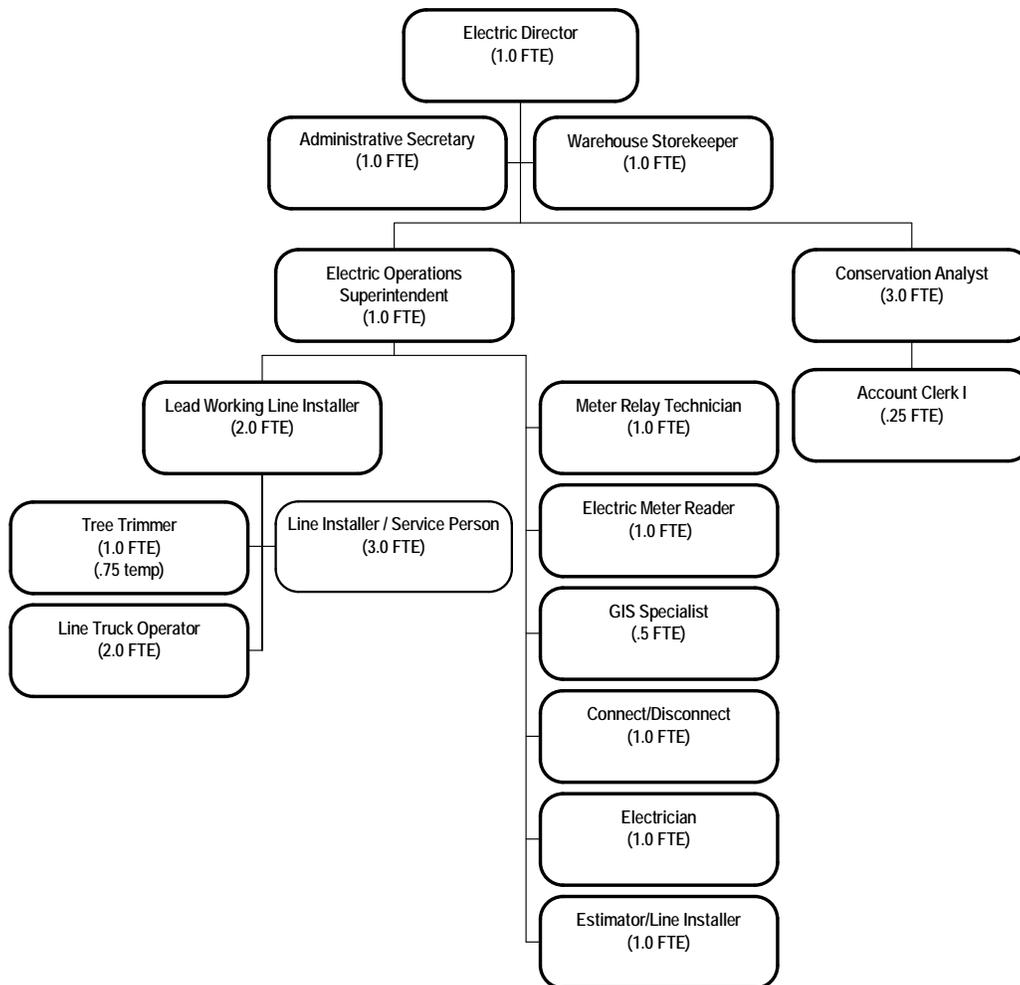
The City of Ashland is an entitlement city for Community Development Block Grant funds from the Department of Housing and Urban Development (HUD). This will be the fourteenth year the City has received these funds that must be used to assist low and moderate income neighborhoods and households.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND
COMMUNITY DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 250						
Personal Services						
510 Salaries and Wages	\$ 22,619	\$ 9,178	\$ 15,200	\$ 24,000	\$ 24,000	\$ 24,000
520 Fringe Benefits	12,865	5,023	8,417	14,000	14,000	14,000
Total Personal Services	<u>35,485</u>	<u>14,201</u>	<u>23,617</u>	<u>38,000</u>	<u>38,000</u>	<u>38,000</u>
Materials and Services						
601 Supplies		23	1,000			
604 Contractual Services			12,000	1,050	1,050	1,050
606 Other Purchased Services	1,575	312	2,550	1,900	1,900	1,900
609 Grants	328,800	23,656	398,920	398,008	453,008	453,008
Total Materials and Services	<u>330,375</u>	<u>23,991</u>	<u>414,470</u>	<u>400,958</u>	<u>455,958</u>	<u>455,958</u>
	<u>\$ 365,860</u>	<u>\$ 38,192</u>	<u>\$ 438,087</u>	<u>\$ 438,958</u>	<u>\$ 493,958</u>	<u>\$ 493,958</u>

electric department

21.50 FTE



Electric Overview

The Electric Departments is composed of two divisions:
Electric and Conservation.

Each division works cooperatively to support each other and provide good customer service to both the citizens of Ashland and other City Departments. Each division tries to efficiently manage and share resources to the maximum extent possible to ensure that Department and Division goals are achieved.

electric department

ELECTRIC DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Department Total By Function						
500 Personal Services	\$ 2,032,189	\$ 2,163,697	\$ 2,276,344	\$ 2,241,250	\$ 2,241,250	\$ 2,241,250
600 Materials and Services	9,924,492	10,573,521	9,911,425	10,177,925	10,177,925	10,177,925
700 Capital Outlay	647,970	977,502	867,000	505,000	505,000	505,000
800 Debt Service			25,600	25,108	25,108	25,108
	<u>\$ 12,604,652</u>	<u>\$ 13,714,720</u>	<u>\$ 13,080,369</u>	<u>\$ 12,949,283</u>	<u>\$ 12,949,283</u>	<u>\$ 12,949,283</u>
Department Total By Fund						
670 Water Fund	\$ 162,323	\$ 162,462	\$ 188,645	\$ 178,292	\$ 178,292	\$ 178,292
690 Electric Fund	12,442,328	13,552,258	12,891,724	12,770,991	12,770,991	12,770,991
	<u>\$ 12,604,652</u>	<u>\$ 13,714,720</u>	<u>\$ 13,080,369</u>	<u>\$ 12,949,283</u>	<u>\$ 12,949,283</u>	<u>\$ 12,949,283</u>

Position Profile	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Operations Division						
Electric Director	1.00	1.00	1.00	1.00	1.00	1.00
Electric Op. Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.85	0.85	1.00	1.00	1.00	1.00
GIS Specialist	0.50	0.50	0.50	0.50	0.50	0.50
Leadworking Line Installer	2.00	2.00	2.00	2.00	2.00	2.00
Line Installer/Service Person	3.00	3.00	3.00	3.00	3.00	3.00
Line Truck Driver	2.00	2.00	2.00	2.00	2.00	2.00
Meter Repair/Relay Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electric Meter Reader	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00	1.00
Connect/Disconnect	1.00	1.00	1.00	1.00	1.00	1.00
Warehouse/Storekeeper	1.00	1.00	1.00	1.00	1.00	1.00
Estimator/Line Installer	1.00	1.00	1.00	1.00	1.00	1.00
Tree Trimmer	1.00	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/ Line Installer - Temp	0.75	0.75	0.75	0.75	0.75	0.75
Conservation Division						
Conservation Analyst	3.00	3.00	3.00	3.00	3.00	3.00
Account Clerk I			0.25	0.25	0.25	0.25
	<u>21.10</u>	<u>21.10</u>	<u>21.50</u>	<u>21.50</u>	<u>21.50</u>	<u>21.50</u>

Electric Division

The Electric Division is a public electrical utility with the responsibility of serving the public's needs for power, a responsibility the City has held since 1908. Power for the City of Ashland is purchased from the Bonneville Power Administration and produced at the City-owned Hydro Plant, metered at distribution substations and dispersed through city-owned feeder and distribution lines, transformers and meters, to each customer. The Division is responsible for the engineering, construction and maintenance of the system for distribution of electrical energy. The Operations section of the Division works together with other City departments to provide additional services.

Some of those additional services are:

- ⇒ Processing both electric and water connects and disconnects.
- ⇒ Installing electrical facilities within areas of the Wastewater Treatment Plant, Water Treatment Plant, water pump stations, and other City facilities
- ⇒ Provide and maintain back-up generation systems for facilities within city-owned buildings that are sensitive to outages.

The Division designs, constructs and maintains electrical transformers, overhead and underground power lines and meters for power and water consumption. Operations annually trims trees along 65 miles of overhead power lines to minimize outages during wind storms and maintains approximately 1,800 city-owned street lights. The Division also provides community services such as providing funding support for installing and removing holiday decorations, hanging banners and providing educational services.

The Electric Division operates the Reeder Gulch Hydro generator. This generator offsets our wholesale purchases from BPA by approximately \$190,000 a year.

BPA will be adjusting rates upward on October 1, 2009; this rate decision will be finalized in August.

Division Goals

- ⇒ Continue to work on implementation of the Electric System Study and integrate these improvements into the City's Capital Improvement Program.
- ⇒ Continue to work on the PUC (Public Utility Commission) utility line inspection and correction program.
- ⇒ Continue to upgrade and improve the City's GIS mapping process for Electric facilities.
- ⇒ Continue work to upgrade the Electronic Controls at the City's Hydro generator.
- ⇒ Continue implementation of a Supervisory Control and Data Acquisition System (SCADA) for the City's Electric Utility.
- ⇒ Continue the installation of the Mountain Avenue Substation Low Voltage Distribution Rack
- ⇒ Continue working on moving some electric load from the Pacific Power Substation on Nevada Street to the BPA Substation on Mountain Ave.
- ⇒ Decide which Tier 2 type of product the City will utilize to meet load growth after October, 2011.

Significant Budget Changes

- Increased salary and benefit costs.
- Increased material costs for electrical supplies.
- Increase wholesale costs from BPA effective on October 1, 2009 and increased
- Technology debt could necessitate a 5-8% electric rate in Fall 2009.

electric department - electric division

ELECTRIC FUND
ELECTRIC DEPARTMENT
SUPPLY DIVISION

<u>Description</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Fund# 690						
Materials and Services						
602 Rental, Repair, Maintenance	\$ 411	\$ 86,603	\$ 45,000	\$ 30,000	\$ 30,000	\$ 30,000
604 Contractual Services						
605 Misc. Charges and Fees	312,506	312,504	355,204	355,204	355,204	355,204
606 Other Purchased Services	5,769,848	5,458,025	5,260,000	5,520,000	5,520,000	5,520,000
Total Materials and Services	<u>6,082,764</u>	<u>5,857,132</u>	<u>5,660,204</u>	<u>5,905,204</u>	<u>5,905,204</u>	<u>5,905,204</u>
Capital Outlay						
704 Improvements Other Than Bldgs.		152,031	200,000			
Total Capital Outlay	<u>-</u>	<u>152,031</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 6,082,764</u>	<u>\$ 6,009,163</u>	<u>\$ 5,860,204</u>	<u>\$ 5,905,204</u>	<u>\$ 5,905,204</u>	<u>\$ 5,905,204</u>

ELECTRIC FUND
ELECTRIC DEPARTMENT
TRANSMISSION DIVISION

<u>Description</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Fund# 690						
Materials and Services						
602 Rental, Repair, Maintenance	\$ 3,000		\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
606 Other Purchased Services	886,288	886,638	900,000	900,000	900,000	900,000
Total Materials and Services	<u>889,288</u>	<u>886,638</u>	<u>903,600</u>	<u>903,600</u>	<u>903,600</u>	<u>903,600</u>
	<u>\$ 889,288</u>	<u>\$ 886,638</u>	<u>\$ 903,600</u>	<u>\$ 903,600</u>	<u>\$ 903,600</u>	<u>\$ 903,600</u>

electric department - electric division**ELECTRIC FUND
ELECTRIC DEPARTMENT
DISTRIBUTION DIVISION**

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 690						
Personal Services						
510 Salaries and Wages	\$ 1,218,911	\$ 1,310,107	\$ 1,370,500	\$ 1,401,700	\$ 1,401,700	\$ 1,401,700
520 Fringe Benefits	570,250	606,199	630,644	593,455	593,455	593,455
Total Personal Services	1,789,161	1,916,306	2,001,144	1,995,155	1,995,155	1,995,155
Materials and Services						
601 Supplies	39,577	45,669	48,700	46,300	46,300	46,300
602 Rental, Repair, Maintenance	354,230	265,072	345,850	374,050	374,050	374,050
603 Communications	7,398	8,736	15,500	15,500	15,500	15,500
604 Contractual Services	76,839	50,012	60,000	60,000	60,000	60,000
605 Misc. Charges and Fees	907,584	1,180,205	1,214,076	1,214,076	1,214,076	1,214,076
606 Other Purchased Services	67,718	114,169	91,500	91,500	91,500	91,500
610 Programs	3,085	3,878	4,000	4,000	4,000	4,000
612 Franchises	1,117,462	1,168,473	1,127,000	1,127,000	1,127,000	1,127,000
Total Materials and Services	2,573,892	2,836,214	2,906,626	2,932,426	2,932,426	2,932,426
Capital Outlay						
704 Improvements Other Than Bldgs.	647,970	825,471	667,000	505,000	505,000	505,000
Total Capital Outlay	647,970	825,471	667,000	505,000	505,000	505,000
	\$ 5,011,023	\$ 5,577,991	\$ 5,574,770	\$ 5,432,581	\$ 5,432,581	\$ 5,432,581



Conservation Division

The Conservation Division is responsible for operating the City's Air, Water, Recycling, and Energy Conservation Programs. The City's Water Conservation Program provides a free water audit consisting of free installation of low-flow showerheads and sink aerators, a review of irrigation and landscaping, and rebates for efficient toilets, dishwashers and washing machines. The Division works with the Ashland School District, Southern Oregon University, and Ashland businesses to increase the efficiency of their water usage. This division provides staff support for the City's Conservation Commission. The Electric Conservation programs include Residential Weatherization, Earth Advantage, Energy Smart Design, Appliance Efficiency, Wood Stove Rebate, Heat Pump Retrofit, the Renewable Energy Programs for Solar Water and Electric, and The Green Tag Program.

Strategic Plan Goals

- ⇒ Continue to implement the City's "Earth Advantage" program.
- ⇒ Continue to promote the sale of Solar output shares of the Community Solar Pioneer II System at 90 North Mountain Avenue.

Significant Budget Changes

- Increased Benefit Costs.

electric department - conservation division

WATER FUND
ELECTRIC DEPARTMENT
CONSERVATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 670						
Personal Services						
510 Salaries and Wages	\$ 65,119	\$ 68,497	\$ 73,400	\$ 73,400	\$ 73,400	\$ 73,400
520 Fringe Benefits	36,667	36,054	42,600	34,697	34,697	34,697
Total Personal Services	101,786	104,551	116,000	108,097	108,097	108,097
601 Supplies	605	881	800	800	800	800
602 Rental, Repair, Maintenance	5,790	6,109	5,790	6,090	6,090	6,090
603 Communications	126	124	500	500	500	500
605 Misc. Charges and Fees	40,955	40,955	40,955	40,955	40,955	40,955
606 Other Purchased Services	3,677	2,324	4,400	3,650	3,650	3,650
610 Programs	9,384	7,518	20,200	18,200	18,200	18,200
Total Materials and Services	60,537	57,911	72,645	70,195	70,195	70,195
	\$ 162,323	\$ 162,462	\$ 188,645	\$ 178,292	\$ 178,292	\$ 178,292

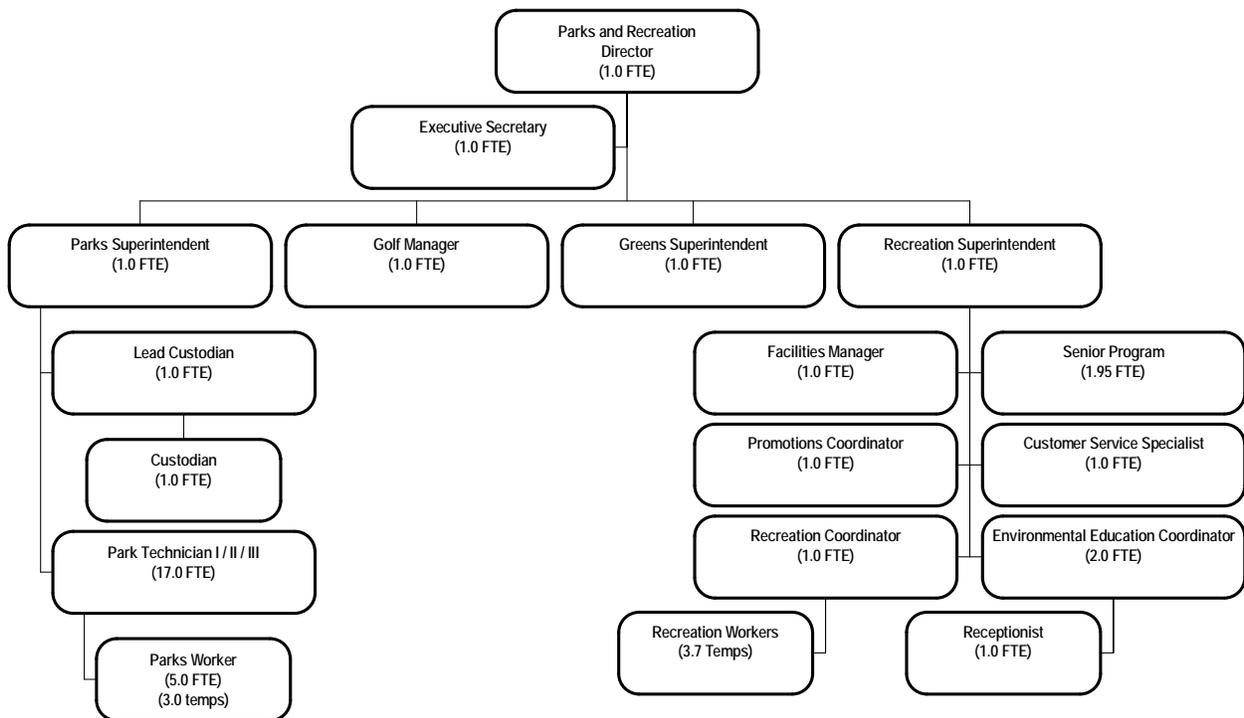
ELECTRIC FUND
ELECTRIC DEPARTMENT
CONSERVATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Fund# 690						
Personal Services						
510 Salaries and Wages	\$ 90,235	\$ 90,698	\$ 101,000	\$ 87,000	\$ 87,000	\$ 87,000
520 Fringe Benefits	51,007	52,142	58,200	50,998	50,998	50,998
Total Personal Services	141,242	142,840	159,200	137,998	137,998	137,998
Materials and Services						
601 Supplies	591	1,014	2,000	2,000	2,000	2,000
602 Rental, Repair, Maintenance	7,116	6,695	6,695	6,995	6,995	6,995
603 Communications	988	1,011	1,800	1,800	1,800	1,800
604 Contractual Services		14,689				
605 Misc. Charges and Fees	62,816	61,405	61,405	61,405	61,405	61,405
606 Other Purchased Services	54,967	10,176	20,350	18,200	18,200	18,200
608 Commissions	3,651	3,812	3,850	3,850	3,850	3,850
610 Programs	187,882	836,824	272,250	272,250	272,250	272,250
Total Materials and Services	318,011	935,626	368,350	366,500	366,500	366,500
Debt Service						
801 Debt Service - Principal			22,775	21,715	21,715	21,715
802 Debt Service - Interest			2,825	3,393	3,393	3,393
Total Debt Service	-	-	25,600	25,108	25,108	25,108
	\$ 459,253	\$ 1,078,466	\$ 553,150	\$ 529,606	\$ 529,606	\$ 529,606



parcs and recreation department

45.65 FTE



Overview

Ashland's Parks and Recreation system is comprised of 785 acres of parkland and a variety of recreational facilities. The Parks and Recreation Department is comprised of three divisions: the Parks Division, the Recreation Division, and the Golf Division. The Department's budgets are accounted for in three funds: the Parks and Recreation Fund, the Youth Activities Levy Fund, and the Parks Capital Improvement Fund.

In preparing the budget, the department examines its current goals and forecasts new goals each year. Decisions are based on the current goals, reducing costs where possible and improving efficiency. The budget outlines the resources and expenditures that will be needed to accomplish these goals.

Parks and Recreation Mission Statement

The mission of the Ashland Parks and Recreation Department is to provide and promote recreational opportunities and to preserve and maintain public lands.

Departmental Core Goals

- ⇒ Provide a high quality, efficient service level.
- ⇒ Maintain and expand parks and recreational opportunities to meet the current and future needs of the community.
- ⇒ Provide a positive experience to park guests and recreation participants.
- ⇒ Provide opportunities for the community to participate in the decision making process concerning its parks and recreation system.

Ashland Park Commission Goals for 2010

- Financial and Business Plan
- Renew Food and Beverage Tax
- Non-Native Vegetation Control Plan
- Oak Knoll Golf Course
- Upper and Lower Clay Street Properties
- Nature Center
- Community Communication
- Energy/Greenhouse Gas/Environmental Audit

Budget Assumptions

- ⇒ The YAL will not provide funding.
- ⇒ Budget will implement goals set by the Parks and Recreation Commission.
- ⇒ The same level of service will be maintained related to performance measures.
- ⇒ Tax revenue distribution between the City and Parks will be consistent with prior years.
- ⇒ User fees will be used to help offset the cost of certain services provided.
- ⇒ The Department will comply with all federal and state requirements.
- ⇒ The Department will modify the school grounds maintenance contract.

parks and recreation department

PARKS & RECREATION DEPARTMENT

<u>Description</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Department Totals by Function						
500 Personal Services	\$ 2,980,742	\$ 3,199,219	\$ 3,094,276	\$ 2,989,045	\$ 2,989,045	\$ 2,989,045
600 Materials and Services	3,929,523	4,034,598	2,384,871	1,874,350	1,874,350	1,874,350
700 Capital Outlay	205,369	147,509	530,000	70,000	70,000	70,000
800 Debt Service	8,139					
	<u>\$ 7,123,773</u>	<u>\$ 7,381,326</u>	<u>\$ 6,009,147</u>	<u>\$ 4,933,395</u>	<u>\$ 4,933,395</u>	<u>\$ 4,933,395</u>
Department Total by Fund						
Parks and Recreation Fund	\$ 4,694,972	\$ 4,783,062	\$ 5,151,476	\$ 4,833,395	\$ 4,833,395	\$ 4,833,395
Youth Activities Levy Fund	2,273,920	2,465,213	457,671	100,000	100,000	100,000
Parks Capital Improvements Fund	154,881	133,051	400,000			
	<u>\$ 7,123,773</u>	<u>\$ 7,381,326</u>	<u>\$ 6,009,147</u>	<u>\$ 4,933,395</u>	<u>\$ 4,933,395</u>	<u>\$ 4,933,395</u>

<u>Position Profile</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Administration Division						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Golf Division						
Golf Manager			1.00	1.00	1.00	1.00
Greens Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Park Technician I	1.00	1.00	1.00	1.00	1.00	1.00
Operations Division						
Parks Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	2.00	2.00	1.00	1.00	1.00	1.00
Park Worker	8.00	8.00	7.00	5.00	5.00	5.00
Park Technician I	4.00	5.00	5.00	5.00	5.00	5.00
Park Technician II	8.00	7.00	7.00	7.00	7.00	7.00
Park Technician III*	5.00	5.00	5.00	4.00	4.00	4.00
Temps	3.00	3.00	3.00	3.00	3.00	3.00
Recreation Division						
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
CC/Recreation Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	2.00	1.00	1.00	1.00	1.00
Environmental Education Coordinator	2.00	2.00	2.00	2.00	2.00	2.00
Promotions Coordinator		1.00	1.00	1.00	1.00	1.00
Senior Program Director	0.80	0.80	0.80	0.80	0.80	0.80
Senior Center Specialist	0.70	0.70	0.70	0.80	0.80	0.80
Senior Center Info/Ref Specialist	0.25	0.35	0.35	0.35	0.35	0.35
Customer Service Specialist	1.00	2.00	2.00	2.00	2.00	2.00
Environmental Ed Assistant	1.00					
Temps	3.70	3.70	3.70	3.70	3.70	3.70
	<u>48.45</u>	<u>50.55</u>	<u>48.55</u>	<u>45.65</u>	<u>45.65</u>	<u>45.65</u>

Parks Division

The Parks Division operates, maintains, constructs, and plans for park and recreational facilities within the system, including developing new parks and administering open space areas.

Significant Budget Changes

- Per contract, the Parks Division will continue maintaining school district large turf areas.

Future Budget Considerations

None.

Park Police / Patrol Section

PERSONNEL: .5 FTE / 1.5 Seasonal Positions

DESIRED OUTCOME: To provide a safe environment for people using the parks and recreation system.

RESOURCES PROVIDED

Labor, equipment, and supplies necessary to provide for policing and patrolling of the parks and recreation system.

INPUTS

- ⇒ Number of citations
- ⇒ Incidents of vandalism

PERFORMANCE MEASURES

- ⇒ Public comments
- ⇒ Number of compliments. Receive numerous compliments about the way the Park Patrol provides a safe environment for park users.
- ⇒ Compliance with laws and regulations.

EFFICIENCY BUDGET – IMPACT

2003 – 2.0 FTE / 3.0 Seasonal Positions
2004 – 1.5 FTE / 3.0 Seasonal Positions
2005 – 1.5 FTE / 3.0 Seasonal Positions
2006 – 1.5 FTE / 3.0 Seasonal Positions
2007 – 1.5 FTE / 3.0 Seasonal Positions
2008 -- 5 FTE/ 1.5 Seasonal Positions
2009 - .5 FTE/ 1.5 Seasonal Positions

PROGRAM / DIVISION SUMMARY

Key performance indicators are expected to remain constant for budget year 2009-2010. Currently, performance standards are being met. Due to budget constraints, positions have been reduced and this trend may continue in future years.

parks and recreation department - parks division

PARKS & RECREATION FUND
PARKS & RECREATION DEPARTMENT
PARKS DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Personal Services						
510 Salaries and Wages	\$ 1,311,555	\$ 1,353,596	\$ 1,409,267	\$ 1,262,560	\$ 1,262,560	\$ 1,262,560
520 Fringe Benefits	763,208	782,637	759,104	671,790	671,790	671,790
Total Personal Services	2,074,763	2,136,233	2,168,371	1,934,350	1,934,350	1,934,350
Materials and Services						
601 Supplies	48,339	44,330	71,500	50,850	50,850	50,850
602 Rental, Repair, Maintenance	652,363	635,673	613,050	627,100	627,100	627,100
603 Communications	22,365	16,484	20,000	18,800	18,800	18,800
604 Contractual Services	188,050	199,042	154,500	197,000	197,000	197,000
605 Misc. Charges and Fees	393,552	393,315	397,000	396,500	396,500	396,500
606 Other Purchased Services	20,910	25,532	38,250	24,500	24,500	24,500
Total Materials and Services	1,325,579	1,314,376	1,294,300	1,314,750	1,314,750	1,314,750
Capital Outlay						
702 Buildings	75	118				
703 Equipment		1,672	100,000			
704 Improvements	45,936	7,927	30,000	70,000	70,000	70,000
Total Capital Outlay	46,011	9,717	130,000	70,000	70,000	70,000
Debt Service						
801 Debt Service - Principal	4,698					
802 Debt Service - Interest	3,440					
Total Debt Service	8,139	-	-	-	-	-
	\$ 3,454,492	\$ 3,460,326	\$ 3,592,671	\$ 3,319,100	\$ 3,319,100	\$ 3,319,100

Forestry, Trails, and Natural Resources

DESIRED OUTCOMES

- ⇒ Manage for biological diversity of native plants and animals (mix of plant and animal vs. one single community) and control of non-native problematic species.
- ⇒ Preserve / improve wildlife habitat.
- ⇒ Manage for environmental values (air and water quality, soil health).
- ⇒ Provide for and manage recreational use.
- ⇒ Continue to progress in reducing fire danger on parks-managed forest lands in cooperation with Ashland Fire Department, USFS, and other agencies.
- ⇒ Continue to encourage and maintain a healthy ecosystem while incorporating multiple values of ecosystem health.
- ⇒ Continue to expand trails opportunities by working with the Planning Department, AWTA, USFS, volunteers, and others.
- ⇒ Continue to improve trails for safety, access, water erosion mitigation, and ADA possibilities.
- ⇒ Continue to provide and create functional and effective natural areas, and to obtain all necessary permits.
- ⇒ Continue to provide services that will produce high levels of public satisfaction.

RESOURCES PROVIDED

Labor, equipment, and supplies to accomplish the goals, objectives, and desired outcomes of the division.

INPUTS

⇒ Acres of forest land managed by department: 448 +15 = 463

⇒ Miles of trails maintained by department: 25

Acreage of new trail construction:

2001 – Addition to trail links

2002 – Addition to trail links

2003 – Addition to trail links

2004 – Addition to trail links

Response time to problems – within 48 hours

Customer satisfaction – Received positive feedback with many compliments and very few complaints

EFFICIENCY BUDGET – IMPACT

2001 – 3.5 FTE

2002 – 3.5 FTE

2003 – 3.5 FTE

2004 – 3.5 FTE and over 500 hours of volunteer labor

2005—3.5 FTE and over 500 hours of volunteer labor

2006 – 3.5 FTE and over 500 hours of volunteer labor

2007 – 3.5 FTE and over 500 hours of volunteer labor

2008 – 3.5 FTE and over 500 hours of volunteer labor

DIVISION SUMMARY

Key performance indicators will focus on reduction of fire danger within the forestry interface while maintaining treated areas, and on the development of new trails while maintaining current trail system. Current performance standards are being met. In future years, a reduction in funding or the addition of future trails or forest interface lands added to the system without additional resources would create an inability to maintain the current level of services provided. Funding has been reduced in this area. Work will continue but at a reduced rate.

	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Target 2010
Acres treated/retreated for fuel reduction	33.5	40	45	45	38	38	40	38
Number of piles burned	1,100+	1,100+	1,100+	1,000	750	200	400	300
Piles chipped*						550	700	700
Miles of trail maintained	10+	10+	20	25	25	25	25	25
Number of reported injuries	0	0	1	0	0	0	0	0
Noxious weeds treated in acres	10	10	12	12	40	20	25	15
Weed abatement program in acres	0	0	0	17	17	17	10	10

*Chipping piles have replaced burning when it's a viable option

Horticulture

PERSONNEL: 2.0 FTE

Urban Forestry

DESIRED OUTCOMES

- ⇒ To maintain trees within the urban setting in order that they will be functional, aesthetically pleasing, and safe to park users.
- ⇒ To remove trees that become hazardous to park users.
- ⇒ To provide parks which, though well-canopied with trees, are relatively safe for park users.

RESOURCES PROVIDED

Labor, equipment, and supplies needed to accomplish the goals, objectives, and desired outcomes of the program.

INPUTS

- ⇒ Number of urban trees maintained
- ⇒ Contracted pruning and removal
- ⇒ In-house pruning and removal
- ⇒ Number of new trees planted

Environmental Horticulture

DESIRED OUTCOMES

- ⇒ To keep existing natural areas from degradation
- ⇒ To plant appropriate species in order to enhance the effectiveness of natural area
- ⇒ To control erosion
- ⇒ To manage native species
- ⇒ To control problematic non-native species
- ⇒ To provide healthy, diverse, and functionally effective natural areas (including riparian corridors and swales), which not only provide habitat for wildlife and control erosion, but serve as environments where park users realize aesthetic and educational values.

RESOURCES PROVIDED

Labor, equipment, and supplies needed to accomplish the goals, objectives, and desired outcomes of the program.

INPUTS

- ⇒ New plants
- ⇒ Restored areas

Turf – Athletic and Park

DESIRED OUTCOMES

- ⇒ To implement appropriate turf management principles and schedules for maintaining turf areas.
- ⇒ To maintain vigorous and healthy stands of turf that are safe and appropriate for park users.
- ⇒ To mow in such a manner as to ensure healthy and safe turf areas.

RESOURCES PROVIDED

Labor, equipment, and supplies needed to accomplish the goals, objectives, and desired outcomes of the program.

INPUTS

- ⇒ Regularly scheduled maintenance
- ⇒ Mowing
- ⇒ Inspections

Ornamental Horticulture

EFFICIENCY BUDGET - IMPACT

DESIRED OUTCOMES

- ⇒ To enhance the users' appreciation of the parks environment
- ⇒ To be historically sensitive regarding kinds and types of plants to use in our historic parks
- ⇒ To integrate aspects of Environmental Horticulture with Ornamental Horticulture – e.g., to use plants (ornamental) that are used by wild-life

2003 – 2.0 FTE
 2004 – 2.0 FTE
 2005 – 2.0 FTE
 2006 – 2.0 FTE
 2007 – 2.0 FTE
 2008 – 2.0 FTE
 2009 – 2.0 FTE

RESOURCES PROVIDED

Labor, equipment, and supplies needed to accomplish the goals, objectives, and desired outcomes of the program.

DIVISION SUMMARY

Key performance indicators are expected to remain constant over the next several budget years. Current performance standards are being met.

INPUTS

- ⇒ Number of beds maintained
- ⇒ Number of plants planted

	2003	2004	2005	2006	2007	2008	2009
Trees maintained	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Contract pruning and removal	50	50	100	100	100	100	100
In-house pruning and removal	50	50	50	50	50	50	50
Number of new trees planted	100	100	100	100	100	100	100
Ornamental beds maintained	40	40	50	50	50	50	50
Number of plants planted	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Acres mowed-athletic areas	44	44	46	46	46	46	46

** Note: Above numbers are approximate **

- Inspections / Assessments
- Routine Maintenance Scheduling
- Customer Satisfaction:
- Positive feedback, many compliments, few complaints



Recreation Division

The Recreation Division provides a variety of recreational and educational opportunities for all ages including aquatics, health and fitness classes, senior services and programs, environmental education programs and lifetime activities. The department also assists in coordinating such events as the Rogue Valley Earth Day Celebration, The Ashland Community Bike Swap, Migratory Bird Day and the Salmon Festival.

Significant Budget Changes

No significant budget changes.

TOTAL PERSONNEL: 13.65 FTE

DESIRED OUTCOMES

- ⇒ Provide high quality recreation programs for the community at an affordable cost.
- ⇒ Expand opportunities for recreational and educational activities.
- ⇒ Establish appropriate fees based on direct cost of activities.
- ⇒ Promote lifetime activities.

Parks and Recreation Facility Rentals

PERSONNEL: 1.0 FTE

PROGRAM: Community Center Facilities

DESIRED OUTCOMES/OBJECTIVES

- ⇒ Provide facilities for community use that are clean and attractive
- ⇒ Provide excellent customer service

RESOURCES PROVIDED

Labor, equipment, and supplies needed to accomplish the goals, objectives, and desired outcomes of the program.

INPUTS:

- ⇒ Building usage (Community Center, Pioneer Hall, The Grove, Senior Center).
- ⇒ Picnic areas (Hillside, Butler Bandshell, Sycamore Grove, lawn areas, Cotton Memorial, Madrone, Brinkworth, Root Memorial).
- ⇒ An extensive cost of service study was completed, resulting in increases in several rental fees for facilities. Rates were adjusted again and will be implemented beginning July 1, 2009.
- ⇒ The numbers below represent unduplicated users.

PERFORMANCE MEASURES:

	Actual 2006	Actual 2007	Actual 2008
Community Center Rentals	100	110	150
Pioneer Hall Rentals	118	120	131
Hunter Park Rentals	16	18	21
Lithia Park Reservations	105	110	90
The Grove Rentals	47	50	73

PROGRAM SUMMARY:

Key performance indicators are expected to remain consistent over the next several budget years. Currently, performance standards are being met.

parks and recreation department - recreation division

PARKS & RECREATION FUND
PARKS & RECREATION DEPARTMENT
RECREATION DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Personal Services						
510 Salaries and Wages	\$ 447,138	\$ 506,481	\$ 492,494	\$ 556,400	\$ 556,400	\$ 556,400
520 Fringe Benefits	221,789	229,500	235,000	251,275	251,275	251,275
Total Personal Services	668,927	735,981	727,494	807,675	807,675	807,675
Materials and Services						
601 Supplies	50,481	45,301	59,100	63,200	63,200	63,200
602 Rental, Repair, Maintenance	31,384	38,302	34,500	35,000	35,000	35,000
603 Communications	1,117	7,044	9,400	2,100	2,100	2,100
604 Contractual Services	85,871	76,321	205,000	106,500	106,500	106,500
605 Misc. Charges and Fees	5,096	6,070	7,000	7,000	7,000	7,000
606 Other Purchased Services	39,954	51,892	104,100	94,400	94,400	94,400
Total Materials and Services	213,903	224,930	419,100	308,200	308,200	308,200
	\$ 882,830	\$ 960,911	\$ 1,146,594	\$ 1,115,875	\$ 1,115,875	\$ 1,115,875

Recreation Department Volunteers

Volunteers continue to play a pivotal role in the success of the programs and services offered throughout the department. Volunteers have logged over 4400 hours during the 2008 year in the following programs:

- ⇒ N. Mountain Park Nature Center
- ⇒ Ashland Senior Center
- ⇒ Special Events-Ashland Community Bike Swap, Earth Day event, Migratory Bird Day and the Salmon Festival

Aquatics Facilities

PERSONNEL: 15 Seasonal

DESIRED OUTCOMES

- ⇒ To teach children to swim
- ⇒ To provide a form of exercise that is safe and fun
- ⇒ To provide the number of lifeguards required to meet safety standards
- ⇒ To reduce or eliminate accidents
- ⇒ To provide a clean and attractive facility
- ⇒ To provide high level of customer satisfaction
- ⇒ To achieve a passage rate of 70% or better for swim lessons

RESOURCES PROVIDED

Labor and supplies needed to accomplish goals, objectives, and desired outcomes.

INPUTS

25-yard outdoor swimming pool
Open water swimming reservoir

PERFORMANCE MEASURES

Number of recreational swimmers
Number of lesson participants
Percentage of passing swim lessons
Accidents per season
Compliments per season

PROGRAM / DIVISION SUMMARY:

The key performance indicators for the program are expected to remain constant over the next several budget years. Currently we are meeting the standards, but a reduction in resources would reduce the ability for the program to maintain its standard, resulting in lower customer satisfaction and a potential for an unsafe aquatic environment.

Note:

SOU indoor pool closed to the public in the 07/08 Fiscal Year. The Parks and Recreation department has made a significant effort in working with SOU and the aquatics community to participate in discussions related to the future of aquatics in Ashland. We will continue to be involved in the process.

	Actual 2005	Actual 2006	Actual 2007	Actual 2008
Recreational Swimmers	12,150	12,100	12,105	11,500
Lesson Participants	642	576	600	492
Percentage Passing Lessons	56%	56%	68%	35%
Accidents per Season	0	0	0	0

Ice Rink Facilities

PERSONNEL: 12 Seasonal

DESIRED OUTCOMES

- ⇒ To provide a clean and attractive facility
- ⇒ To reduce or eliminate accidents
- ⇒ To provide a high level of customer satisfaction
- ⇒ To provide a form of exercise that is safe and fun during the winter season
- ⇒ To provide the appropriate number of rink guards to ensure patron safety

PROGRAM / DIVISION SUMMARY

Key performance indicators are expected to remain constant over the next several budget years. Standards are currently being met. A reduction in resources would reduce the ability for the program to maintain its standards, resulting in lower customer satisfaction and a potential for an unsafe recreational facility. The ice rink operated without a cover and on a shortened season due to reconstruction of the cooling system. Operations were from mid February to mid March.

RESOURCES PROVIDED

Labor and supplies needed to accomplish goals, objectives, and desired outcomes.

	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Actual 2008
Number of Admissions	15,685	12,389	12,069	12,299	12,200	12,000	2,000
Accidents per Season	4	1	0	0	0	1	0
Number of Seasonal Employees	6	6	8	8	12	12	8

INPUTS

- ⇒ 65' x 120' outdoor skating rink

PERFORMANCE MEASURES

- ◆ Number of admissions
- ◆ Accidents per season
- ◆ User feedback as measured by comment card

Golf Division

The Golf Division operates, maintains, and constructs facilities and provides professional services for Oak Knoll Golf Course.

Significant Budget Changes

Resources need to be invested in the course to meet performance standards.

- Department is now operating Oak Knoll Golf Course Club House

PERSONNEL: 3.0 FTE

DESIRED OUTCOMES

- ⇒ Increase the overall use of the golf facility.
- ⇒ Make needed course improvements.
- ⇒ Increase customer satisfaction.
- ⇒ Expand types of use.

	2002	2003	2004	2005	2006	2007	2008
Total rounds	22,375	22,757	18,392	21,913	20,253	19,603	17,159

RESOURCES PROVIDED

Labor, equipment, and supplies are provided to meet the goals and desired outcomes/objectives for the division.

INPUTS

- ⇒ Rounds played
- ⇒ Course revenues

PERFORMANCE MEASURES

- ◆ Increase/decrease in rounds played.
- ◆ Increase/decrease in revenues.
- ◆ Customer satisfaction. Numerous complaints about the condition of tee boxes and sand traps.

EFFICIENCY BUDGET – IMPACT

- 2004 - 2.0 FTE
- 2005 - 2.0 FTE
- 2006 - 2.0 FTE
- 2007 - 2.0 FTE
- 2008 - 2.7 FTE
- 2009 - 2.7 FTE
- 2010 - 3.0 FTE (Converts previous contract provider into 1 FTE, no net gain in operations)

DIVISION SUMMARY

Key performance indicators are expected to remain constant over the next several budget years. Historically, the division is not meeting performance standards in the areas of course maintenance and improvements. Reorganization of the golf shop operations have occurred. The club house used to be operated by a contractor and is now operated by a department

PARKS & RECREATION FUND
PARKS & RECREATION DEPARTMENT
GOLF DIVISION

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Personal Services						
510 Salaries and Wages	\$ 102,709	\$ 105,247	\$ 129,269	\$ 171,600	\$ 171,600	\$ 171,600
520 Fringe Benefits	41,875	57,304	69,142	75,420	75,420	75,420
Total Personal Services	144,583	162,551	198,411	247,020	247,020	247,020
Materials and Services						
601 Supplies	987	2,382	8,000	26,200	26,200	26,200
602 Rental, Repair, Maintenance	105,451	97,737	98,500	99,900	99,900	99,900
603 Communications	869	1,250	1,000	1,000	1,000	1,000
604 Contractual Services	83,349	78,982	89,000	2,000	2,000	2,000
605 Misc. Charges and Fees	2,036	357	6,300	3,500	3,500	3,500
606 Other Purchased Services	15,898	13,825	11,000	18,800	18,800	18,800
Total Materials and Services	208,590	194,533	213,800	151,400	151,400	151,400
Capital Outlay						
Improvements	4,477	4,741	-	-	-	-
Total Capital Outlay	4,477	4,741	-	-	-	-
	\$ 357,650	\$ 361,825	\$ 412,211	\$ 398,420	\$ 398,420	\$ 398,420

Youth Activities Levy Fund

The 2007/2008 budget year was the end of the former YAL. This resulted in a loss of \$135,000 of funds used for recreation programs including swim lessons, field trips, free summer parks program, nature center school programs and special events. Late payments received by the city will be transferred to the school district.

Significant Budget Changes

- In May 2004, voters approved a five-year levy generating an estimated \$2.1 million per year. That levy has been replaced by the new YAAL for school benefit only.

YOUTH ACTIVITIES LEVY FUND
PARKS & RECREATION DEPARTMENT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Personal Services						
510 Salaries and Wages	\$ 78,469	\$ 164,454				
520 Fringe Benefits	14,000					
Total Personal Services	92,469	164,454	-	-	-	-
Materials and Services						
604 Contractual Services	2,181,451	2,300,759	457,671	100,000	100,000	100,000
Total Materials and Services	2,181,451	2,300,759	457,671	100,000	100,000	100,000
	\$ 2,273,920	\$ 2,465,213	\$ 457,671	\$ 100,000	\$ 100,000	\$ 100,000

Parks Capital Improvement Fund

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.

Significant Budget Changes

- Significant reductions in future fiscal years.

PARKS CAPITAL IMPROVEMENTS FUND
PARKS & RECREATION DEPARTMENT

<u>Description</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Capital Outlay						
Equipment	\$ 154,881	\$ 133,051				
Improvements			400,000			
Total Capital Outlay	<u>154,881</u>	<u>133,051</u>	<u>400,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 154,881</u>	<u>\$ 133,051</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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 Ashland, including the 2004 Revenue Bond that is backed by the Full Faith and Credit of the City of Ashland.

DEBT SERVICE

City Component	Date Due	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Street Fund							
New Debt				\$ 400,000			
Debt Service Fund							
1997 Flood Restoration Bonds - Principal Payment	December 1	75,000	80,000				
1997 Flood Restoration Bonds - Interest Payment	December 1	3,466	1,760				
1997 Flood Restoration Bonds - Interest Payment	June 1	1,789					
2000 Flood & Fire Station Bonds - Principal Payment	June 1	130,000	140,000	145,000	150,000	150,000	150,000
2000 Flood & Fire Station Bonds - Interest Payment	December 1	14,843	11,495	7,855	4,012	4,012	4,012
2000 Flood & Fire Station Bonds - Interest Payment	June 1	14,843	11,495	7,855	4,013	4,013	4,013
2004 Revenue Bonds - Principal Payment*	July 15	-	195,000	450,000	605,000	605,000	605,000
2004 Revenue Bonds - Interest Payment*	July 15	432,227	430,342	424,153	413,189	413,189	413,189
2004 Revenue Bonds - Interest Payment*	January 15	432,227	430,342	424,152	413,189	413,189	413,189
2005 Refunding Series - Principal Payment				100,000	110,000	110,000	110,000
2005 Refunding Series - Interest Payment	December 1	22,049	56,363	56,362	54,612	54,612	54,612
2005 Refunding Series - Interest Payment	June 1	22,049	56,363	56,363	54,613	54,613	54,613
Water Fund							
New Debt				240,000	120,000	120,000	120,000
Wastewater Fund							
New Debt					100,000	100,000	100,000
Total General Obligation Debt Service		\$ 1,148,490	\$ 1,413,159	\$ 2,311,740	\$ 2,028,628	\$ 2,028,628	\$ 2,028,628

Note: All new debt is pending approval of the City Council and is specific to projects and financing.

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

non-departmental activities

Interfund Loans

All interfund operating loans, which are not paid back by the end of the fiscal year, are budgeted in the following fiscal year. There is an interfund loan in the adopted FY 09-10 budget from the Airport Fund to the Water Fund.

INTERFUND LOANS

<u>Description</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Amended</u>	<u>2010 Proposed</u>	<u>2010 Approved</u>	<u>2010 Adopted</u>
Other Financing Uses						
901						
CDBG	\$ 214,877					
Street						
Airport				80,000	80,000	80,000
Capital Improvement Fund	125,059					
Water Fund						
Wastewater Fund						
Electric Fund						
Equipment Fund			670,000			
 Total City	<u>\$ 339,936</u>	<u>\$ -</u>	<u>\$ 670,000</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>

Operating Transfers Out

Transfers from one fund to another are shown on this page as expenditures and also in each fund as revenues.

OPERATING TRANSFERS OUT

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
Other Financing Uses						
902 General Fund	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Street Fund			200,000		215,000	215,000
Capital Improvements Fund:	905,434					
S.D.C. - Parks		302,573	134,746	98,246	98,246	98,246
CIP			178,500	179,800	179,800	179,800
Electric Fund						
Cemetery Trust Fund	31,000	33,180	60,000	20,000	20,000	20,000
Total City	936,934	336,253	573,746	298,546	513,546	513,546
Parks and Recreation Funds:						
Parks Division	80,000	110,000				
Total Parks	80,000	110,000	-	-	-	-
	\$ 1,016,934	\$ 446,253	\$ 573,746	\$ 298,546	\$ 513,546	\$ 513,546

non-departmental activities

Operating Contingencies

In general, operating contingencies meet policy requirements. Total contingencies have increased \$43,335 from the FY 2009 Amended budget. During 2007 and 2008, no monies are shown as being spent from the contingencies. Instead, a transfer of appropriations by resolution moved the contingency to the appropriation category where actual expenditures are incurred.

OPERATING CONTINGENCIES

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
905 General Fund			\$ 470,665	\$ 400,000	\$ 400,000	\$ 400,000
Street Fund			93,000	88,000	88,000	88,000
Airport Fund			5,000	5,000	5,000	5,000
Capital Improvements Fund			50,000	50,000	50,000	50,000
Water Fund			53,000	139,000	139,000	139,000
Wastewater Fund			135,000	150,000	150,000	150,000
Electric Fund			397,000	372,000	372,000	372,000
Telecommunications Fund			100,000	100,000	100,000	100,000
Central Services Fund			150,000	169,000	169,000	169,000
Insurance Services Fund			125,000	150,000	150,000	150,000
Equipment Fund			48,000	47,000	47,000	47,000
Total City	<u>-</u>	<u>-</u>	<u>1,626,665</u>	<u>1,670,000</u>	<u>1,670,000</u>	<u>1,670,000</u>
Parks and Recreation Fund			50,000	50,000	50,000	50,000
Total Parks	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,676,665</u>	<u>\$ 1,720,000</u>	<u>\$ 1,720,000</u>	<u>\$ 1,720,000</u>

Unappropriated Ending Fund Balance

Budgeted Unappropriated Ending Fund Balance has decreased \$6,227,116 or 29% from the 2009 Adopted Budget. The City will continue to trend toward lower unappropriated fund balances while maintaining the fund balance policy requirements.

UNAPPROPRIATED ENDING FUND BALANCE

Description	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Approved	2010 Adopted
909 General Fund	\$ 2,367,714	\$ 2,296,666	\$ 906,269	\$ 1,144,308	\$ 1,168,308	\$ 1,168,308
Forfeiture funds			164,200	164,200	164,200	164,200
Tax proceeds			120,000			
Community Block Grant Fund	12,033	44,705	11,799			
Reserve Fund					215,000	215,000
Street Fund:						
S.D.C. - Storm Drain	(360,499)	(633,826)	(775,499)	(793,756)	(793,756)	(793,756)
S.D.C. - Transportation	2,127,900	2,080,817	1,921,590	1,341,842	1,341,842	1,341,842
Bond Proceeds			1,979,785			
General Operations/Other	609,819	723,479	508,297	1,045,277	899,277	899,277
Airport Fund	55,339	86,891	31,727	9,024	9,024	9,024
Capital Improvements Fund:						
S.D.C. Parks	514,926	596,806	602,072	615,645	615,645	615,645
Open Space	278,491	550,017	676,726	618,914	618,914	618,914
General Operations/Other	(137,102)	(142,907)	474,908	777,502	902,502	902,502
Debt Service Fund	559,263	1,246,509	1,166,758	1,149,113	1,149,113	1,149,113
Water Fund:						
S.D.C. - Reimbursements	(253,653)	436,843	202,165	(219,111)	(219,111)	(219,111)
S.D.C. - Improvements	1,718,090	1,978,487	1,691,387	1,461,637	1,461,637	1,461,637
Bond Proceeds			2,000,000			
General Operations/Other	1,777,153	(549,912)	(852,210)	(404,712)	(404,712)	(404,712)
Wastewater Fund:						
S.D.C. - Reimbursements	1,435,237	1,368,388	1,269,267	1,287,368	1,287,368	1,287,368
S.D.C. - Improvements	540,711	471,909	466,181	(83,091)	(83,091)	(83,091)
Bond Proceeds			1,400,000			
General Operations/Other	2,886,053	1,924,675	934,140	1,816,492	1,816,492	1,816,492
Electric Fund	2,178,995	1,469,744	2,067,545	649,494	649,494	649,494
Telecommunications Fund	963,896	869,719	396,498	325,135	325,135	325,135
Central Services Fund	788,106	368,086	106,614	12,531	12,531	12,531
Insurance Services Fund	1,125,430	1,138,699	527,803	543,266	543,266	543,266
Equipment Fund	1,750,852	1,329,672	582,898	1,322,161	1,322,161	1,322,161
Cemetery Trust Fund	749,918	771,948	790,918	812,948	812,948	812,948
Total City	21,688,672	18,427,415	19,371,838	13,596,187	13,814,187	13,814,187
Parks & Recreation Fund	1,180,912	1,201,443	1,190,614	1,450,910	1,450,910	1,450,910
Ashland Youth Activities Fund	72,671	160,591		10,591	10,591	10,591
Parks Capital Improvement Fund	195,390	263,343	107,590	287,239	287,239	287,239
Total Parks and Recreation Funds	1,448,973	1,625,377	1,298,204	1,748,740	1,748,740	1,748,740
	\$ 23,137,645	\$ 20,052,792	\$ 20,670,042	\$ 15,344,927	\$ 15,562,927	\$ 15,562,927
Reserved or Restricted	\$ 8,447,847	\$ 10,051,302	\$ 14,215,152	\$ 6,898,975	\$ 7,113,975	\$ 7,113,975
Operating	14,689,798	10,001,490	6,454,890	8,445,952	8,448,952	8,448,952
	\$ 23,137,645	\$ 20,052,792	\$ 20,670,042	\$ 15,344,927	\$ 15,562,927	\$ 15,562,927



Capital Improvement Program

Overview 1
Long Term Summary 7
Unfunded Projects..... 0-1
Funded Projects..... 02-1

Capital Improvement Program (CIP)

Overview

The Public Works Department maintains and manages the City's Capital Improvement Program (CIP). Each department or enterprise fund manager develops their specific portion of the CIP with a rolling 6-year funding outlook based on the need due to the current and future capacity requirements, the condition of existing systems vs the expected life of the system, and future growth anticipations.

Significant Budget Changes

The 2010 CIP reflects the current economic situation facing the City. Due to funding shortfalls and economic uncertainty, an "Unfunded" CIP category has been created and any project without certain funding is listed in this section. These unfunded projects total in excess of \$50.5 Million. The FY10 CIP is proposed at \$5,587,100. This is significantly less than the \$12,311,000 proposed during the FY09 Budget for the FY10 program.

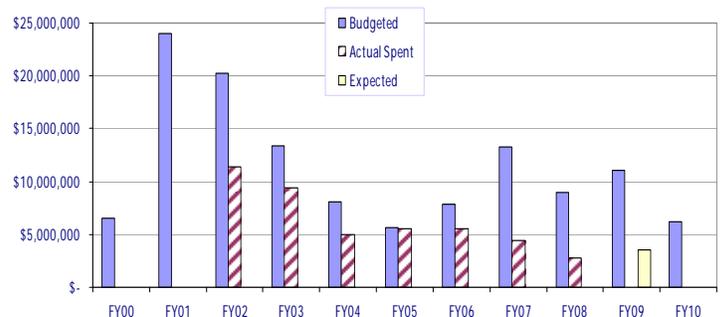
New to the 2010 CIP process is the American Recovery and Reinvestment Act (ARRA) Federal Stimulus Package. The 2010 CIP includes projects paid for with federal stimulus funds for transportation and other projects. Sewer projects (membrane replacement) will likely be funded with a combination of 50% Grants and 50% no interest loans administered by the Oregon Department of Environmental Quality (DEQ). Water project applications have yet to be awarded. In addition, staff is preparing grant applications for public facilities, diesel retrofits, and other projects that qualify for federal stimulus funds. These projects are currently listed as unfunded.

The existing water, sewer, transportation, and storm drain master plans are due to be updated. The proposed 2010 CIP includes updates for each of these master plans. Because funds are limited for capital improvement projects, staff will have time to focus on updating these master plans. The master plan revisions are anticipated to take a couple of years.

Current Year Highlights

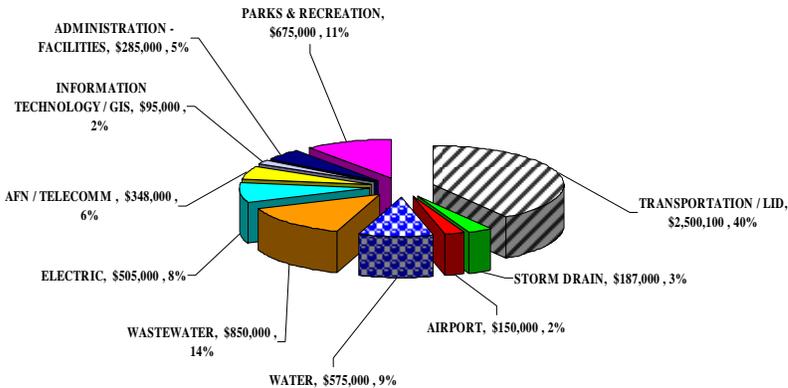
This year's FY09 CIP has an execution rate of 32% as compared to 2009's execution rate of 31%. Projects were delayed in October in anticipation of water and sewer bond sales. Then as the struggling economy began to affect revenues and the City's ability to borrow, all but a few Water and in-house projects were delayed.

The Public Works section of the FY09 CIP program resulted in the reconstruction of C & Eureka, East Main Railroad Crossing, miscellaneous concrete repair projects, Water Plant processing improvements, Lithia Water fountains refurbishment, and the I-5 overpass Bear Creek sewer trunk realignment. The Police Department completed the first phase of its new parking lot. The Electric Department completed distribution and cable replacement installation projects, began the Mountain Avenue Substation Improvements and ongoing new installation and new service projects. AFN completed distribution and cable installation equipment and Mesh Net build-out projects. And finally, the Parks and Recreation program completed the first phase of the Ice Skating Rink Rehabilitation project, and completed the North Main/Scenic Park project.



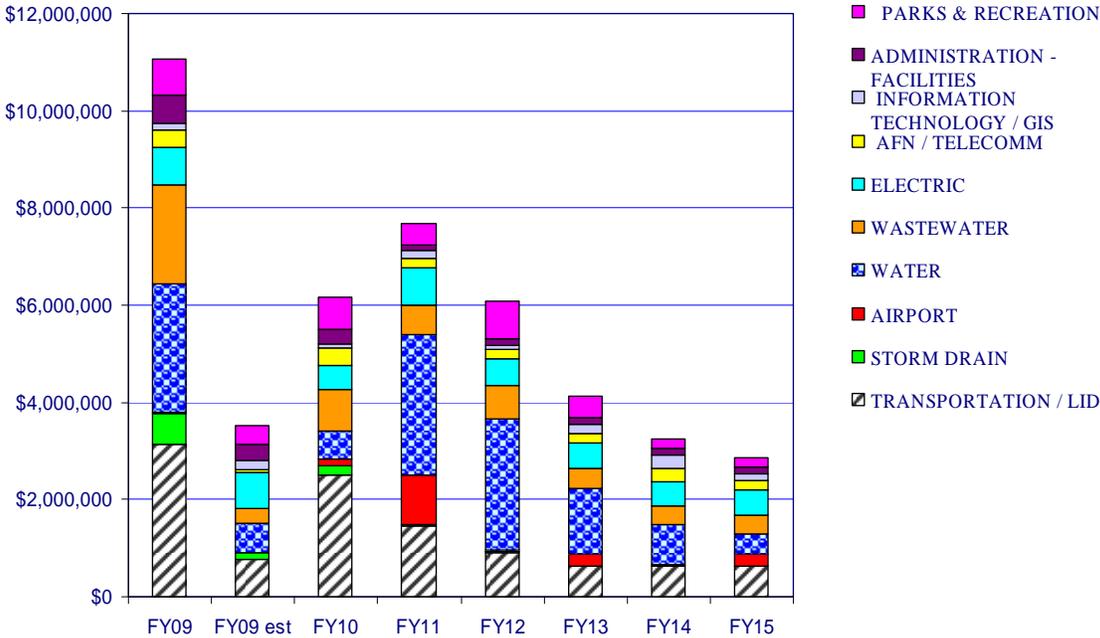
FY10 Program Summary

	FY10
Transportation / LID	\$2,500,100
Storm Drain	\$187,000
Airport	\$150,000
Water	\$575,000
Wastewater	\$850,000
Electric	\$505,000
AFN / Telecomm	\$325,000
Information Technology	\$95,000
Administration - Facilities	\$200,000
Parks & Recreation	\$200,000
	\$5,587,100



FY09 – FY15 CIP Summary by Department

* Admin-Facilities will be adjusted by Council in the future



FY10 CIP PROGRAM LIST AND PROJECT SUMMARY

CIP Projects are divided into corresponding City Departments and then often sub-divided into their respective Divisions. Project details are described on the project sheets as shown on the table of contents on page 0-1. A summary of the overall CIP program follows.

Transportation

Located within the Street Fund, the City's transportation program encompasses streets, sidewalks, bike paths, railroad crossings, transit, and "Grounds Maintenance" for costs associated with the Parks Department agreement to fund the landscaping maintenance for the medians, entry ways and downtown landscaped areas. The fund also supports the Transportation Commission, Transportation System Plan Update and other specific transportation studies, a portion of the Rogue Valley Council of Governments dues for the Metropolitan Planning Organization (MPO) and other ancillary transportation related program elements.

Street Fund Revenue sources include

- ⇒ Oregon State gasoline taxes that may be used on roadway pavement and maintenance projects,
- ⇒ City franchise fees paid by other City enterprise funds such as electric, water, wastewater and others for use of the transportation system,
- ⇒ City transportation systems development charges (SDCs which were updated in FY08) to pay for future growth needs of the system,
- ⇒ City transportation user/utility fees assessed to all property owners,
- ⇒ City Local Improvement District charges for specific projects assessed through a benefiting district, and state and federal grants including
 - ⇒ TE – Federal Transportation Enhancement projects for sidewalks, bike paths, etc.
 - ⇒ STP – State Transportation Program funds for major improvements and system upgrades to the City's system
 - ⇒ STIP – State Transportation Improvement Plan funds for urban upgrades on state facilities
 - ⇒ CMAQ – Federal Congestion Mitigation and Air Quality grant funds for projects that help reduce emissions (Diesel Retrofit and Sweeper purchases) and dust (paving projects)
 - ⇒ OECD SPWF – Oregon Economic Commission Development Division Special Public Works Funds for projects that relate to the creation of new jobs
 - ⇒ Other safety and specific transportation funding program opportunities
 - ⇒ Federal Stimulus funds.

Staff began a limited TSP update in July 2007 that focused on Chapters 4 (Existing Conditions and Constraints) and Chapter 9 (Needed Transportation Improvements). The limited TSP update lead staff to recognize the need for a full TSP update. The existing plan is over 10 years old and needs to address access management, future roads, multi-modal options, commuter rail, transit, bicycle, pedestrian systems, green street standard specifications options, and compliance with the new Transportation Planning Rule.

Staff is in the process of completing the limited TSP update as directed by the City Council at their March 3, 2009 Council meeting. Staff is also concurrently finalizing a TGM grant application for the comprehensive TSP update.

The FY10 CIP transportation program includes over \$2 million for major street reconstruction and maintenance projects which include: overlaying portions of North Laurel Street, Iowa Street, West Nevada Street, Nutley Street and Helman Street. Another project to be funded through Federal monies is the Hersey Street sidewalk reconstruction project. This project will be moved forward to meet an early summer bid schedule. Other projects within the FY10 transportation CIP include development of the Plaza Avenue CMAQ project, update of the City's transportation system plan and a miscellaneous sidewalk and concrete infrastructure repair project. The FY10 standard transportation projects are roughly split 12% street utility fees, 16% transportation SDCs, 53% federal and state grants and 19% other loans. The LID project is roughly split 50% in LID charges to residents, 18% transportation, SDCs and 32% transportation utility fees.

Storm Drain / Water Quality

The City's Stormwater and Drainage Master Plan originally completed in 2000, is in the final stages of being updated and will be completed by June 2010. The master plan looks at all drainage basins within the City for drainage capacity, needed improvements and specific water quality improvements that are needed for regulatory compliance. Improvements will include pipe capacity upgrades to ensure that the drainage from rain events will be safely transported to stream channels, as well as water quality projects to better control the waters that flow into the creeks and stream beds. Major improvements to the Beach and Mountain Creek systems are being proposed for the next several years. This was identified in the 2000 Master Plan as one large "need" but has since been revised into several smaller specific projects that will better adjust to the development in the area. In addition, the water quality projects will be specifically defined to meet the Department of Environmental Quality's (DEQ) National Pollution Discharge Elimination System Non-Point Source permitting requirements, the DEQ Total maximum Daily Load (TMDL) for bacteria and temperature, and the City's new riparian protection ordinance.

The Storm Water program is still within the overall Street Fund but in its own division to specifically account for the program funding. Revenue sources are from the Storm Drain utility fee which is calculated based on the impervious area for commercial customers and a flat fee for residential users. Because of the regulatory requirements for removing sediment and improving water quality, it is anticipated that the street sweeping function will be funded in the Storm Drain program in the future. There are small matching grants available from DEQ for water quality improvement projects. The systems development charges (SDCs) will be updated with the Master Plan update.

Projects in the FY10 program include completion of the Iowa Street 24" storm drain capacity improvements, installation of a bypass line for the Hersey Wetlands to prevent further road degradation and several projects for the Beach / Mountain Creek system. In general 35% of these projects are funded by SDCs and the remaining 65% through fees. There are no grants in the FY10 program.

Airport

The Ashland Municipal Airport is trending toward self sufficiency through revenues generated from the hangar leases and flight operations on the field. Right now revenues are not where they should be for the long term maintenance and development of the Airport, but there are plans for continued improvements and growth at the airport to further generate more revenue to better maintain the airport. In addition to the standard fees and charges at the airport, there are several grant opportunities for Airport maintenance through State and Federal resources.

The Airport Layout / Master Plan was updated in October 2005 and describes the direction of Airport growth for years 2005-2024. The FY10 CIP program includes federal grant funds administered through FAA to be used for tree removals at the runway 30 south approach. FAA grants will also provide 95% funding for an overlay for runway 12/30. The preliminary engineering for that project will be included in the FY10 budget while construction will be allocated to the following FY11 budget.

Water Fund

The Water Fund is further divided into four divisions; supply, treatment and distribution, and the improvement and reimbursement SDC portions. The Water program has had several master planning projects to ensure that all federal and state drinking water standards are fully met, the distribution system is fully functional, and that planning is completed to ensure long term water viability for the community as it continues to grow. The supply division focuses on the raw water sources that are then treated to drinking water standards then distributed to our community. There are three sources of water that are managed in the Supply division; water from the Mount Ashland watershed that is held in Reeder Reservoir prior to treatment, water from the Talent Irrigation District that is primarily used untreated as irrigation water, but in drought years it is pumped to the treatment plant and treated for potable water consumption, and finally water rights in Lost Creek Lake have been purchased from the US Army Corps of Engineers for future consumption through the Medford Water District's treatment system and transported through the Talent-Ashland-Phoenix (TAP) water transmission line straight into the City's distribution system. Adequate water supply is a must for all communities.

capital improvements plan

Staff will continue to focus on the “Right Water for the Right Use” and will incorporate conservation and irrigation practices to increase the availability of potable water well into the future. The FY10 Water Supply CIP includes improvements to the water quality in Reeder Reservoir, the west fork bridge for access and water quality improvements to the west fork of Ashland Creek, the first phase of final design of the TAP Pipeline, and elements for Right Water Right Use and additional TID water rights.

The FY10 Water Supply CIP includes improvements to the water treatment plant process, additional TID/BOR water rights, and the Right Water for the Right Use program.

The distribution division includes all of the costs associated for piping and pumping to get treated potable water to each customer. The FY10 Water Distribution program has been scaled back to eliminate all projects within this division for this budget year.

Overall in the water fund, fees and rates account for only 3% of the FY10 projects, grants make up 17% and SDCs the remaining 80%. This proportion changes considerably over the next five years as the City completes the TAP project, purchases new water and constructs new sections of filters in the water treatment plant, all of which are significantly apportioned to future growth.

Wastewater

The Wastewater Fund is just slightly less complicated with only three funds; collection of wastewater, treatment and disposal of the final effluent and biosolids, and the improvement and reimbursement SDC portions. Overall this enterprise program is funded through a combination of service fees, SDCs, and food and beverage tax collected specifically for the repayment of the construction of the wastewater treatment plant (1998-2003 construction at a cost of \$30M).

The Wastewater Treatment Plant Facilities Plan was originally completed and adopted in 1998. As a part of the required permit renewal, the Facilities Plan will be updated. The FY10 program includes the anticipated costs for the Master Plan update as well as a replacement of portions of the membrane filtration system. The membrane replacement is to be funded 50% from 0% interest loans and 50% grant. The Master Plan will be funded through SDC fees entirely.

The FY10 program is primarily funded through grants and loans which account for 53% of the projects and SDCs provide the remaining 47%. Over the next five years the proportion stabilizes at 74% rates and 26% SDCs as the Bear Creek Interceptor and other projects are completed.

Electric

The majority of the electric funds CIP program is in annual anticipated new installs. The remaining capital items are focused on improving the existing system with under grounding utilities lines, installing a SCADA system and upgrades to the Mountain Avenue Substation. Work at the substation is required at the request of Pacific Power to remove and relocate some of that load from the Pacific Power Substation at Nevada Street to the BPA’s substation at Mountain Avenue. Three new feeders will be added over the next several years. Under grounding electric facilities will also continue through the current CIP future for utilities that currently have aging overhead electric lines.

AFN/Telecommunications

The Ashland Fiber Network system has over 27 miles of fiber optic cable, more than 110 miles of coax cable, transmitting signals through 40 optical nodes to provide services to over 4,200 customers. The CIP includes elements that were presented in the Business Plan to Council in 2009. The majority of the projects in the FY10 program are anticipated annual requirements to maintain and improve the network, provide fiber to the premise in response to business customer requests, and convert some of the overhead connections to underground. Deployment of a new wireless internet service, Wi Max is forecasted in FY 10.

Technology

The computer technology budget provides for all planned computer and printer replacements for the City's internal systems. This also includes other hardware purchases such as servers and major software updates / purchases.

Administration – City Facilities

This portion of the CIP includes all of the City's facilities that are not separately accounted for in enterprise funds. Funding for this program is typically through general obligation bonds, other borrowings, property tax and a "City Facility Use Fee" to other departments. Currently the City is completing a Facilities Master Plan which will evaluate all of the City facilities, their current use, best potential use and identify needs for improvements and re-construction requirement. Council has requested that no new planning be identified for FY09 project until the Master Plan is completed which has been anticipated for June 2009.

Parks and Recreation

The City fund approximately \$200,000 annually from the food and beverage fund for Parks Open Space.

capital improvements plan

Capital Improvements Plan 2010-2015 Construction Years

Project Description	approved 2008-09	est spend 2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Unfunded	FY10-15 TOTAL Cost
Transportation	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15		Project Totals
Pave/rebuild - C & Eureka; (CMAQ Congestion Mitigation Air Quality)	\$ 30,000	\$ 61,000								\$ 30,000
Railroad Crossing Imp; E. Main (07/08)		\$ 165,000								\$ 165,000
TSP Update			\$ 350,000							\$ 350,000
Jefferson Street Extension Project (Brammo - OECD)	\$ 600,000		\$ 800,000							\$ 1,400,000
Pavement plus; Plaza Avenue (CMAQ)	\$ 72,000	\$ 13,146	\$ 80,000							\$ 155,146
Hersey Street Pedestrian/Safety Improvements	\$ 100,000	\$ 25,150		\$ 150,000						\$ 275,150
Railroad Crossing Imp; Oak (11)				\$ 35,000						\$ 35,000
Railroad Crossing Imp; Hersey & Laurel (08/09)	\$ 190,000	\$ 30,000							\$ 720,000	\$ 940,000
Railroad Crossing Imp; Walker (08/09)									\$ 535,000	\$ 535,000
Miscellaneous Concrete Safety Repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 600,000
Misc New Sidewalk Improvements (based on prioritized list in TSP)	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000		\$ 480,000
Slurry Seal Streets Per PMS				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 500,000
Overlay - North Laurel Street - North Main Street to Railroad tracks			\$ 132,900							\$ 132,900
Overlay - Iowa Street - Wightman Street to South Mountain Avenue			\$ 180,600							\$ 180,600
Overlay - West Nevada Street - Vansant Street to Michelle Avenue			\$ 146,600							\$ 146,600
Overlay - Allison Street - Gresham to Sherman			\$ 400,000							\$ 400,000
Overlay - Nutley Street - Scenic Drive to Granite Street				\$ 56,000						\$ 56,000
Overlay - Helman Street - North Main Street to Ohio Street				\$ 184,600						\$ 184,600
Overlay - Taylor Street - Holly to Ashland, PMS					\$ 150,000					\$ 150,000
Street Improvements/pavement per PMS (goal is \$350,000/year)				\$ 110,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000		\$ 1,510,000
Nevada Street Extension & Bridge Const, Bear Creek to Mountain Ave									\$ 2,400,000	\$ 2,400,000
Downtown Plan Phase II - ODOT STIP									\$ 1,500,000	\$ 1,500,000
N. Main Street & Wimer Street Intersection Safety Improvements									\$ 1,485,000	\$ 1,485,000
North Ashland Bikeway Ph II; Central Ashland Bikeway									\$ 1,000,000	\$ 1,000,000
Bike path Improvement on N Main section									\$ 650,000	\$ 650,000
Signal Installation at Tolman Creek Road & Siskiyou Boulevard									\$ 350,000	\$ 350,000
Signal Installation at Oak Street & Hersey Street									\$ 300,000	\$ 300,000
Repave/Rebuild B Street - Oak to 5th Street per PMS STP/MPO	\$ 407,000	\$ 45,000							\$ 800,000	\$ 1,252,000
Repave/Rebuild Granite Street - Nutley to Pioneer Street per PMS	\$ 402,000	\$ 25,000							\$ 700,000	\$ 1,127,000
Repave/Rebuild Iowa Street - Liberty to Idaho PMS									\$ 650,000	\$ 650,000
Repave/Rebuild Harrison St - Siskiyou to Euclid, PMS / STP / MPO	\$ 60,000								\$ 600,000	\$ 660,000
Repave/Rebuild N Mountain - E. Main to Hersey, PMS / STP / MPO??	\$ 50,000								\$ 500,000	\$ 550,000
Repave/Rebuild E. Main - N Mountain to RR tracks PMS									\$ 380,000	\$ 380,000
Repave/Rebuild Oak Street - Lithia Way to RR Tracks STP / MPO??									\$ 300,000	\$ 300,000
Repave/Rebuild Hargadine Street PMS									\$ 250,000	\$ 250,000
Repave/Rebuild Normal Ave - Ashland St to Siskiyou Blvd PMS									\$ 200,000	\$ 200,000
Beaver Slide Pedestrian Improvements									\$ 70,000	\$ 70,000
Park and Ride Creation	\$ 30,000								\$ 30,000	\$ 30,000
Subtotal Transportation	\$ 2,121,000	\$ 723,116	\$ 2,270,100	\$ 815,600	\$ 780,000	\$ 630,000	\$ 630,000	\$ 630,000	\$ 13,420,000	\$ 19,175,700

Local Improvement Districts	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
<small>Note: Costs shown are total project costs, City portion varies</small>										
Sidewalk - Laurel Street - Hersey to Randy	\$ 220,000			\$ 280,000						\$ 500,000
Pavement plus; Sheridan Street & Schofield Street Local Improvement District	\$ 367,000	\$ 25,400		\$ 367,000						\$ 760,000
Pavement plus; Liberty Street Local Improvement District	\$ 230,000	\$ 30,000	\$ 230,000							\$ 490,000
Pavement plus; Fielder Street Local Improvement District (Indiana to End)					\$ 130,000					\$ 130,000
Pavement plus; Alley btwn Harrison and Morton	\$ 51,000								\$ 51,000	\$ 51,000
Pavement plus; Upper Beach Street	\$ 150,000									\$ 150,000
Pavement plus; Waterline Road Local Improvement District									\$ 400,000	\$ 400,000
Pavement plus; Clay Street Local Improvement District									\$ 1,000,000	\$ 1,000,000
Miscellaneous Local Improvement Districts									\$ 200,000	\$ 200,000
Subtotal Local Improvement Districts	\$ 1,018,000	\$ 55,400	\$ 230,000	\$ 647,000	\$ 130,000	\$ -	\$ -	\$ -	\$ 1,651,000	\$ 2,658,000
TRANSPORTATION / LID	\$ 3,139,000	\$ 778,516	\$ 2,500,100	\$ 1,462,600	\$ 910,000	\$ 630,000	\$ 630,000	\$ 630,000	\$ 15,071,000	\$ 21,833,700

Storm Drains	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Storm Water Master Plan Update	\$ -	\$ 23,000	\$ 75,000							\$ 98,000
Water Quality Improvements - Basins/Riparian Areas	\$ -		\$ 77,000						\$ 50,000	\$ 127,000
Iowa Street - Sherman to Gresham Storm Drain Line Installation	\$ 75,000		\$ 35,000	\$ 35,000	\$ 22,000					\$ 167,000
Hersey Wetlands 18" high flow bypass	\$ 100,000	\$ 19,680							\$ 186,000	\$ 186,000
Mountain Creek Water Quality Improvements - B St Yard outfall	\$ 35,000								\$ 35,000	\$ 35,000
2nd Street Storm Drain south of E. Main	\$ 50,000								\$ 50,000	\$ 50,000
Open Drainage Improvements; O&M Plan; Cemetery Ck, Clay Ck, RR Pa	\$ 75,000								\$ 945,000	\$ 945,000
Beach / Mountain Creek; N. Mountain Ave from C to RR Tracks	\$ 65,000	\$ 27,000							\$ 215,000	\$ 280,000
Beach / Mountain Creek; Idaho from Iowa to Holly	\$ 175,000								\$ 175,000	\$ 175,000
Beach / Mountain Creek; Hersey/Starflower	\$ 50,000	\$ 50,000							\$ 50,000	\$ 100,000
Beach / Mountain Creek; C Street / Alleys									\$ 160,000	\$ 160,000
Beach / Mountain Creek; Energy / Velocity Disipator									\$ 150,000	\$ 150,000
Liberty Street - Iowa to Pracht Street Storm Drain Line Installation									\$ 85,000	\$ 85,000
Hersey Street Bridge Bottom replacement									\$ 375,000	\$ 375,000
Storm Drain Line Replacement / Upsize, etc per SWMP									\$ 200,000	\$ 200,000
Clay Creek Culvert @ E Main (JaCo)									\$ 150,000	\$ 150,000
Cemetery Creek Culvert @ E Main Street (JaCo)									\$ 150,000	\$ 150,000
Lithia Way Culvert (ODOT)									\$ 550,000	\$ 550,000
STORM DRAIN	\$ 625,000	\$ 119,680	\$ 187,000	\$ 35,000	\$ 22,000	\$ -	\$ -	\$ -	\$ 3,526,000	\$ 3,770,000

Airport	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Entitlement Grants; FAA/ODA; Federal Aid to Municipalities (FAM)	\$ 25,000		\$ 25,000		\$ 25,000	\$ 250,000	\$ 25,000	\$ 250,000		\$ 575,000
Airport Improvements (AIP) FAA Grant			\$ 125,000	\$ 1,000,000						\$ 1,125,000
AIRPORT	\$ 25,000	\$ -	\$ 150,000	\$ 1,000,000	\$ 25,000	\$ 250,000	\$ 25,000	\$ 250,000	\$ -	\$ 1,700,000

capital improvements plan

Capital Improvements Plan
2010-2015 Construction Years

Project Description	approved	est spend								FY 10-15	
	2008-09	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Unfunded	TOTAL Cost	
	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals	
WATER											
Water Supply											
Hosler Dam Transmission Line Replacement - Reeder to Water Plant	\$ -	\$ 10,000								\$ -	
Hosler Dam - Stability Analysis - Geotech	\$ -	\$ 50,000								\$ -	
Water Supply Study (Right Water for the Right Use Program)	\$ 90,000		\$ 440,000							\$ 440,000	
FERC Part 12 Hosler Dam Safety Analysis	\$ -	\$ 30,000		\$ 150,000						\$ 150,000	
Reeder Res / Improvements (Solar Bees) & Silt Removal E/W Forks	\$ 250,000	\$ 60,000		\$ 250,000	\$ 120,000	\$ 65,000	\$ 25,000	\$ 55,000		\$ 515,000	
Ashland Creek West Fork Bridge Construction	\$ 100,000			\$ 100,000						\$ 100,000	
Additional Lost Creek Water Rights						\$ 500,000				\$ 500,000	
Talent, Ashland, Phoenix Pipeline & PS; Talent to Ashland	\$ 250,000	\$ 15,000							\$ 11,080,000	\$ 11,080,000	
Additional Water Rights (TID/BOR system, etc)	\$ 60,000	\$ 50,000	\$ 60,000						\$ 1,200,000	\$ 1,260,000	
Subtotal Supply	\$ 750,000	\$ 215,000	\$ 500,000	\$ 400,000	\$ 220,000	\$ 565,000	\$ 25,000	\$ 55,000	\$ 12,280,000	\$ 14,045,000	
Water Plant											
Hosler Dam Security & Telemetry	\$ -	\$ 20,000								\$ -	
Sludge Lagoon and Waste Line Improvements	\$ -	\$ 75,000								\$ -	
Chlorine/Hypochlorite Requirement Review		\$ 75,000								\$ -	
Plant Process Improv (chem feed, soda ash, instrumentation, flocculator)	\$ 200,000	\$ 100,000	\$ 75,000							\$ 75,000	
Water Plant Facilities Plan and Capacity Update										\$ -	
Water Treatment Plant - Construct New Filters 7 & 8									\$ 1,200,000	\$ 1,200,000	
Ozone / UV analysis and installation									\$ 1,750,000	\$ 1,750,000	
Subtotal Plant	\$ 200,000	\$ 270,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,950,000	\$ 3,025,000	
Water Distribution											
Lithia Water Fountain replacement (Plaza)		\$ 35,000								\$ -	
Waterline Replacement; Ditch RD; Strawberry PS to Grandview Dr	\$ 75,000	\$ 50,000		\$ 75,000	\$ 75,000	\$ 75,000				\$ 225,000	
New "Crowson II" Reservoir (Proj 12)	\$ 600,000	\$ 25,000		\$ 2,400,000	\$ 1,500,000					\$ 3,900,000	
Lithia Water Line Repairs / Replacements				\$ 35,000		\$ 35,000		\$ 35,000		\$ 105,000	
Waterline Upsizing - AHS Iowa Street; S. Mt to Wightman (Proj 2B)					\$ 640,000					\$ 640,000	
Waterline Upsizing - Hospital Zone: Chestnut Street & loop (Proj 1A)						\$ 680,000				\$ 680,000	
Waterline Upsizing - Hospital Zone: Maple Street main line (Proj 1B)	\$ 60,000			\$ 260,000						\$ 260,000	
Waterline Replacement; Siskiyou Boulevard - Terra to Mistletoe							\$ 800,000			\$ 800,000	
S. Mountain & Ivy Lane - Loop Rd Connector (Proj 6)								\$ 320,000		\$ 320,000	
Park Estates PS Improvements (Proj 7/8)	\$ 300,000								\$ 300,000	\$ 300,000	
Loop Road Reservoir (Proj 12)	\$ 130,000								\$ 130,000	\$ 130,000	
Waterline Replacement; Granite Street - Nutley to Strawberry to Pioneer	\$ 300,000	\$ 15,000							\$ 300,000	\$ 300,000	
Waterline Replacement; B Street - Oak to 5th	\$ 250,000	\$ 10,000							\$ 250,000	\$ 250,000	
Waterline Replacement; Terrace Street - Iowa to TID Ditch									\$ 350,000	\$ 350,000	
Waterline Replacement; Euclid Avenue, Holly St & Morton (Proj 3.4.5)									\$ 400,000	\$ 400,000	
Subtotal Distribution	\$ 1,715,000	\$ 135,000	\$ -	\$ 2,510,000	\$ 2,475,000	\$ 790,000	\$ 800,000	\$ 355,000	\$ 1,730,000	\$ 8,660,000	
WATER	\$ 2,665,000	\$ 620,000	\$ 575,000	\$ 2,910,000	\$ 2,695,000	\$ 1,355,000	\$ 825,000	\$ 410,000	\$ 16,960,000	\$ 25,730,000	
WASTEWATER											
Wastewater Treatment Plant											
Treatment Plant Permit Evaluation and Renewal	\$ -	\$ 100,000								\$ -	
Wastewater Treatment Plant Membrane Sections Replacement Planning	\$ 300,000		\$ 500,000	\$ 500,000	\$ 600,000	\$ 300,000	\$ 300,000	\$ 300,000		\$ 2,500,000	
Wastewater Treatment Plant Process Improvements										\$ -	
Treatment Plant Capacity Evaluation									\$ 250,000	\$ 250,000	
Treatment Plant - Thermal Improvements (DEQ - TMDL)	\$ 1,000,000								\$ 2,000,000	\$ 2,000,000	
Subtotal Plant	\$ 1,300,000	\$ 100,000	\$ 500,000	\$ 500,000	\$ 600,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 2,250,000	\$ 4,750,000	
Wastewater Collection System											
Wastewater Line Realignment; I-5 overpass Bear Creek Trunk		\$ 112,000								\$ -	
Master Plan Update			\$ 350,000							\$ 350,000	
Wastewater Line Replacement; Miscellaneous In-House	\$ 125,000	\$ 35,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 500,000	
Abandon Nevada St PS and realign line									\$ 100,000	\$ 100,000	
Wastewater Line Replacement; Oak Street - Lithia Way to B Street	\$ 125,000								\$ 125,000	\$ 125,000	
Wastewater Line Replacement; Ashland Creek Main Line	\$ 100,000	\$ 20,000							\$ 275,000	\$ 275,000	
Grandview Pump Station Replacement	\$ 350,000	\$ 18,200							\$ 350,000	\$ 350,000	
Wastewater Line Realignment; N. Mountain Ave - Hersey to Bear Creek	\$ 25,000								\$ 225,000	\$ 225,000	
Bear Creek Interceptor Trunk Line Upsizing Wightman to Tolman Creek Road									\$ 450,000	\$ 450,000	
Wastewater Line Realignment - Hersey Street; Patterson to Water St									\$ 225,000	\$ 225,000	
Collection System upgrades/improvements (per master plan)										\$ -	
WASTEWATER	\$ 2,025,000	\$ 285,200	\$ 850,000	\$ 600,000	\$ 700,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 4,000,000	\$ 7,350,000	

capital improvements plan

Capital Improvements Plan 2010-2015 Construction Years

Project Description	approved 2008-09	est spend 2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Unfunded	FY10-15 TOTAL Cost
ELECTRIC	FY09	FY09est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Enclose Open Equipment Bldg at Service Center	\$ 200,000	\$ 210,000								\$ -
Install Underground Feeder Line to Water Treatment Plant/ Hooper Dam	\$ -	\$ 40,000								\$ -
Underground Utility Lines - Greenmeadows Subdivision	\$ 25,000	\$ 25,000								\$ -
Upgrade Mountain Avenue Substation Low Side Distribution	\$ 70,000	\$ 135,000	\$ 60,000							\$ 60,000
Upgrade Business District Feeder Line - Helman Street	\$ 20,000		\$ 20,000							\$ 20,000
Underground Utility Lines - Quiet Village Subdivision		\$ 10,000	\$ 30,000							\$ 30,000
1st Street Overhead Upgrade			\$ 25,000							\$ 25,000
Business Feeder Upgrade, Church St - Granite St.			\$ 25,000							\$ 25,000
Install New Services & New Infrastructure	\$ 325,000	\$ 260,000	\$ 225,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000		\$ 1,850,000
Electric Utility Line Installation; In-house Various Locations	\$ 100,000	\$ 60,000	\$ 85,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 585,000
SCADA System	\$ 25,000	\$ 25,000	\$ 35,000	\$ 45,000						\$ 80,000
Highway 66 I-5 Freeway Crossing Upgrade				\$ 200,000						\$ 200,000
Ashland Substation Upgrade				\$ 50,000	\$ 50,000					\$ 100,000
Upgrade Feeder Line- Morton Street				\$ 35,000	\$ 30,000	\$ 30,000				\$ 95,000
Underground Oak Street Lines					\$ 30,000	\$ 30,000				\$ 60,000
Oak Knoll Substation Upgrade						\$ 50,000	\$ 50,000			\$ 100,000
Crowson Road/I-5 Freeway Crossing Upgrade								\$ 100,000		\$ 100,000
ELECTRIC	\$ 765,000	\$ 765,000	\$ 505,000	\$ 755,000	\$ 535,000	\$ 535,000	\$ 475,000	\$ 525,000	\$ -	\$ 3,330,000
AFN / TELECOMMUNICATIONS	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Community-Website Portal	\$ 22,000	\$ 10,000								\$ -
Underground Machine	\$ 23,000								\$ 23,000	\$ 23,000
802.11b Wireless Buildout			\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			\$ 25,000
Distribution and Cable Equipment Installation	\$ 120,000	\$ 7,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000		\$ 720,000
Network Refresh	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 60,000
Fiber to the Premise (FTTP)	\$ 25,000		\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 65,000
Underground Telecommunication Lines Installation - Various Locations	\$ 25,000		\$ 25,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 25,000		\$ 90,000
WiMax Deployment	\$ 150,000		\$ 150,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 200,000
Optical Time Domain Reflectometer (OTDR)				\$ 11,000						\$ 11,000
Routers		\$ 5,000			\$ 15,000		\$ 15,000			\$ 30,000
Server Replacement					\$ 15,000					\$ 15,000
Relocate Fiber with Development		\$ 25,000		\$ 20,000	\$ 5,000	\$ 20,000				\$ 45,000
Cable Modem Termination System (CMTS)							\$ 100,000			\$ 100,000
AFN / TELECOMM	\$ 375,000	\$ 57,000	\$ 325,000	\$ 196,000	\$ 200,000	\$ 185,000	\$ 280,000	\$ 175,000	\$ 23,000	\$ 1,384,000
INFORMATION TECHNOLOGY	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Desktop and Laptop Planned Replacement (25% Annually)	\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000		\$ 480,000
Server Planned Replacement	\$ 13,000	\$ 13,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 90,000
Printer Planned Replacement	\$ 25,000	\$ 25,000		\$ 20,000		\$ 20,000				\$ 40,000
Major Software Purchases		\$ 60,000		\$ 60,000		\$ 60,000		\$ 60,000		\$ 180,000
Phone System Replacement							\$ 200,000			\$ 200,000
	\$ 113,000	\$ 173,000	\$ 95,000	\$ 175,000	\$ 95,000	\$ 175,000	\$ 295,000	\$ 155,000	\$ -	\$ 790,000
GIS	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
GIS Spatial Database Engine		\$ 5,000				\$ 32,000				\$ 32,000
	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000
FINANCE	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Financial Software Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,550	\$ 50,550
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,550	\$ 50,550
INFORMATION TECHNOLOGY / GIS	\$ 113,000	\$ 178,000	\$ 95,000	\$ 175,000	\$ 95,000	\$ 207,000	\$ 295,000	\$ 155,000	\$ 50,550	\$ 872,550
ADMINISTRATION - City Facilities	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
City Facility Upgrades & Maintenance	\$ 100,000	\$ 145,000	\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 130,000		\$ 705,000
Facilities Planning, Space Needs Analysis and Funding Options		\$ 50,000								\$ -
Police Parking Lot Expansion	\$ 85,000	\$ 60,000								\$ -
Equipment / Shop - Diesel Retrofit	\$ 100,000		\$ 100,000							\$ 100,000
Police Department Building Improvements	\$ 200,000	\$ 75,100							\$ 700,000	\$ 700,000
Fire Station No. 2 Reconstruction	\$ 100,000								\$ 5,500,000	\$ 5,500,000
Council Chamber's improvements									\$ 300,000	\$ 300,000
Archive Building Construction									\$ 1,500,000	\$ 1,500,000
Long Term Facilities Replacement									\$ 1,750,000	\$ 1,750,000
City Facilities Upgrades - based on a Facilities Plan									\$ 1,200,000	\$ 1,200,000
ADMINISTRATION - FACILITIES	\$ 585,000	\$ 330,100	\$ 200,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 130,000	\$ 10,950,000	\$ 11,755,000
PARKS & RECREATION	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	Project Totals
Ice Rink Cover Replacements and Improvements	\$ 300,000	\$ 200,000	\$ -							\$ -
Open Space Acquisition / Park Development	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		\$ 1,200,000
N. Main and Scenic Park Development	\$ 100,000	\$ 200,000	\$ -							\$ -
Calle Guanajuato Improvements	\$ 75,000	\$ -	\$ -	\$ 100,000						\$ 100,000
Vogel Park Development	\$ 75,000	\$ -	\$ -	\$ 150,000	\$ 75,000					\$ 225,000
Oak Knoll Irrigation Replacement / Improvements					\$ 500,000	\$ 250,000				\$ 750,000
PARKS & RECREATION	\$ 750,000	\$ 400,000	\$ 200,000	\$ 450,000	\$ 775,000	\$ 450,000	\$ 200,000	\$ 200,000	\$ -	\$ 2,275,000
TOTAL CIP OVER TIME	\$ 11,067,000	\$ 3,533,496	\$ 5,587,100	\$ 7,683,600	\$ 6,082,000	\$ 4,137,000	\$ 3,255,000	\$ 2,875,000	\$ 50,580,550	\$ 80,000,250
	FY09	FY09 est	FY10	FY11	FY12	FY13	FY14	FY15	Unfunded	FY10-15 TOTAL



UNFUNDED PUBLIC WORKS CIP PROJECTS

Unfunded Transportation and Local Improvement District Projects..... 01-1 to 01-4
Unfunded Storm Drain Projects 01-5 to 01-7
Unfunded Water Projects 01-8 to 01-9
Unfunded Wastewater Projects 01-10 to 01-11
Unfunded Information Technology and Administration.....01-12 to 13

TRANSPORTATION

Transportation System Plan Update.....02-1
Jefferson Street Extension Project (Brammo)..... 02-2
Plaza Avenue (CMAQ Improvement Project) 02-3
Miscellaneous Concrete Safety Repairs.....02-4
Miscellaneous New Sidewalk Improvements (Based on Prioritized List in TSP)..... 02-5
Street Overlay (ARRA Economic Stimulus Package) 02-6
Allison Street Overlay 02-7
Liberty Street Local Improvement District..... 02-8

STORM DRAINS

Storm Drain Master Plan Update03-1
Water Quality Improvements – Basins and Riparian Areas03-2
Iowa Street – Sherman Street to Gresham Street Storm Drain Line Replacement..... 03-3

AIRPORT

Entitlement Grants; FAA / ODA; Federal Aid to Municipalities (FAM).....04-1
Airport Improvement (AIP) FAA Grant04-2

WATER SUPPLY

Right Water for Right Use Program.....05-1
Additional Water Rights (TID / BOR System, etc)05-2

WATER PLANT

Plant Process Improvements (Chemical Feed, Soda Ash, Instrumentation, Flocculator)06-1

WASTEWATER TREATMENT PLANT

Wastewater Treatment Plant Membrane Sections Replacement Planning07-1

WASTEWATER COLLECTION SYSTEM

Wastewater Collections Master Plan Update08-1

ELECTRIC

Upgrade Mountain Avenue Substation Low side Distribution 09-1
Upgrade Business District Feeder Line – Helman Street..... 09-2
Underground Utility Lines – Quiet Village Subdivision 09-3
1st Street Overhead Upgrade 09-4
Business Feeder Upgrade, Church St – Granite St 09-5
Install New Services & New Infrastructure 09-6
Electric Utility Line Installation; In-house Various Locations 09-7
SCADA System 09-8

AFN / TELECOMMUNICATIONS

Distribution and Cable Equipment Installation..... 10-1
Network Refresh 10-2
Fiber to the Premise (FTTP) 10-3
Underground Telecommunication Lines Installation - Various Locations..... 10-4
Wi Max Deployment..... 10-5
802.11b Wireless Buildout..... 10-6

INFORMATION TECHNOLOGY

Desktop and Laptop Planned Replacement..... 11-1
Server Planned Replacement..... 11-2

ADMINISTRATION

City Facility Upgrades & Maintenance..... 12-1
Equipment/Shop – Diesel Retrofit 12-2

PARKS & RECREATION

Open Space Acquisition/Park Development..... 13-1

capital improvement plan

TITLE: UNFUNDED TRANSPORTATION / PUBLIC SAFETY PROJECTS	
RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division	
PROJECT	COST
<p>BEAVER SLIDE PEDESTRIAN IMPROVEMENTS This project will improve the sidewalk along the east side to allow a safer pedestrian access way.</p>	\$70,000
<p>RECONSTRUCT HARRISON STREET BETWEEN SISKIYOU AND EUCLID ST This project will reconstruct portions of the street section and repave the entire section of Harrison Street between Siskiyou and Iowa / Euclid Street intersection and include ancillary storm drain improvements.</p>	\$600,000
<p>REBUILD/PAVE NORTH MOUNTAIN; EAST MAIN TO HERSEY This project will repave the entire section of North Mountain between E. Main and Hersey Streets and include dig outs in areas needing subsurface repairs.</p>	\$500,000
<p>PAVEMENT PLUS; ALLEY BETWEEN HARRISON AND MORTON This proposed improvement consists of grading and paving the existing alley surface between Harrison and Morton Street (south of Siskiyou Boulevard). The pavement would be eleven feet wide and would be constructed with an inverted crown to control drainage. No curbs or sidewalks would be constructed on the alley since the right of way is only 16 feet wide.</p>	\$51,000
<p>REPAVE / REBUILD B STREET – OAK TO 5TH STREET PER PMS STP / MP This project will rebuild portions and repave the entire section of ‘B’ Street from Oak Street to 5th Street and include ancillary storm drain improvements.</p>	\$800,000
<p>REPAVE / REBUILD GRANITE STREET – NUTLEY TO PIONEER STREET This project will totally rebuild and repave the entire section of Granite Street from Nutley to Pioneer Street and include ancillary storm drain improvements.</p>	\$700,000
<p>RAILROAD CROSSING IMPROVEMENTS AT HERSEY & LAUREL STREETS This project would replace the crossing surfaces and widen crossings to include bike and pedestrian crossings, and channelize traffic flow patterns at this crossing. Automatic crossing gates will not be installed under this project. ODOT Rail Division has approved the City’s application for improvement of this crossing and has issued the necessary order for the work.</p>	\$720,000
<p>PARK AND RIDE CREATION The City of Ashland, in cooperation with RVTD, ODOT and Jackson County intends to develop approximately eighty parking spaces for a “park and ride” lot located on Hwy 99 north of Valley View Road. The “park and ride” location will be adjacent to a local bus stop enabling easy access into downtown and to major employers. City portion of the match is estimated at approximately \$30,000.</p>	\$30,000

<p>RAILROAD CROSSING IMPROVEMENTS AT WALKER This project would provide an improved crossing surface at this existing at-grade rail crossing. The crossing would also be widened to accommodate bike and pedestrian access.</p>	<p>\$535,000</p>
<p>DOWNTOWN PLAN – PHASE II This project would provide consultant services to prepare an indepth and comprehensive analysis of the Ashland Central Business District.</p>	<p>\$1,500,000</p>
<p>N. MAIN STREET & WIMER STREET INTERSECTION SAFETY IMPROVEMNTS This project would reconstruct the intersection of N. Main/Wimer/Hersey Streets by aligning the legs of Hersey and Wimer to make a standard 4-way cross intersection. The improvement may also include the installation of a traffic signal. Additional right of way will be required for this project.</p>	<p>\$1,485,000</p>
<p>NORTH ASHLAND BIKEWAY PHASE II; CENTRAL ASHLAND BIKEWAY This project would extend the existing Central Ashland Bikeway to the northwest City limits. The North Ashland bikeway will extend from Laurel Street to the Jackson Road area and will be located along the railroad right of way. An easement for this portion of bikeway was acquired in 1998. A small section of this bikeway was built as part of the Billings Ranch Subdivision.</p>	<p>\$1,000,000</p>
<p>BIKE PATH IMPROVEMENT ON NORTH MAIN SECTION This project would create bike lanes along North Main Street by a re-allocation of traffic lanes and lane widths. The project would extend from the north city limits to Laurel Street.</p>	<p>\$650,000</p>
<p>SIGNAL INSTALLATION AT TOLMAN CREEK RD AND SISKIYOU BLVD This intersection safety project would be the completion of a multi-phase project which has increased pedestrian safety at the Tolman Creek Rd / Siskiyou Blvd Intersection. This final phase would include pedestrian improvements on the south side of Siskiyou Blvd as well as the installation of a traffic signal.</p>	<p>\$350,000</p>
<p>SIGNAL INSTALLATION AT OAK STREET AND HERSEY STREET This project is planned as the traffic on both Oak Street and Hersey Street increases at a rapid rate. The current Transportation System Plan projects that traffic warrants will be met for a fully signalized intersection in 2009.</p>	<p>\$300,000</p>
<p>REPAVE/REBUILD IOWA STREET - LIBERTY TO IDAHO The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized Iowa Street based on its need for significant improvements. Iowa Street will need major maintenance including crack sealing and an overlay, along with some curb, gutter and storm drain improvements.</p>	<p>\$650,000</p>

capital improvement plan

<p>REPAVE/REBUILD EAST MAIN STREET – N MOUNTAIN TO RR TRACKS The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized E. Main Street based on its need for significant improvements. E. Main Street will need major maintenance including crack sealing and an overlay, along with some curb, gutter and storm drain improvements.</p>	<p>\$380,000</p>
<p>REPAVE/REBUILD OAK STREET - LITHIA WAY TO RR TRACKS The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized Oak Street based on its need for significant improvements. Oak Street will need complete pavement reconstruction and related curb, gutter and storm drain improvements.</p>	<p>\$300,000</p>
<p>REPAVE/REBUILD HARGADINE STREET The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized Hargadine Street based on its need for significant improvements. Hargadine Street will need complete pavement reconstruction and related curb, gutter and storm drain improvements.</p>	<p>\$250,000</p>
<p>REPAVE/REBUILD NORMAL AVE – ASHLAND STREET TO SISKIYOU BLVD The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized Normal Avenue based on its need for significant improvements. Normal Avenue will need major maintenance including crack sealing and an overlay, along with some curb, gutter and storm drain improvements.</p>	<p>\$200,000</p>
<p>WATERLINE ROAD – LOCAL IMPROVEMENT DISTRICT Roadway improvements for the currently unimproved portion would include regrading, asphalt paving, retaining walls, curb and gutters, sidewalks, driveway improvements, and related storm drain system improvement.</p>	<p>\$400,000</p>
<p>CLAY STREET LOCAL IMPROVEMENT DISTRICT Clay Street north of Siskiyou Boulevard is currently under the jurisdiction of Jackson County. Improvement of this section of street to full City standards would require a transfer of jurisdiction to the City. This project would include the construction of curb and gutters, asphalt paving, sidewalks, parking bays storm drainage facilities and traffic calming features. A formation of a Local Improvement District would be required to help fund the construction.</p>	<p>\$1,000,000</p>

<p>NEVADA STREET EXTENSION & BRIDGE CONSTRUCTION</p> <p>The extension of East Nevada Street provides needed capacity improvement in North Ashland. The initial .03 miles has already been constructed as a part of the Meadow Brook Subdivision by the developer, which links the existing terminus of East Nevada Street with North Mountain Avenue, providing an additional route for local, multi-modal, east-west travel. The new street, which will require construction of a bridge over Bear Creek, will contain bicycle lanes and sidewalks.</p>	<p>\$2,400,000</p>
<p>MISCELLANEOUS LOCAL IMPROVEMENT DISTRICTS</p> <p>These projects would move towards meeting a City Council goal, in that they will reduce the amount of granite and soil, in the City’s storm drain system and will also help reduce dust and air pollution. Although not yet specifically defined, these projects could include regrading, asphalt paving, curb and gutters, sidewalk, driveway improvements, and related storm drain system improvements. Possible street improvements include Larkin Lane, Ohio Street, Sunrise Street, Glenview Drive and Granite Street.</p>	<p>\$200,000</p>

capital improvement plan

TITLE: UNFUNDED STORM DRAIN PROJECTS	
RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division	
PROJECT	COST
<p>HERSEY WETLANDS 18" HIGH FLOW BYPASS Early on in the Storm Drainage Master Planning update process, the Hersey Street Wetlands were identified as a potential source of excess runoff and groundwater. This project would intercept existing high flows at Hersey Street and direct them westerly through a new pipe system to Ashland Creek.</p>	\$186,000
<p>MOUNTAIN CK WATER QUALITY IMPROVEMENTS – B ST YARD OUTFALL In order to meet current standards for maintenance yard storm drainage that is receiving greater attention from DEQ as a result of new NPDES Phase II permitting, a pollution control facility and line are being constructed downstream of the Yard. Monitoring of flows leaving the site will initially be included as required by DEQ.</p>	\$35,000
<p>2ND STREET STORM DRAIN NORTH OF EAST MAIN STREET In order to eliminate standing water in the crosswalk at 2nd Street and East Main that was aggravated by ODOT repaving of E Main Street a few years ago, a small scale drainage modification was made that created a maintenance issue and potential trip hazard. Two alternative solutions are now being compared. If an existing currently inaccessible storm drain line in East Main Street can be verified to have adequate capacity; the existing "bubbler" basin can be tied into that line. If not, a new line will need to be installed in 2nd Street from East Main to Lithia Way.</p>	\$50,000
<p>OPEN DRAINAGE IMPROVEMENTS; O AND M PLAN; CEMETERY CK, CLAY CK, RAILROAD PARK These projects consist of several urban creek riparian restoration projects that were proposed in the 2000 Storm Drainage Master Plan but not included in the proposed CIP project list at the time. Since then, their importance has risen because NPDES Phase II permitting imperatives highlight the potential for erosion that flooding would bring unless improvements are made to their drainage capacity. Prioritization of the location listed is currently underway as part of the Storm Water Master Plan update.</p>	\$945,000
<p>BEACH/MOUNTAIN CREEK; N MOUNTAIN AV FROM C STREET TO RR TRACKS This project was initiated in the 2000 Storm Water Master Plan as alternative #5 for the Beach and Mountain Creek basins. The total cost was estimated to be \$3.96 million, but over the last several years, the project has been split into smaller segments in order to consolidate with projects in other utility funds (e.g. the Blaine Alley Sewer Replacement, the C & Eureka CMAQ Paving Project). This approach has yielded significant cost savings, and is continued in the following projects.</p>	\$215,000

<p>BEACH/MOUNTAIN CREEK;C STREET/ALLEYS This project was initiated in the 2000 Storm Water Master Plan as alternative #5 for the Beach and Mountain Creek basins. This segment was to be constructed in conjunction with several private development projects previously proposed in 2008 thru 2010. This project consists of 1700 LF of Storm Drainage Pipes, Manholes, and associated resurfacing.</p>	<p>\$160,000</p>
<p>BEACH/MOUNTAIN CREEK; ENERGY/VELOCITY DISIPATOR This project was also initiated in the 2000 Storm Water Master Plan as alternative #5 for the Beach and Mountain Creek basins.</p>	<p>\$150,000</p>
<p>BEACH / MOUNTAIN CREEK; IDAHO FROM IOWA TO HOLLY This project was not in the 2000 Storm Water Master Plan, but it became clear during recent storms that it was needed to relieve pressure on the backyard open drainage way that extends between Idaho, Harrison, Iowa, and Holly. This project consists of 1000 LF of 24” Storm Drainage Pipe, Manholes, Inlets, and associated resurfacing.</p>	<p>\$175,000</p>
<p>BEACH / MOUNTAIN CREEK; HERSEY / STARFLOWER This project was not in the 2000 Storm Water Master Plan, but became important after a high flow bypass was constructed by the developer of the Falcon Heights Subdivision to bypass high flows around the Ashland Creek Estates Ponds and Wetlands on Larkspur. The existing line in Hersey Street was not capable of carrying greater flows and needs to be upsized. This project consists of 200 LF of Storm Drainage Pipe and associated resurfacing.</p>	<p>\$50,000</p>
<p>LIBERTY STREET – IOWA TO PRACT ST. STORM DRAIN INSTALLATION This project was identified as part of the 2008 Stormwater Master Plan update as a recommendation from maintenance personnel to mitigate potential damage to the street structure in an older part of the City that has seen overflows in recent years.</p>	<p>\$85,000</p>
<p>HERSEY STREET BRIDGE BOTTOM REPLACEMENT This project on Ashland Creek was identified as part of the 2008 Stormwater Master Plan update as necessary to prevent damage to the existing bridge foundation and avoid erosion due to undercutting.</p>	<p>\$375,000</p>
<p>STORM DRAIN LINE REPLACEMENT/UPSIZE, PER STORM WATER MASTER PLAN These piping projects are necessary throughout the city to replace pipes that either have been found to be undersized, have been damaged, or have reached the end of their useful life.</p>	<p>\$200,000</p>

capital improvement plan

<p>CLAY CREEK CULVERT AT EAST MAIN (JaCo) This project as well as the Cemetery Creek culvert and Lithia Way culvert were identified in the 2000 Storm Drainage Master Plan as undersized but not included in the proposed CIP project list at the time. Since then, their importance has risen because of permitting imperatives that require us to address the potential for erosion that flooding would bring unless improvements are made to their drainage capacity. Prioritization of the various locations listed is currently underway as part of the current Storm Water Master Plan update. This site has experienced flooding recently.</p>	\$150,000
<p>CEMETERY CREEK CULVERT AT EAST MAIN (JaCo) This project was identified in the 2000 Storm Drainage Master Plan as undersized but not included in the proposed CIP project list at the time. Since then, its importance has risen because of permitting imperatives that require us to address the potential for erosion that flooding would bring unless improvements are made to their drainage capacity. Prioritization of the various locations listed is currently underway as part of the current Storm Water Master Plan update. This site has experienced flooding recently.</p>	\$150,000
<p>LITHIA WAY CULVERT (ODOT) This project was identified in the 1997 Ashland Creek Flood Study as undersized but not included in the proposed CIP project list at the time. Since then, its importance has risen because of permitting imperatives that require us to address the potential for erosion that flooding would bring unless improvements are made to their drainage capacity. Prioritization of the various locations listed is currently underway as part of the current Storm Water Master Plan update.</p>	\$550,000

TITLE: UNFUNDED WATER PROJECTS	
RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division	
PROJECT	COST
<p>TALENT, ASHLAND, PHOENIX, PIPELINE & PS; TALENT TO ASHLAND Based on the Council’s December 1998 decision, the City participated with the cities of Talent and Phoenix and with the Medford Water Commission for the design and construction of the 24-inch TAP water pipeline construction to the City of Talent.</p>	\$11,080,000
<p>CONSTRUCT NEW FILTERS 7 & 8 AT THE TREATMENT PLANT In 2006, hydraulic modeling showed that the plant will have a significant problem treating the design flow capacity of the plant (10 MGD) because of lack of pressure (head). The greatest head losses were found to be the filter media, associated control valves, and venturi flow meter. The meter has been replaced and the next most cost effective step toward increasing capacity is to install new filters in the two remaining empty filter bays.</p>	\$1,200,000
<p>OZONE/UV ANALYSIS AND INSTALLATION The potential benefits from installation of an ozonation system include improved taste and odor, improved flocculation and filtration, reduced chlorine usage, algae control, and the potential to receive credit for cryptosporidium removal, as well as elimination of the potassium permanganate feed system. UV and combined systems show similar potentials. Since New ozone and UV systems have become more energy efficient and smaller and as the economics of operating these systems have improved dramatically in the last 15 years, there is an increasing likelihood that installation of one of these systems will reduce life cycle operating costs.</p>	\$1,750,000
<p>SOUTH MOUNTAIN & PARK ESTATES PUMP STATION IMPROVEMENTS Under our current configuration, the allowable minimum water level in Crowson Reservoir (and the usable capacity of the reservoir) is limited by the suction head required for the Park Estates PS. In order to allow the full capacity of Crowson Reservoir to be utilized, replacement or re-configuration of the pumps at the Park Estates PS to suit the new suction head requirements is necessary.</p>	\$300,000
<p>LOOP ROAD RESERVOIR Two areas in the southern sections of the City are served by operational pumps with multiple pump staging to meet fire flow demands. To better meet fire flow more efficiently, a 150,000 gallon reservoir is proposed near Loop Road. This project will further evaluate the pumping needs vs separate reservoir requirements and provide the optimal solution for residential fire flows.</p>	\$130,000
<p>GRANITE STREET WATERLINE REPLACEMENT – NUTLEY ROAD TO STRAWBERRY LANE & STRAWBERRY LANE TO PIONEER STREET This project would replace the aging 10 to 12 inch steel water line in Granite Street. A new 12 inch ductile iron water line will be constructed from Nutley Street southerly to Pioneer Street. This project was originally planned to be completed in conjunction with the street repaving project but awaits funding.</p>	\$300,000

capital improvement plan

<p>WATERLINE REPLACEMENT – B STREET; OAK TO 5TH STREET This 1800 foot section is an old steel line that is pitted and in need of replacement to insure the integrity of the system. There have been several repairs over time.</p>	<p>\$250,000</p>
<p>WATERLINE REPLACEMENT - TERRACE STREET; IOWA TO TID DITCH This project is also intended to replace a primary steel main nearing the end of its life cycle. The line serves a significant proportion of the City’s largest service zone.</p>	<p>\$350,000</p>
<p>WATERLINE REPLACEMENT – EUCLID AVENUE, HOLLY ST & MORTON Three pipe replacements are proposed to improve fire flows: Project 3. Upgrade 490 LF of existing 6-inch diameter main to 8-inch diameter main along Morton from Iowa St to Holly St. Project 4. Upgrade 880 LF of existing 4-inch diameter main to 6-inch diameter main along Holly St from Taylor St. to Harrison St. Project 5: Upgrade 800 LF of existing 4-inch diameter main to 6-inch diameter main along Euclid St from Pracht St. to Pennsylvania St.</p>	<p>\$400,000</p>

TITLE: UNFUNDED WASTEWATER PROJECTS

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

PROJECT	COST
<p>TREATMENT PLANT – THERMAL IMPROVEMENTS (DEQ – TMDL) With the Department of Environmental Quality (DEQ) recent issuance of the final Bear Creek Watershed Total Maximum Daily Loads (TMDL) and Water Quality Management Plan (WQMP), the City anticipates the need to fully meet the TMDL based Waste Load Allocation (WLA) limitations, specifically temperature, with the renewal of the wastewater permit (DEQ National Pollution Discharge Elimination System –NPDES #101609, May 2004) to receive, treat and discharge highly treated effluent.</p>	\$2,000,000
<p>TREATMENT PLANT CAPACITY EVALUATION The latest capacity study for the wastewater treatment plant was completed in August 2005. This study concluded that the maximum monthly flows and loads closely resemble the WWTP design values for the year 2025, and that the plant should have capacity beyond its original design year of 2015. However, the tertiary membranes will reach their capacity before the 2025 date. It has been recommended that we perform future capacity studies every five years.</p>	\$250,000
<p>ABANDON NEVADA STREET PUMP STATION AND REALIGN MAIN This 1960’s era pump station would be abandoned and replaced with gravity sewer lines. The pump station is located within 10 feet of Ashland Creek. The potential for sanitary sewer overflows would then be greatly reduced, which is critical, due to its proximity to Ashland Creek. The equipment in this pump station is outdated and very difficult to repair.</p>	\$100,000
<p>WASTEWATER LINE REPLACEMENT; OAK ST – LITHIA WAY TO B ST. This project was recommended in the collection system master plan to replace 260 feet of 6-inch line that extends through back yards and is difficult to access with a new 8-inch pipe. The potential for sanitary sewer overflows would then be greatly reduced, which is also critical due to its proximity to Ashland Creek.</p>	\$125,000
<p>WASTEWATER LINE REPLACEMENT; ASHLAND CREEK MAINLINE This project would rehabilitate approximately 1,700 LF of a 21-inch clay sanitary sewer line originally constructed in 1905 along the west bank of Ashland Creek. The potential leakage from this line would drain into Ashland Creek, then Bear Creek. Cured-in-place pipe will be used to rehabilitate the existing 21-inch clay sewer line.</p>	\$275,000
<p>GRANDVIEW PUMP STATION REPLACEMENT This 1974 sanitary pump station at Grandview Drive serves the northwest section of the City. It has regular maintenance problems and replacement parts have become difficult to find. Failure of the current pump station would have adverse environmental impacts. Reconstruction would include collection wet well, quick replacement components, redundancy pump, and a new electrical system. The replacement of this station will also resolve many odor complaints in the area.</p>	\$350,000

capital improvement plan

<p>WASTEWATER LINE REPLACEMENT; N MOUNTAIN AVENUE – HERSEY TO BEAR CREEK TRUNK LINE</p> <p>This project was identified by the Sewer System Master Plan to replace 630 feet of line with inadequate capacity in N Mountain Avenue by re-routing the flow into a new 12-inch line to connect directly to the Bear Ck trunk line in order to gain adequate slope for the flow.</p>	<p>\$225,000</p>
<p>BEAR CREEK INTERCEPTOR TRUNK LINE UPSIZING – WIGHTMAN TO TOLMAN CREEK ROAD</p> <p>This project was recommended in the collection system master plan to replace 1,983 feet of 12-inch line with 15-inch piping along Bear Creek. Costs are anticipated to be impacted by the presence of shallow bedrock. Access will be limited by the adjacent wetland constraints. As part of the project, the easement will also be upgraded for future required inspection and maintenance activities.</p>	<p>\$450,000</p>
<p>WASTEWATER LINE REALIGNMENT - HERSEY STREET; PATTERSON TO WATER STREET</p> <p>The current 10-inch concrete line was installed in 1935. It was installed across an open field to maintain gravity flow for the sewage. Since that time, the field has been subdivided into numerous building lots. The existing line has deteriorated and is located very close to a number of homes, making it impossible to excavate. This project will take into account potential line relocation routes, or in-place construction upgrades.</p>	<p>\$225,000</p>

TITLE: UNFUNDED INFORMATION TECHNOLOGIES	
RESPONSIBLE DEPARTMENT: FINANCE	
PROJECT	COST
FINANCIAL SOFTWARE UPGRADES Upgrades to existing software package, including advanced budgeting and online Timesheet entry	\$50,550
TITLE: UNFUNDED ADMINISTRATION	
RESPONSIBLE DEPARTMENT: ADMINISTRATION	
PROJECT	COST
POLICE DEPARTMENT BUILDING IMPROVEMENTS Remodel and expand the existing Police building. The remodel is to improve security and customer service as well as adding space for training and evidence storage.	\$700,000
FIRE STATION NO. 2 RECONSTRUCTION The current 50 year old 2800 sq. ft. structure(station 2) needs to be replaced, this project began in 1983, but has lacked funding. The new facility would be 10,500 sq. ft. and capable of housing future staff and apparatus requirements to maintain service delivery.	\$5,500,000

capital improvement plan

COUNCIL CHAMBERS IMPROVEMENTS Often during public meetings, the occupancy of the chambers exceeds the limit of the fire code. Additional area for the public is needed. Planned upgrades to the Council Chambers will be included in the facilities master plan due to be adopted in the summer/fall of 2009.	\$300,000
ARCHIVE BUILDING CONSTRUCTION This project is included in the facilities master plan which is scheduled to be completed/adopted in the summer/fall of 2009.	\$1,500,000
LONG TERM FACILITIES REPLACEMENT Specific long term facilities replacement needs are identified in the draft facilities master plan which is scheduled to be completed/adopted in the summer/fall of 2009.	\$1,700,000
CITY FACILITIES UPGRADES-BASED ON A FACILITIES PLAN The specific upgrades will be based on the final version of the master plan which is scheduled to be completed/adopted in the summer/fall of 2009.	\$1,200,000

TITLE: TRANSPORTATION SYSTEM PLAN (TSP) UPDATE HISTORY

PROJECT TYPE: TRANSPORTATION

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

<p>Funding Sources:</p> <p>\$ 350,000 SDC Street Fees</p>	<p>Project Description:</p> <p>The City of Ashland is currently preparing for a full update of the City’s Transportation System Plan (TSP). The purpose of the City’s TSP is to define the existing system, and outline and prioritize specific improvements that will help the City move towards a more rounded multimodal system.</p>															
<p>Project Cost by Budget Year:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">2010</td><td style="text-align: right;">\$ 350,000</td></tr> <tr><td>2011</td><td></td></tr> <tr><td>2012</td><td></td></tr> <tr><td>2013</td><td></td></tr> <tr><td>2014</td><td></td></tr> <tr><td>2015</td><td></td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td style="text-align: right;">\$ 350,000</td></tr> </table>		2010	\$ 350,000	2011		2012		2013		2014		2015		<hr/>		Total
2010	\$ 350,000															
2011																
2012																
2013																
2014																
2015																
<hr/>																
Total	\$ 350,000															

During 1997 & 1998, The City of Ashland Planning Department worked with a consultant (W&H Pacific) to complete the City’s last comprehensive Transportation System Plan update. That update was approved by the City Council in May of 1998.

Over the past year and a half, the City of Ashland Public Works Department, has been working with the consultant group HDR Inc. to complete work on updating two sections of the City’s 1998 Transportation System Plan as well as the Transportations Systems Development Charges (SDCs). The current updates include revisions to the Existing Conditions and Constraints of the current Transportation system (Chapter 6), development of recommendations and basis for Needed Transportation System improvements and development of a prioritized 20-year Capital Improvements Project list (Chapter 9). HDR Inc. also provided rationale and revised methodology for updating the City’s Transportation SDCs. This work is currently being wrapped up and will be presented to council in the near future.

Running concurrently with the completion of the partial update, the City will begin a comprehensive update of the entire TSP. This update will revise all of the current chapters of the TSP and will provide up-to-date maps and future improvements. Additional information will also be reviewed and included, such as “Safe Routes to School”, to contribute to the development of the City’s multimodal system.

capital improvement plan

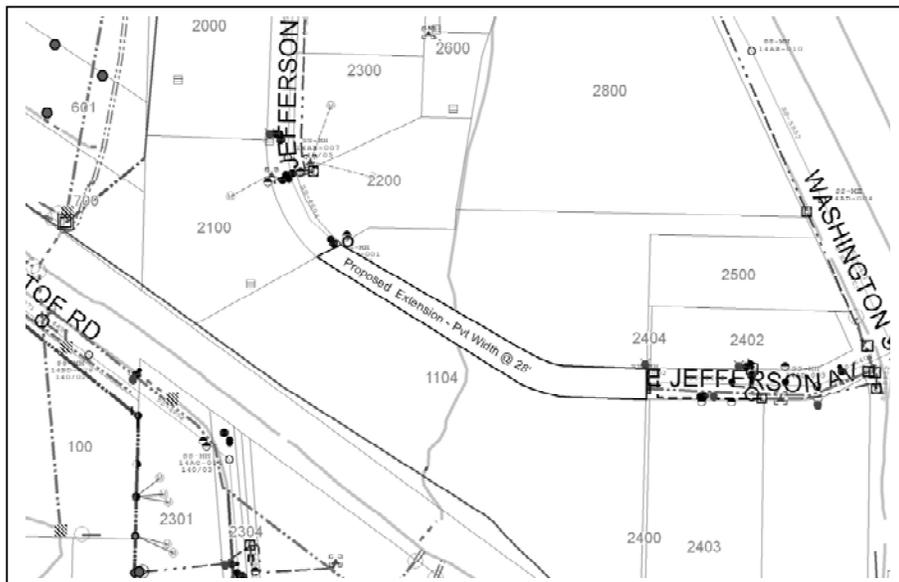
TITLE: JEFFERSON STREET EXTENSION PROJECT (BRAMMO OECD)

PROJECT TYPE: TRANSPORTATION / PUBLIC SAFETY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

<p>Funding Sources:</p> <table> <tr> <td>\$ 360,000</td> <td>OECD Grant</td> </tr> <tr> <td><u>\$ 440,000</u></td> <td>Other</td> </tr> <tr> <td>\$ 800,000</td> <td></td> </tr> </table>	\$ 360,000	OECD Grant	<u>\$ 440,000</u>	Other	\$ 800,000		<p>Project Description:</p> <p>Jefferson Street was bisected by a parcel of land within Jackson County jurisdiction surrounded by City incorporated land zoned for light industrial businesses. Brammo Motorsports successfully completed the annexation process incorporating this parcel into the City limits. Brammo Motors has submitted an application for the construction of three 4,800 square foot buildings. As a condition of the planning action requirements the connection of Jefferson Street must be completed by Brammo Motors. To facilitate the completion of Jefferson Street, the City Council approved an application to the Oregon Economic and Community</p>										
\$ 360,000	OECD Grant																
<u>\$ 440,000</u>	Other																
\$ 800,000																	
<p>Project Cost by Budget Year:</p> <table> <tr> <td>2010</td> <td>\$ 800,000</td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>2012</td> <td></td> </tr> <tr> <td>2013</td> <td></td> </tr> <tr> <td>2014</td> <td></td> </tr> <tr> <td>2015</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total</td> <td>\$ 800,000</td> </tr> </table>	2010	\$ 800,000	2011		2012		2013		2014		2015		<hr/>		Total	\$ 800,000	<p>Development Department for financial assistance in funding the road improvements. The City received a grant for \$400,000 and a loan of \$500,000 as a maximum available amount to complete the infrastructure. Brammo Motorsports has agreed to reimburse the City all costs for the construction of Jefferson Street. Construction will begin as soon as plans and specifications are complete and funds are secured.</p>
2010	\$ 800,000																
2011																	
2012																	
2013																	
2014																	
2015																	
<hr/>																	
Total	\$ 800,000																

Development Department for financial assistance in funding the road improvements. The City received a grant for \$400,000 and a loan of \$500,000 as a maximum available amount to complete the infrastructure. Brammo Motorsports has agreed to reimburse the City all costs for the construction of Jefferson Street. Construction will begin as soon as plans and specifications are complete and funds are secured.



TITLE: PAVEMENT PLUS; PLAZA AVENUE (CMAQ IMPROVEMENT PROJECT)

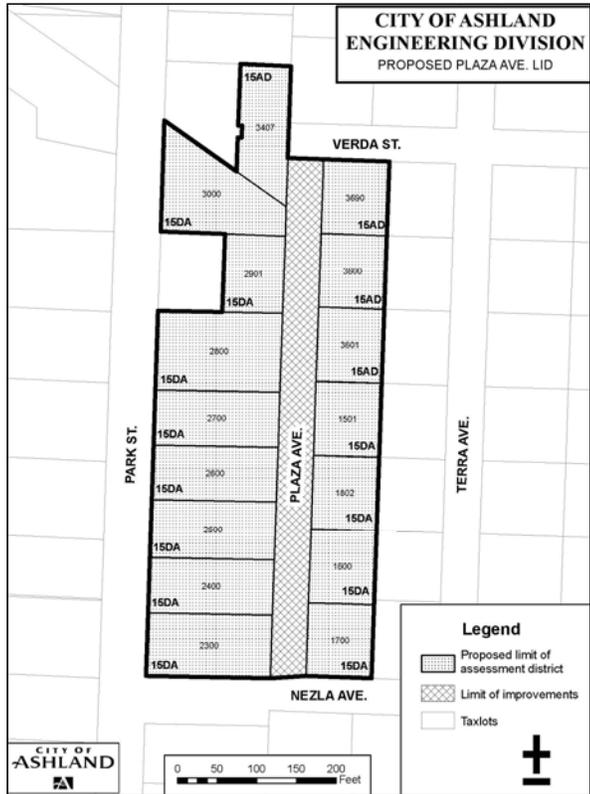
PROJECT TYPE: TRANSPORTATION / PUBLIC SAFTEY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 80,000	Fees and Rates
Project Cost by Budget Year:	
2010	\$ 80,000
2011	
2012	
2013	
2014	
2015	
<hr/>	
Total	\$ 80,000

Project Description:

After numerous attempts to form a local improvement district to improve Plaza Avenue, an application for funding under the Congestion Mitigation and Air Quality (CMAQ) grant program was made to ODOT. The application was approved, and funding for the project was secured in 2008 in the amount of \$797,700. Under the CMAQ program, the City is required to pay a 10.27% match or \$81,923.79. Under this program the project is administered through ODOT as are all payments and disbursements. The City does not receive any grant funds for this project. The City’s total obligation is the 10.27% match, plus any portion of the work over and above the grant amount. Although additional funds are not expected to be needed, a small contingency was added for a total allocation of \$30,000.



capital improvement plan

TITLE: MISCELLANEOUS CONCRETE SAFETY REPAIRS

PROJECT TYPE: TRANSPORTATION / PUBLIC SAFETY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources: <u>\$ 600,000</u> Fees and Rates \$ 600,000	Project Description: In conjunction with the Pavement Management System (PMS), sidewalks and curbs within the City's jurisdiction are evaluated for necessary repair of deteriorating and unsafe curbs, sidewalks, construction of sidewalk ramps and other related safety items. Projects will be identified annually with \$100,000 set aside each year. Residents and community members are encouraged to correct their own safety hazards along their homes or businesses, but to also inform the City if there are significant sidewalk or curb repairs needed.
Project Cost by Budget Year: 2010 \$ 100,000 2011 \$ 100,000 2012 \$ 100,000 2013 \$ 100,000 2014 \$ 100,000 2015 \$ 100,000 <hr/> Total \$ 600,000	



**TITLE: MISCELLANEOUS NEW SIDEWALK IMPROVEMENTS
(BASED ON PRIORITIZED LIST IN TSP)**

PROJECT TYPE: TRANSPORTATION / PUBLIC SAFETY

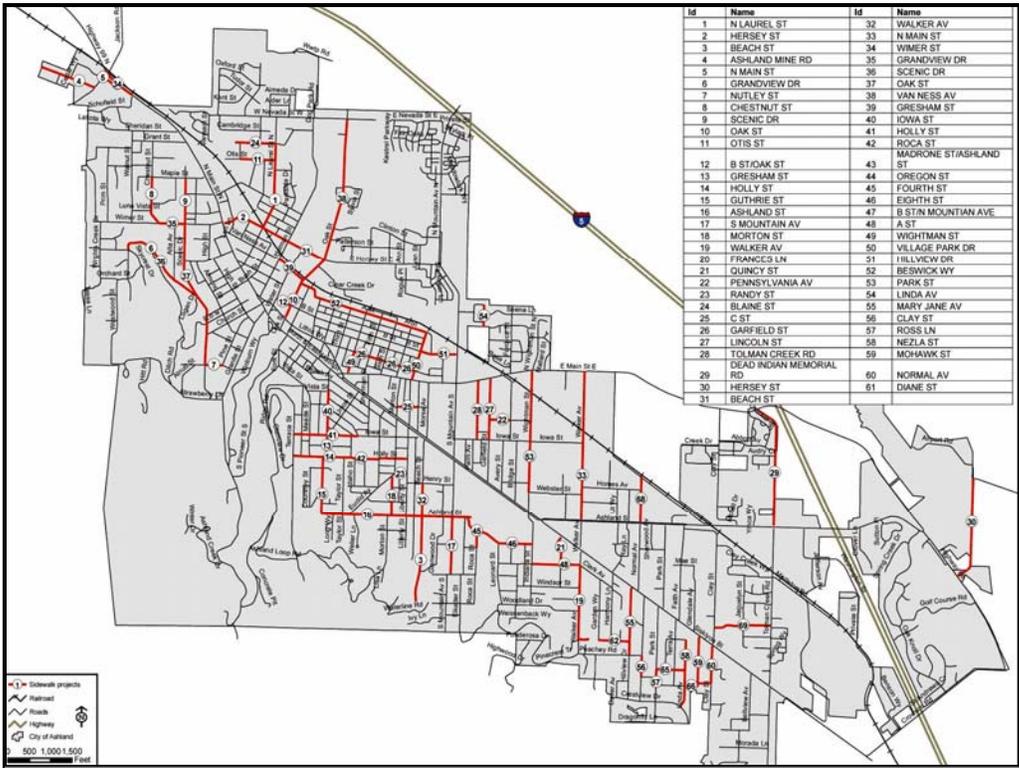
RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 120,000	SDC Street Fees
<u>\$ 360,000</u>	Fees and Rates
\$ 480,000	
Project Cost by Budget Year:	
2010	\$ 80,000
2011	\$ 80,000
2012	\$ 80,000
2013	\$ 80,000
2014	\$ 80,000
2015	\$ 80,000
Total	\$480,000

Project Description:

The City’s 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. Council has prioritized school sidewalk connections first, then sidewalks that make the connection to transit corridors and businesses or other significant gathering places.

As a part of insuring these important connections are completed, \$80,000 a year is budgeted. Each year City staff will propose sidewalk projects separately or as a part of the miscellaneous concrete safety improvements to maximize the ability to complete new sidewalk projects.



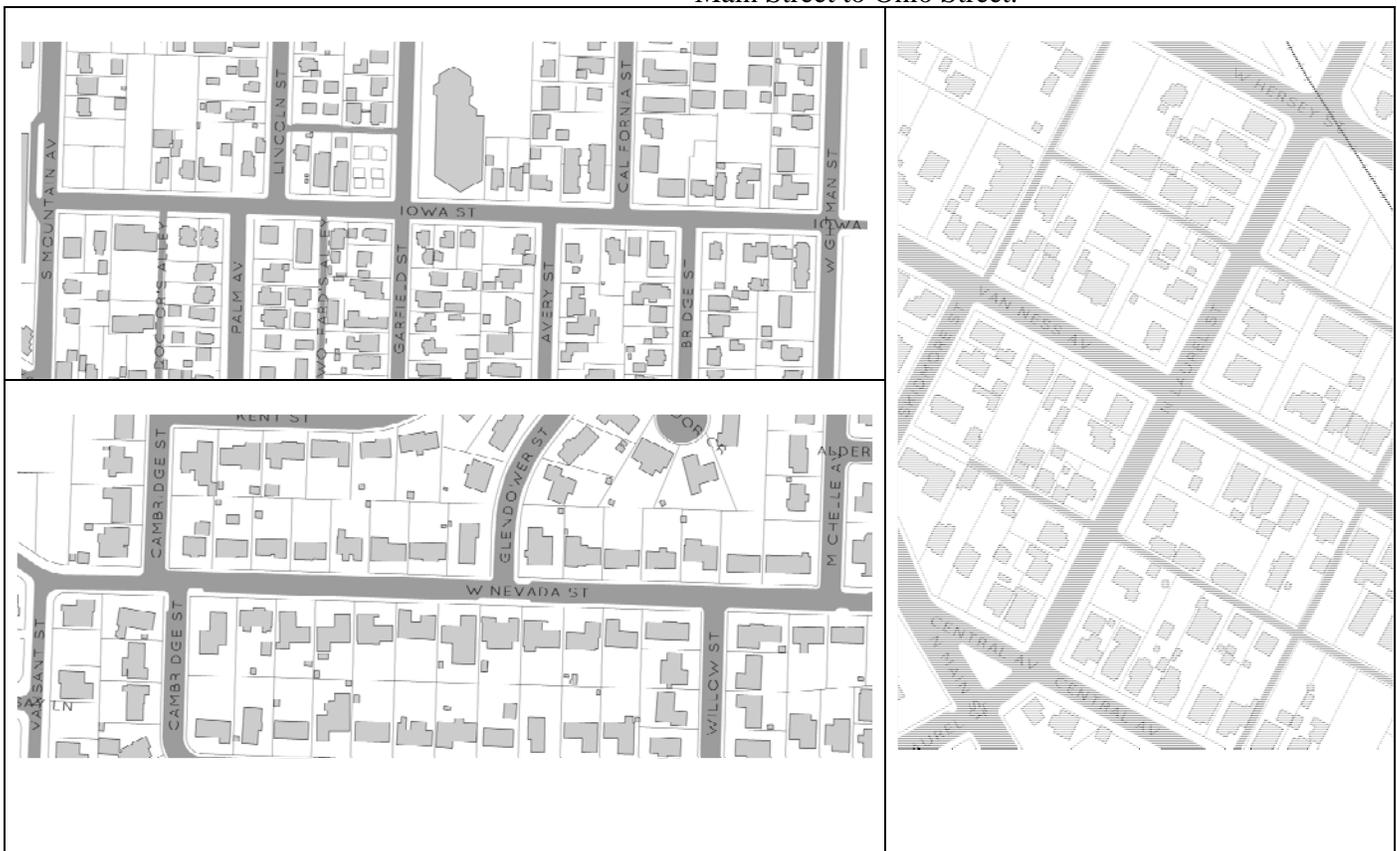
capital improvement plan

TITLE: STREET OVERLAY (ARRA ECONOMIC STIMULUS PACKAGE)

PROJECT TYPE: TRANSPORTATION / PUBLIC SAFETY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

<p>Funding Source: ARRA Stimulus Grant</p> <p>\$ 132,900 North Laurel Street 180,600 Iowa Street <u>146,600</u> West Nevada Street 460,100</p>	<p>Project Description:</p> <p>Under the American Recovery and Reinvestment Act (ARRA) of 2009, the City was awarded a grant of \$460,100 to fund the overlay of several city streets classified as neighborhood collectors. The Metropolitan Planning Organization (MPO) met to determine the best use for the funds area wide, and determined how the street overlay program could best meet the guidelines of the act. The following streets were chosen from the pavement management program: N. Laurel Street, West Nevada Street, and Iowa Street. As alternatives, the following streets were also submitted: Nutley Street, from Scenic Drive to Granite Street, and Helman Street, from North Main Street to Ohio Street.</p>																
<p>Project Cost by Budget Year:</p> <table border="0"> <tr> <td>2010</td> <td>\$ 460,100</td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>2012</td> <td></td> </tr> <tr> <td>2013</td> <td></td> </tr> <tr> <td>2014</td> <td></td> </tr> <tr> <td>2015</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total</td> <td>\$ 460,100</td> </tr> </table>		2010	\$ 460,100	2011		2012		2013		2014		2015		<hr/>		Total	\$ 460,100
2010	\$ 460,100																
2011																	
2012																	
2013																	
2014																	
2015																	
<hr/>																	
Total	\$ 460,100																



TITLE: ALLISON STREET OVERLAY

PROJECT TYPE: TRANSPORTATION / PUBLIC SAFETY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 376,000	STP Grant
<u>\$ 24,000</u>	Fees & Rates
\$ 400,000	
Project Cost by Budget Year:	
2010	\$ 400,000
2011	
2012	
2013	
2014	
2015	
<hr/>	
Total	\$ 400,000

Project Description:

The Surface Transportation Program (STP), which is administered through the Local Metropolitan Planning Organization (MPO), provides funds for reconstruction of existing public streets. The Allison Street overlay reconstruction project is an approved project on the MPO funding list. Under this program, Allison Street from Gresham Street to Sherman Street will be overlaid at a funded cost of \$400,000.



capital improvement plan

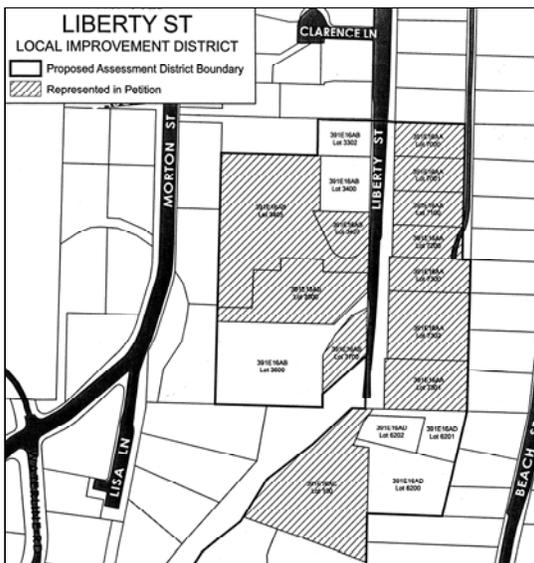
TITLE: PAVEMENT PLUS; LIBERTY STREET LOCAL IMPROVEMENT DISTRICT

PROJECT TYPE: TRANSPORTATION / PUBLIC SAFETY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

<p>Funding Sources:</p> <table> <tr> <td>\$ 41,400</td> <td>SDC Street Fees</td> </tr> <tr> <td>\$ 115,500</td> <td>LID</td> </tr> <tr> <td><u>\$ 73,100</u></td> <td>Fees and Rates</td> </tr> <tr> <td>\$ 230,000</td> <td></td> </tr> </table>	\$ 41,400	SDC Street Fees	\$ 115,500	LID	<u>\$ 73,100</u>	Fees and Rates	\$ 230,000		<p>Project Description:</p> <p>The formation of this LID has been previously attempted several times and was recently approved by Council in November 2007. The assessment district is composed of lots that have actual frontage on Liberty Street as well as those lots which take sole access from the section of street to be improved. There are sixteen lots with street frontage and four lots that have sole access from the street including a parcel owned by the City of Ashland as parks open space and has trail access along the irrigation ditch and a maintenance easement through tax lot 100 to Liberty Street.</p> <p>The improved portion of Liberty Street consists of curb and gutter and paving</p>								
\$ 41,400	SDC Street Fees																
\$ 115,500	LID																
<u>\$ 73,100</u>	Fees and Rates																
\$ 230,000																	
<p>Project Cost by Budget Year:</p> <table> <tr> <td>2010</td> <td>\$ 230,000</td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>2012</td> <td></td> </tr> <tr> <td>2013</td> <td></td> </tr> <tr> <td>2014</td> <td></td> </tr> <tr> <td>2015</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total</td> <td>\$ 230,000</td> </tr> </table>		2010	\$ 230,000	2011		2012		2013		2014		2015		<hr/>		Total	\$ 230,000
2010	\$ 230,000																
2011																	
2012																	
2013																	
2014																	
2015																	
<hr/>																	
Total	\$ 230,000																

with a width of 34 feet. The section of street south of Ashland Street has no sidewalks and ends approximately 290 feet from the actual southerly end of the right of way. The proposed improvement project would continue the street at a lesser of 22 feet to the end of the right of way. Sidewalks could be installed on one side of the street for slightly over half of the total length. The southerly 290 feet of right of way is severely constrained with multiple mature trees, steep cut and fill slopes and drainage issues and as such will be reduced to an 18 foot width without sidewalks.

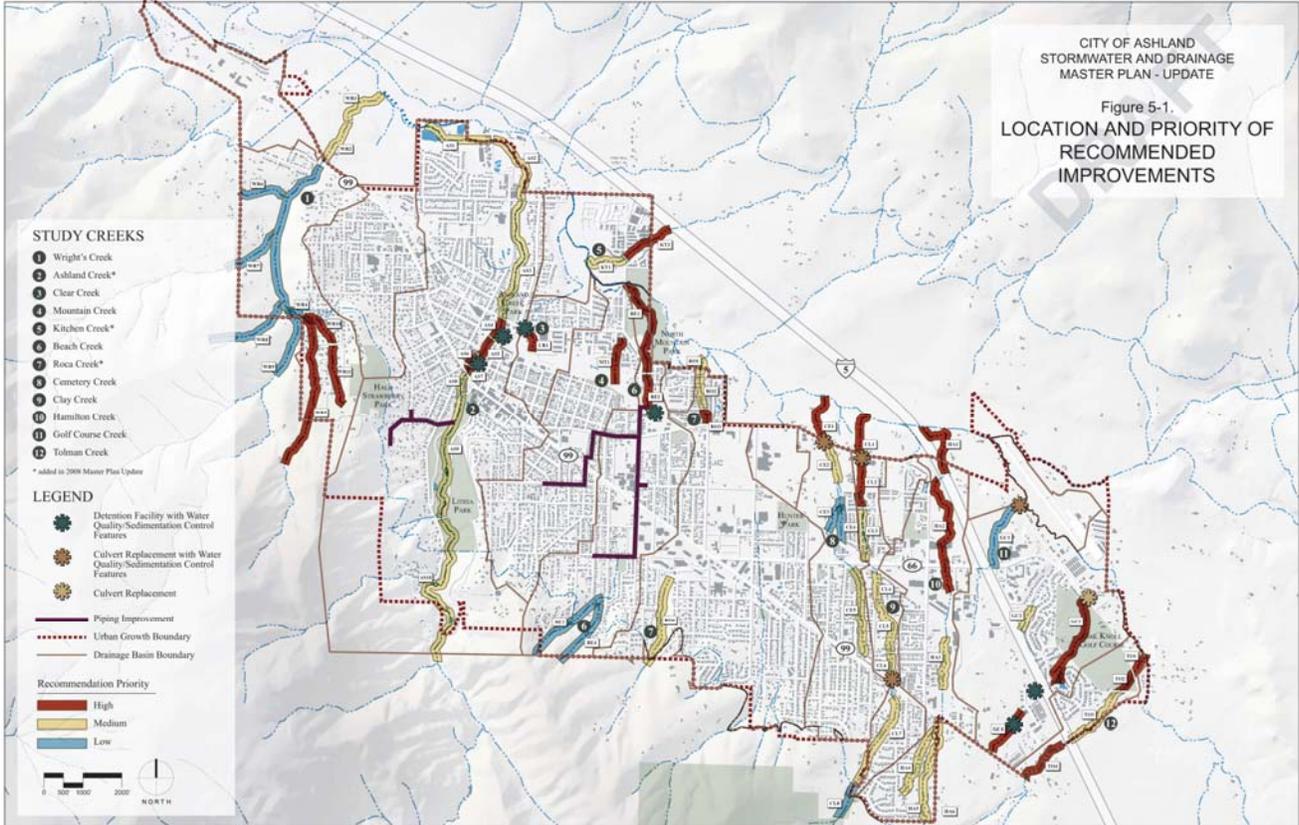


TITLE: STORM DRAIN MASTER PLAN UPDATE

PROJECT TYPE: STORM DRAINS

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:		Project Description:
\$ 75,000	SDC Storm Fees	
Project Cost by Budget Year:		<p>The City’s Storm Drain Master Plan was last updated in the year 2000 by Tetra Teck/KCM, Inc., of Portland, Oregon. In 2008, the City entered into a contract with Kennedy Jenks Consultants to update the existing plan. The consultants’ scope of work is expanded to include financial, staffing and life cycle replacement components of the plan. These significant additions are expected to be completed in FY 10.</p>
2010	\$ 75,000	
2011		
2012		
2013		
2014		
2015		
Total	\$ 75,000	



capital improvement plan

TITLE: WATER QUALITY IMPROVEMENTS – BASINS AND RIPARIAN AREAS

PROJECT TYPE: STORM DRAIN

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources: \$ 63,500 SDC Storm Fees \$ 63,500 Fees and Rates <u>\$ (50,000)</u> Unfunded \$ 77,000	Project Description: This project consists of several elements aimed at restoring Ashland Creek below Lithia Way by removing accumulated debris, imported fill, and invasive species. The materials will be replaced with native species in a more natural, reconstructed channel that is designed to handle potential future flood damage. The total project cost is dependent on DEQ loan awards.
Project Cost by Budget Year: 2010 \$ 77,000 2011 2012 2013 2014 2015 <hr/> Total \$ 77,000	



TITLE: IOWA STREET – SHERMAN STREET TO GRESHAM STREET STORM DRAIN LINE REPLACEMENT

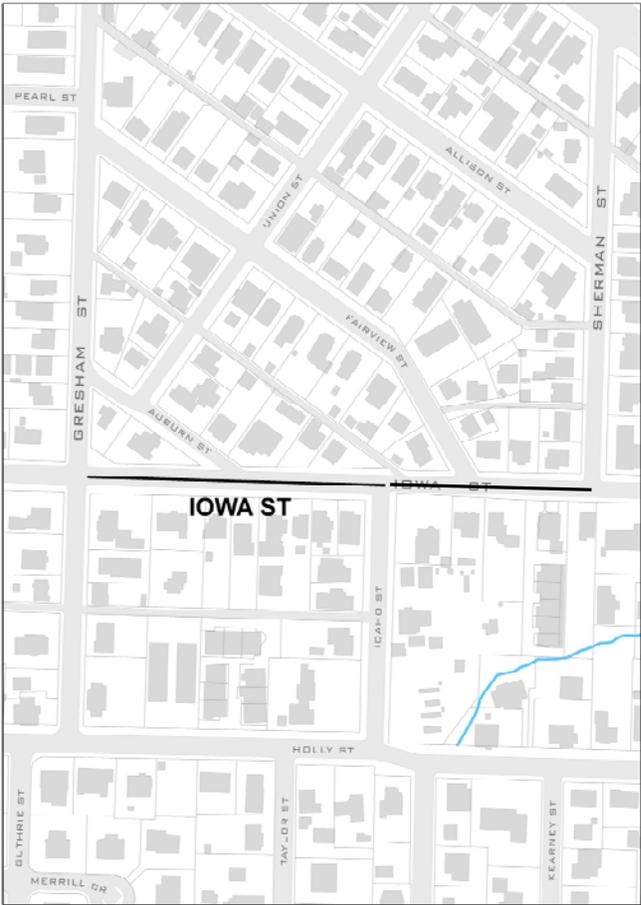
PROJECT TYPE: STORM DRAINS

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 27,600	SDC Storm Fees
<u>\$ 64,400</u>	Fees and Rates
\$165,000	
Project Cost by Budget Year:	
2010	\$ 35,000
2011	\$ 35,000
2012	\$ 22,000
2013	
2014	
2015	
<u>Total</u>	<u>\$ 92,000</u>

Project Description:

This project was included in the 2000 Storm Water Master Plan as part of alternative #5 for the Beach and Mountain Creek basins. This segment will be constructed by City Crews. This project consists of approximately 650 LF of 12” and 300 LF of 24” Storm Drainage Pipe, Manholes, Inlets, and resurfacing.



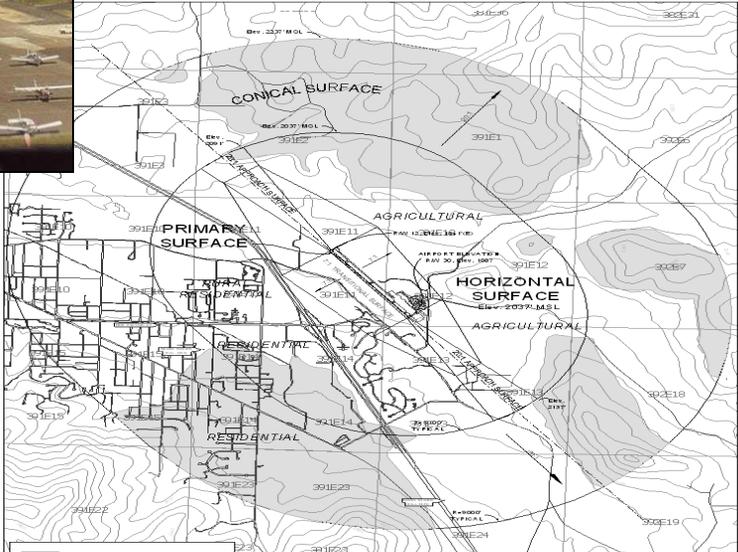
TITLE: AIRPORT IMPROVEMENTS (AIP) FAA GRANT

PROJECT TYPE: AIRPORT IMPROVEMENT

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 16,250	“Soft Match”
\$ 40,000	FAA Entitlement Grant
<u>\$ 1,068,750</u>	FAA/AIP Grant
\$ 1,125,000	
Project Cost by Budget Year:	
2010	\$ 125,000
2011	\$ 1,000,000
2012	
2013	
2014	
2015	
Total	\$ 1,125,000

Project Description:
 All major aviation related improvements at Ashland Municipal Airport have been funded through FAA grants, either through AIP or non-primary entitlement grants. Additional grants have been provided from the Oregon Department of Aviation (ODA) in the form of FAM grants. The AIP grants provide 95% of funds for all large projects. The Airport generally schedules an AIP project at 5-year intervals. The next AIP project is scheduled for FY10-11 and includes a full structural overlay of runway 12/30 and a replacement of the existing VASI system (Visual Approach Slope Indicator). The engineering design will be funded in FY10 with the actual construction to take place in 2011. If a FAM grant (Federal Aid to Municipalities) is offered in either 2010 or 2011, it will be applied toward the City’s required 5% match (there is no match requirement with FAM grants). Additional match funds can be provided through staff labor and expenses in the form of a “soft match” and/or from unused non-primary entitlement funds.



capital improvement plan

TITLE: RIGHT WATER FOR RIGHT USE PROGRAM

PROJECT TYPE: WATER SUPPLY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources: \$ 344,000 SDC Water Fees 96,000 Grant <hr/> \$ 440,000	Project Description: Staff’s analysis of the best water source for each type of water use is strongly and deeply rooted in preserving this precious natural resource, and in enhancing livability and the environmental stewardship in Ashland. This project continues to formally explore Ashland’s <i>Right Water for the Right Use</i> . In 1998, the Water Advisory Group looked at a variety of options to meet future water demand estimates. At that time, the TAP option was selected to meet the immediate future needs for the City of Ashland and provide an emergency water source should
Project Cost by Budget Year: 2010 \$ 440,000 2011 2012 2013 2014 2015 <hr/> Total \$ 440,000	the need arise. However, even with TAP as an ultimate resource, there is a need to explore the right water source for the right use. Community water use increases from roughly 2.0 mgd in the winter, to a peak daily use of over 7.5 mgd in the summer – a 375% increase! Irrigation water sources are routinely available in the Rogue Valley. Ashland has water rights from the TID system for 769 acre feet. Fully utilizing all of the TID water available to the City of Ashland would enable over 2.5 months of irrigation use. That does not take into account current use of the back yard TID users in the City, but illustrates one of the possibilities for the right water for the right use. In addition, the City now treats its effluent to level IV which is suitable for irrigation. This enables another 2.2 million gallons per day for irrigation water use. Combined, these water sources provide a partial solution to Ashland’s irrigation and summer uses. There may be other sources of water to help meet Ashland’s summer irrigation uses. Conservation, along with alternative landscaping options, definitely plays a role to sustainable Ashland. This project funds a “Right Water for Right Use” study that will evaluate all potential water supply options.



TITLE: ADDITIONAL WATER RIGHTS (TID / BOR SYSTEM, ETC)

PROJECT TYPE: WATER SUPPLY

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 60,000	Water SDC
\$ <u>(1,200,000)</u>	Unfunded
\$ 60,000	
Project Cost by Budget Year:	
2010	\$ 60,000
2011	
2012	
2013	
2014	
2015	
<hr/>	
Total	\$ 60,000

Project Description:

Additional water rights are necessary as a backup water supply source during low water years when Reeder Reservoir is depleted. The BOR and TID system has provided additional water resources to supplement existing water to meet peak periods of summer use. In addition to serving as a back up water supply source, the additional water rights will become an important component of the “Right Water For Right Use” strategy. Staff continues negotiations with the Bureau of Reclamation for additional Talent Irrigation water.

As an interim solution temporary water rights have been provided annually in FY06/FY07 and FY08. Staff anticipates long term needs will be met as funds become available.



TITLE: WATER TREATMENT PLANT PROCESS IMPROVEMENTS (CHEM FEED, SODA ASH, INSTRUMENTATION, FLOCCULATOR)

PROJECT TYPE: WATER TREATMENT PLANT

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

<p>Funding Sources:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$ 56,250</td> <td>SDC Water Fees</td> </tr> <tr> <td>\$ 18,750</td> <td>Fees and Rates</td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 75,000</td> <td></td> </tr> </table>	\$ 56,250	SDC Water Fees	\$ 18,750	Fees and Rates	\$ 75,000		<p>Project Description:</p> <p>The City’s last major Water Treatment Plant upgrade was completed in 1995. Work completed in FY08 and FY09 increased the capacity of the plant to 8 million gallons per day (MGD). As the plant already sees peaks as high as 8 MGD, there are several process improvements projects that are necessary to improve the plant’s ability to deliver these large quantities when source water conditions are problematic. This final phase of that project will be the installation of the sediment basin flocculators and associated instrumentation.</p>										
\$ 56,250	SDC Water Fees																
\$ 18,750	Fees and Rates																
\$ 75,000																	
<p>Project Cost by Budget Year:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">2010</td> <td style="text-align: right;">\$ 75,000</td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>2012</td> <td></td> </tr> <tr> <td>2013</td> <td></td> </tr> <tr> <td>2014</td> <td></td> </tr> <tr> <td>2015</td> <td></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Total</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 75,000</td> </tr> </table>	2010	\$ 75,000	2011		2012		2013		2014		2015		Total			\$ 75,000	
2010	\$ 75,000																
2011																	
2012																	
2013																	
2014																	
2015																	
Total																	
	\$ 75,000																



capital improvement plan

TITLE: WASTEWATER TREATMENT PLANT MEMBRANE SECTIONS REPLACEMENT PLANNING

PROJECT TYPE: WASTEWATER TREATMENT PLANT

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

<p>Funding Sources:</p> <table><tr><td>\$ 50,000</td><td>SDC</td></tr><tr><td>\$ 250,000</td><td>Grant</td></tr><tr><td>\$ 200,000</td><td>Other</td></tr><tr><td><u>\$2,000,000</u></td><td>Fees and Rates</td></tr><tr><td colspan="2"> </td></tr><tr><td>\$2,500,000</td><td></td></tr></table>	\$ 50,000	SDC	\$ 250,000	Grant	\$ 200,000	Other	<u>\$2,000,000</u>	Fees and Rates	 		\$2,500,000		<p>Project Description:</p> <p>The City’s Wastewater Treatment Plant Tertiary Membrane Facility was completed in 2003. The membranes are made by Zenon Zeeweed technology and have a life expectancy of at least 7-10 years.</p> <p>Staff has been pleased with the wear on the membranes, but is planning for future replacement sections. This item ensures the capital costs for replacement are budgeted and set aside annually.</p>				
\$ 50,000	SDC																
\$ 250,000	Grant																
\$ 200,000	Other																
<u>\$2,000,000</u>	Fees and Rates																
\$2,500,000																	
<p>Project Cost by Budget Year:</p> <table><tr><td>2010</td><td>\$ 500,000</td></tr><tr><td>2011</td><td>\$ 500,000</td></tr><tr><td>2012</td><td>\$ 600,000</td></tr><tr><td>2013</td><td>\$ 300,000</td></tr><tr><td>2014</td><td>\$ 300,000</td></tr><tr><td>2015</td><td>\$ 300,000</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Total</td><td>\$2,500,000</td></tr></table>	2010	\$ 500,000	2011	\$ 500,000	2012	\$ 600,000	2013	\$ 300,000	2014	\$ 300,000	2015	\$ 300,000	<hr/>		Total	\$2,500,000	
2010	\$ 500,000																
2011	\$ 500,000																
2012	\$ 600,000																
2013	\$ 300,000																
2014	\$ 300,000																
2015	\$ 300,000																
<hr/>																	
Total	\$2,500,000																



TITLE: WASTEWATER COLLECTIONS MASTER PLAN UPDATE

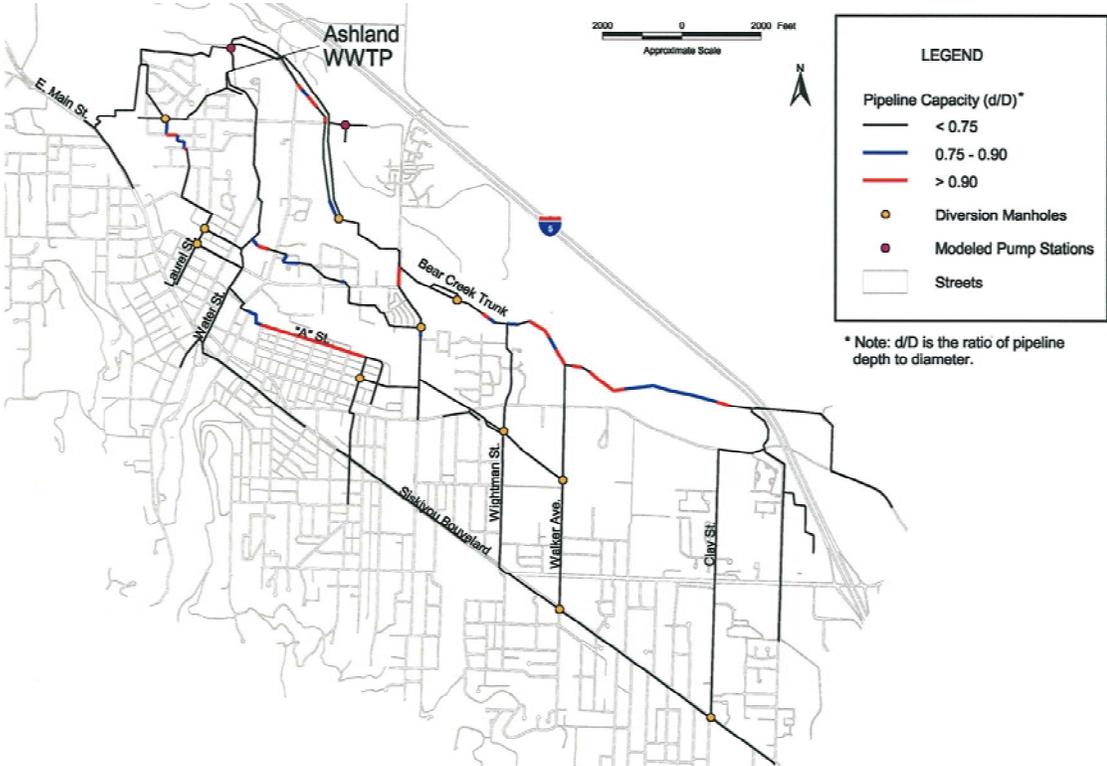
PROJECT TYPE: WASTEWATER COLLECTIONS

RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division

Funding Sources:	
\$ 350,000	SDC Wastewater fees
Project Cost by Budget Year:	
2010	\$ 350,000
2011	
2012	
2013	
2014	
2015	
<hr/>	
Total	\$ 350,000

Project Description:

The City’s current sanitary sewer collections master plan was prepared in 2005 by Carollo Engineers of Portland, Oregon. The Scope of Services will review and update collections data, changes to the system, and assumptions; as well as expand the scope of services to include financial, staffing, and life cycle replacement components in the master plan.



TITLE: UPGRADE MOUNTAIN AVENUE SUBSTATION LOW SIDE DISTRIBUTION

PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: City of Ashland Electric Utilities

Funding Sources: \$ 60,000 Fees and Rates \$ 60,000	Project Description: The Mountain Avenue substation serves as a relief to the Ashland substation. The Mountain Avenue substation requires expansion of the low side distribution by adding three more circuits to further accommodate the loads from the Ashland substation.
Project Cost by Budget Year: 2010 \$ 60,000 2011 2012 2013 2014 2015 <hr/> Total \$ 60,000	



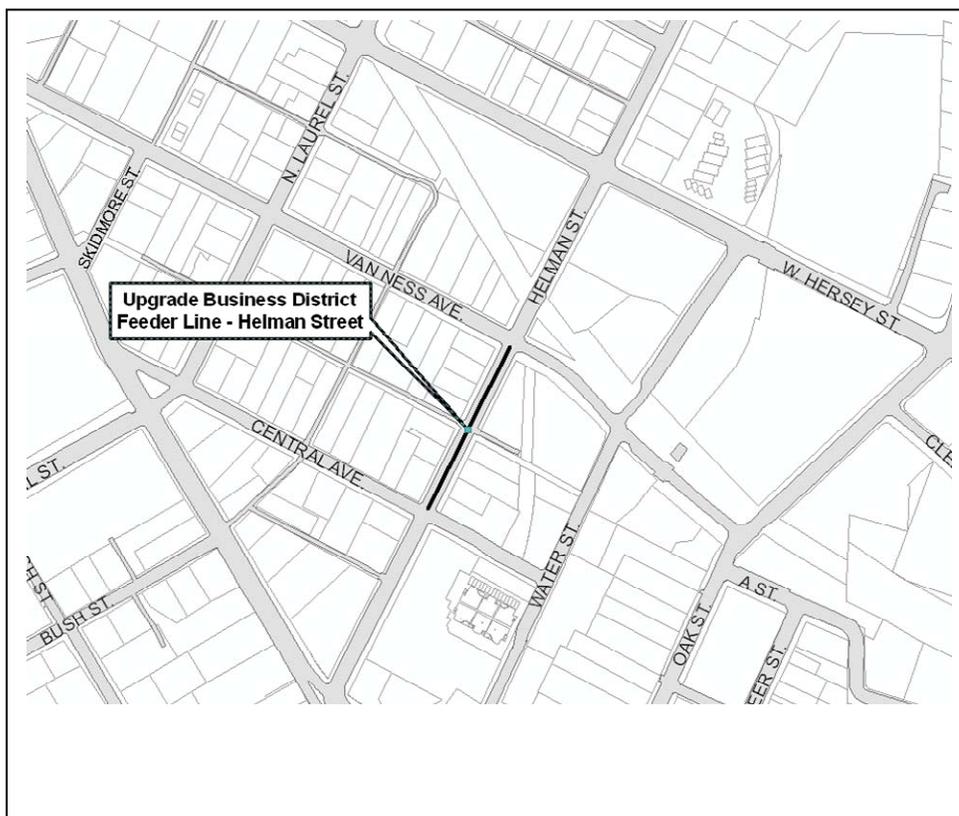
capital improvement plan

TITLE: UPGRADE BUSINESS DISTRICT FEEDER LINE – HELMAN STREET

PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: City of Ashland Electric Utilities

Funding Sources: \$ 20,000 Fees and Rates \$ 20,000	Project Description: These projects will upgrade line voltage capacity levels to meet current and future electrical needs. <ul style="list-style-type: none">• Helman Street replacement of 320 feet of #4 copper line to 4/0 AAC between Van Ness Avenue and Central Avenue. Approximate cost for this replacement is \$4,750 scheduled for installation in FY07.
Project Cost by Budget Year: 2010 \$ 20,000 2011 2012 2013 2014 2015 <hr/> Total \$ 20,000	



TITLE: UNDERGROUND UTILITY LINES—QUIET VILLAGE SUBDIVISION

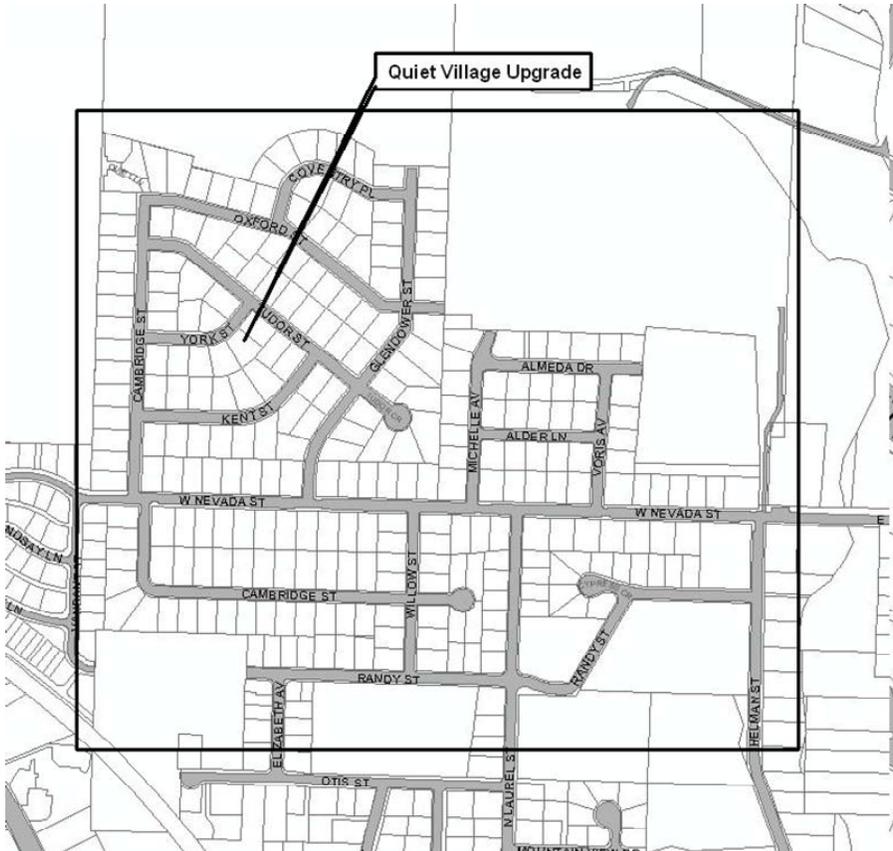
PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: **City of Ashland Electric Utilities**

Funding Sources:	
\$ 30,000	Fees and Rates
\$ 30,000	
Project Cost by Budget Year:	
2010	\$ 30,000
2011	
2012	
2013	
2014	
2015	
Total	\$ 30,000

Project Description:

The existing underground primary in the Quiet Village Subdivision is due for replacement. This upgrade will help meet current needs. The upgrade is replacing #2 non jacketed conductor with #2 jacketed.



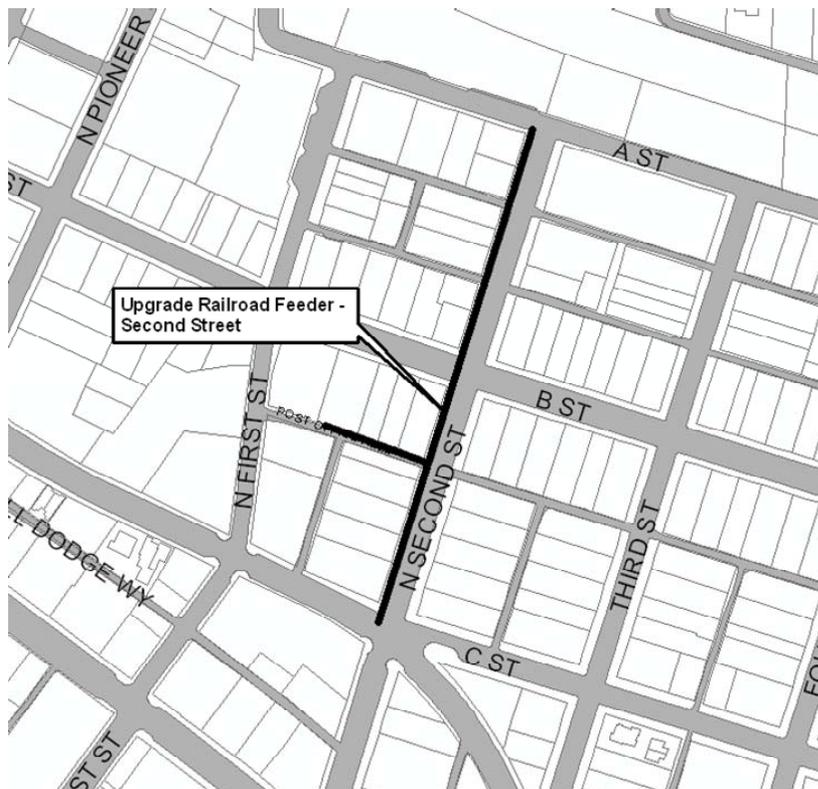
capital improvement plan

TITLE: UPGRADE BUSINESS FEEDER – 1st STREET

PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: City of Ashland Electric Utilities

Funding Sources: <u>\$ 25,000</u> Fees and Rates \$ 25,000	Project Description: This Project will upgrade line voltage capacity levels to meet current and future electrical needs. 2 nd Street—Replacement of 525' #2 copper to 336 MCM aluminum.
Project Cost by Budget Year: 2010 \$ 25,000 2011 2012 2013 2014 2015 <hr/> Total \$ 25,000	

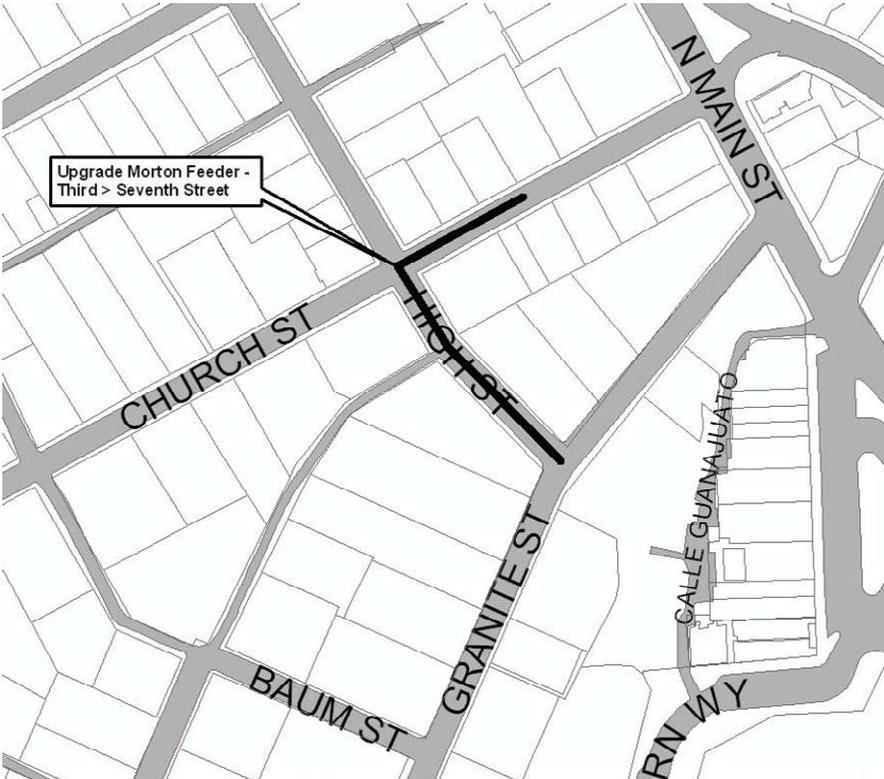


TITLE: UPGRADE BUSINESS FEEDER – CHURCH STREET

PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: City of Ashland Electric Utilities

<p>Funding Sources:</p> <table style="width: 100%;"> <tr> <td style="text-align: right;"><u>\$ 25,000</u></td> <td>Fees and Rates</td> </tr> <tr> <td style="text-align: right;">\$ 25,000</td> <td></td> </tr> </table>	<u>\$ 25,000</u>	Fees and Rates	\$ 25,000		<p>Project Description:</p> <p>This Project will upgrade line voltage capacity levels to meet current and future electrical needs.</p>												
<u>\$ 25,000</u>	Fees and Rates																
\$ 25,000																	
<p>Project Cost by Budget Year:</p> <table style="width: 100%;"> <tr> <td style="text-align: right;">2010</td> <td style="text-align: right;">\$ 25,000</td> </tr> <tr> <td style="text-align: right;">2011</td> <td></td> </tr> <tr> <td style="text-align: right;">2012</td> <td></td> </tr> <tr> <td style="text-align: right;">2013</td> <td></td> </tr> <tr> <td style="text-align: right;">2014</td> <td></td> </tr> <tr> <td style="text-align: right;">2015</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$ 25,000</td> </tr> </table>	2010	\$ 25,000	2011		2012		2013		2014		2015		<hr/>		Total	\$ 25,000	<p>Church St. – replacement of 600 ft #4 copper line to 336 MCM Aluminum between Church St. and Granite St.</p>
2010	\$ 25,000																
2011																	
2012																	
2013																	
2014																	
2015																	
<hr/>																	
Total	\$ 25,000																



capital improvement plan

TITLE: INSTALL NEW SERVICES & NEW INFRASTRUCTURE

PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: City of Ashland Electric Utilities

Funding Sources: <u>\$ 1,850,000</u> Fees and Rates \$ 1,850,000	Project Description: This project line represents all of the annual expenses related to the installation of new services and transformers needed for new developments throughout the City. Much of these costs are returned as direct revenues, others as fees. This system includes costs to install underground conductors and devices to replace overhead lines.
Project Cost by Budget Year: 2010 \$ 225,000 2011 \$ 325,000 2012 \$ 325,000 2013 \$ 325,000 2014 \$ 325,000 2015 \$ 325,000 <hr/> Total \$ 1,850,000	



TITLE: **ELECTRIC UTILITY LINE INSTALLATION; IN-HOUSE VARIOUS LOCATIONS**

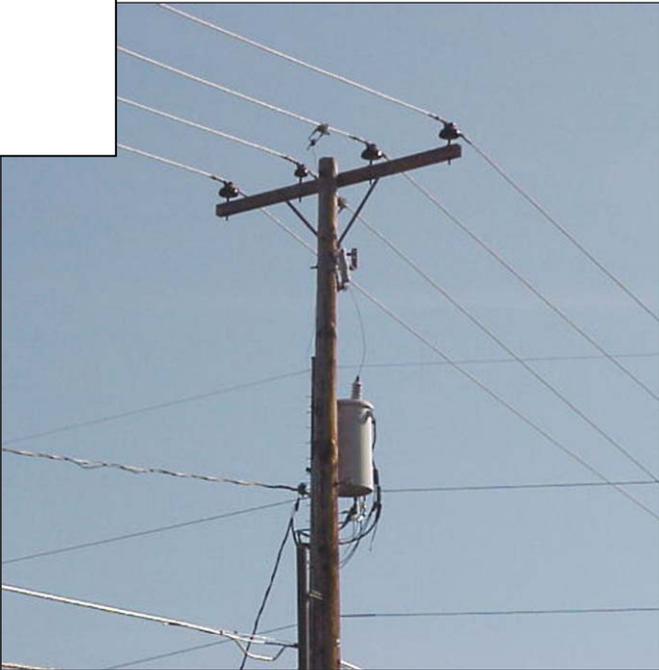
PROJECT TYPE: **ELECTRIC UTILITY UPGRADE**

RESPONSIBLE DEPARTMENT: **City of Ashland Electric Utilities**

Funding Sources:	
<u>\$ 585,000</u>	Fees and Rates
\$ 585,000	

Project Description:
This annual item includes all capitalized line replacement, service upgrades and other electric utility connections and loops. The work is primarily completed by in house electric crews.

Project Cost by Budget Year:	
2010	\$ 85,000
2011	\$ 100,000
2012	\$ 100,000
2013	\$ 100,000
2014	\$ 100,000
2015	\$ 100,000
<hr/>	
Total	\$ 585,000



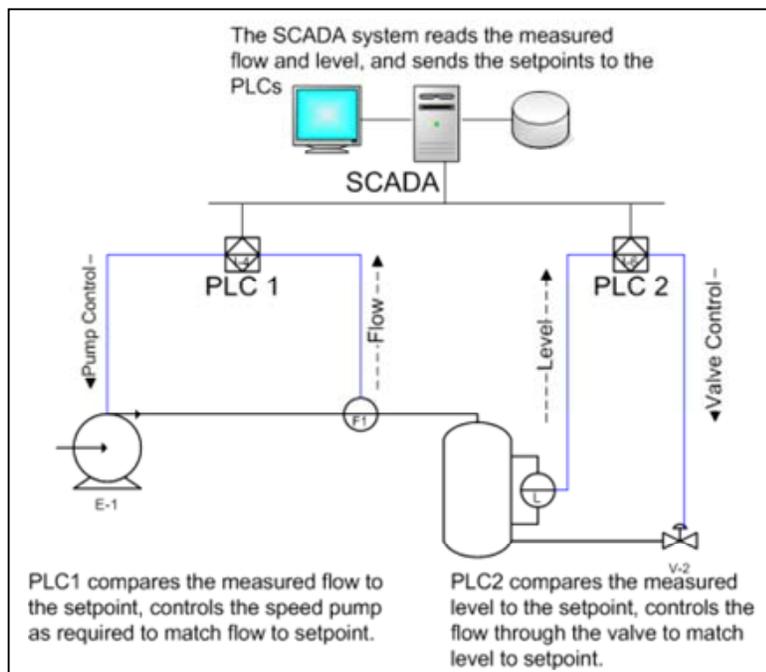
capital improvement plan

TITLE: SCADA SYSTEM

PROJECT TYPE: ELECTRIC UTILITY UPGRADE

RESPONSIBLE DEPARTMENT: City of Ashland Electric Utilities

Funding Sources: \$ 80,000 Fees and Rates \$ 80,000	Project Description: SCADA, Supervisory Control and Data Acquisition, refers to a system that collects real time data from various sensors at remote locations and then sends this data to a central computer which then manages and controls the data. This budget item provides hardware and computer data upgrades to improve remote sensing capabilities for feeder and substation information.
Project Cost by Budget Year: 2010 \$ 35,000 2011 \$ 45,000 2012 2013 2014 2015 <hr/> Total \$ 80,000	

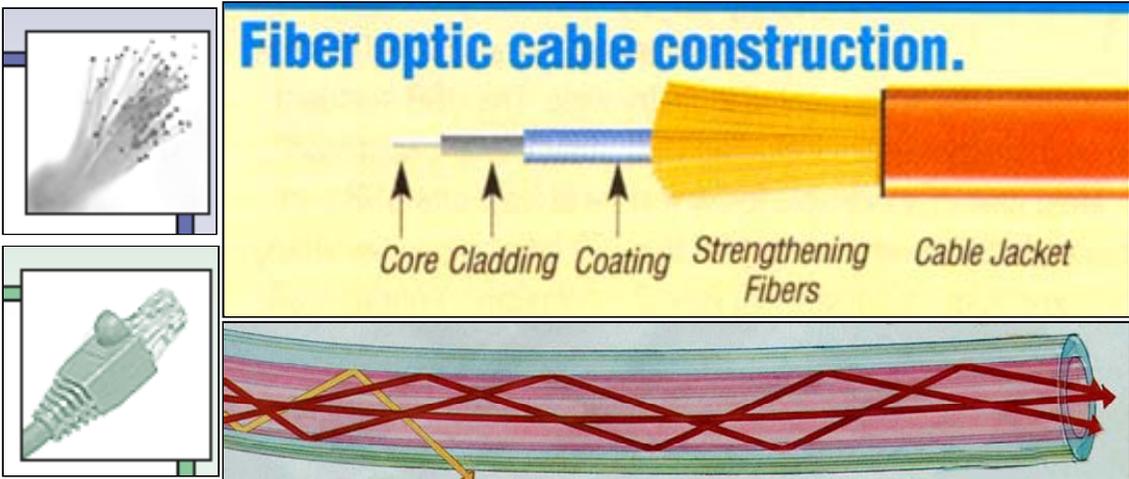


TITLE: DISTRIBUTION & CABLE EQUIPMENT INSTALLATION

PROJECT TYPE: AFN / TELECOMMUNICATIONS

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

<p>Funding Sources:</p> <table style="width: 100%;"> <tr> <td style="text-align: right;"><u>\$ 720,000</u></td> <td>Fees and Rates</td> </tr> <tr> <td style="text-align: right;">\$ 720,000</td> <td></td> </tr> </table>	<u>\$ 720,000</u>	Fees and Rates	\$ 720,000		<p>Project Description:</p> <p>This is an existing and ongoing project which provides for the installation, maintenance and repair of coaxial and fiber telecommunication facilities throughout the City's extended system.</p>												
<u>\$ 720,000</u>	Fees and Rates																
\$ 720,000																	
<p>Project Cost by Budget Year:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">2010</td><td style="text-align: right;">\$ 120,000</td></tr> <tr><td>2011</td><td style="text-align: right;">\$ 120,000</td></tr> <tr><td>2012</td><td style="text-align: right;">\$ 120,000</td></tr> <tr><td>2013</td><td style="text-align: right;">\$ 120,000</td></tr> <tr><td>2014</td><td style="text-align: right;">\$ 120,000</td></tr> <tr><td>2015</td><td style="text-align: right;">\$ 120,000</td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td style="text-align: right;">\$ 720,000</td></tr> </table>		2010	\$ 120,000	2011	\$ 120,000	2012	\$ 120,000	2013	\$ 120,000	2014	\$ 120,000	2015	\$ 120,000	<hr/>		Total	\$ 720,000
2010	\$ 120,000																
2011	\$ 120,000																
2012	\$ 120,000																
2013	\$ 120,000																
2014	\$ 120,000																
2015	\$ 120,000																
<hr/>																	
Total	\$ 720,000																



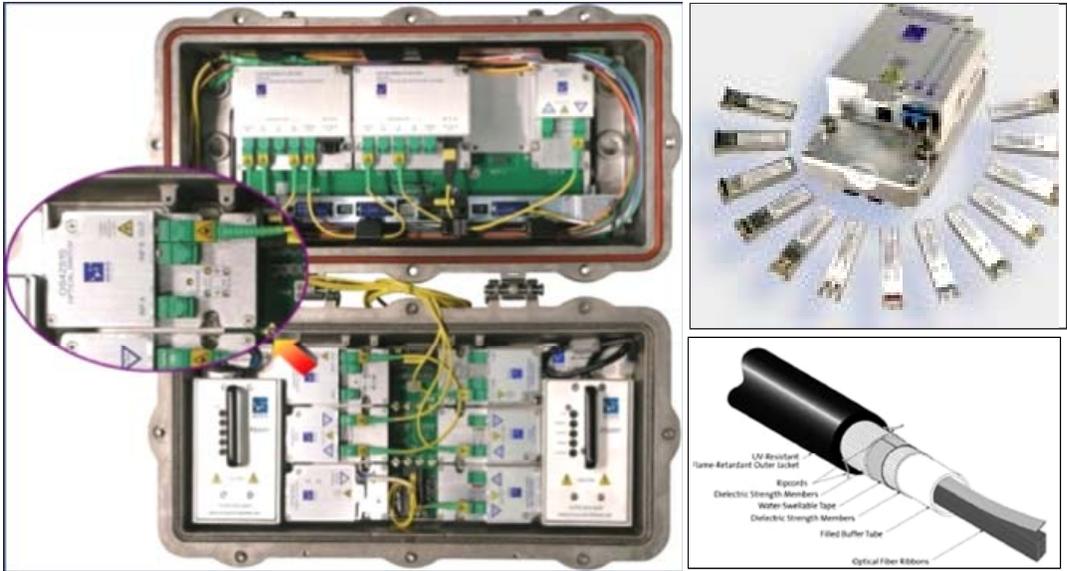
capital improvement plan

TITLE: NETWORK REFRESH

PROJECT TYPE: AFN / TELECOMMUNICATIONS

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

Funding Sources: <u>\$ 60,000</u> Fees and Rates \$ 60,000	Project Description: To attain IT Department division goals, operational updates and scheduled maintenance is an established expenditure in the annual budget. The network refresh reflects the costs to maintain a reliable and efficient infrastructure for the hybrid fiber coaxial network. The budget includes costs for power supplies, optical nodes, mini-bridgers and other equipment as needed. This is an ongoing annual capital expense.
Project Cost by Budget Year: 2010 \$ 10,000 2011 \$ 10,000 2012 \$ 10,000 2013 \$ 10,000 2014 \$ 10,000 2015 \$ 10,000 <hr/> Total \$ 60,000	

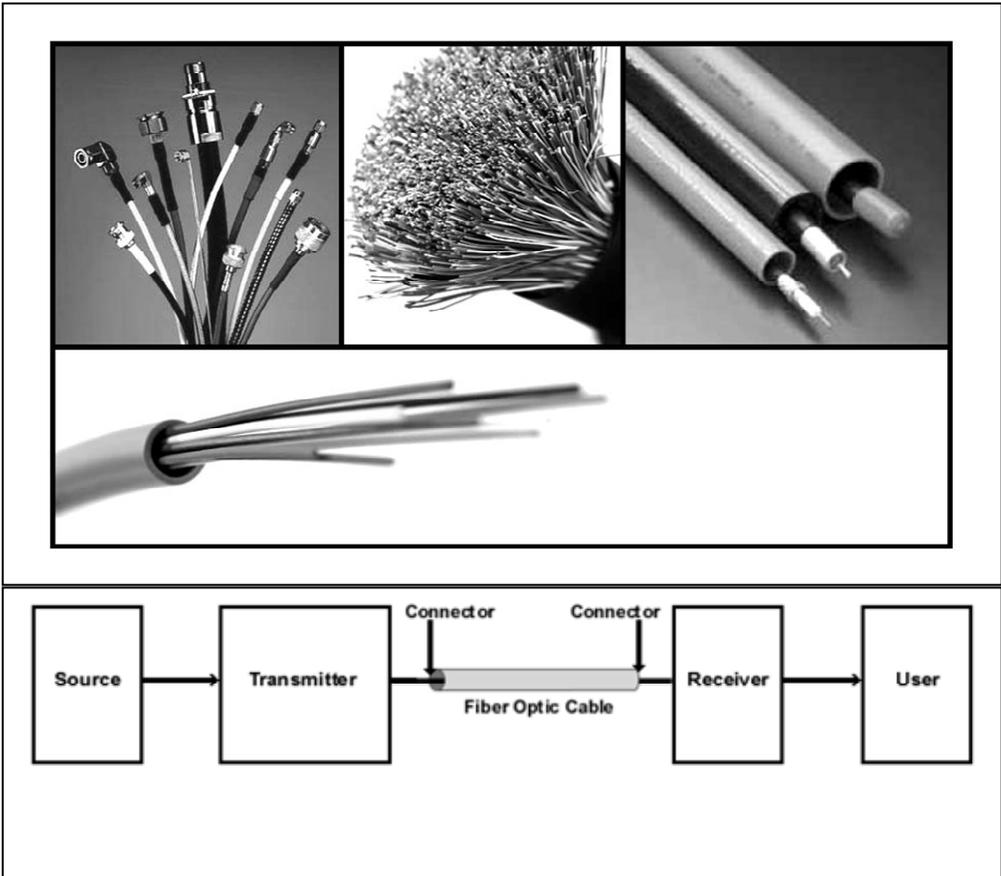


TITLE: FIBER TO THE PREMISES (FTTP)

PROJECT TYPE: AFN / TELECOMMUNICATIONS

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

<p>Funding Sources:</p> <p><u>\$ 65,000</u> Fees and Rates \$ 65,000</p>	<p>Project Description:</p> <p>In response to customer demand for increased bandwidth to their businesses and homes, AFN continues to install Fiber To The Premises (FTTP) facilities to further grow its customer base. FTTP costs associated with the installation of the fiber to new customers are represented in this budget item. The expectation of a growing customer base remains fairly steady through the next two budget years. This project is an ongoing annual capital expense.</p>																
<p>Project Cost by Budget Year:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">2010</td><td style="text-align: right;">\$ 15,000</td></tr> <tr><td>2011</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>2012</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>2013</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>2014</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>2015</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td style="text-align: right;">\$ 65,000</td></tr> </table>	2010	\$ 15,000	2011	\$ 10,000	2012	\$ 10,000	2013	\$ 10,000	2014	\$ 10,000	2015	\$ 10,000	<hr/>		Total	\$ 65,000	
2010	\$ 15,000																
2011	\$ 10,000																
2012	\$ 10,000																
2013	\$ 10,000																
2014	\$ 10,000																
2015	\$ 10,000																
<hr/>																	
Total	\$ 65,000																



capital improvement plan

TITLE: UNDERGROUND TELECOMMUNICATION LINE INSTALLATION IN VARIOUS LOCATIONS

PROJECT TYPE: AFN / TELECOMMUNICATIONS

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

Funding Sources: <u>\$ 90,000</u> Fees and Rates \$ 90,000	Project Description: This project incorporates the conversion of Ashland Fiber Network from overhead aerial lines into underground utility easements. Relocating utility lines to underground protective conduits frees visual clutter and extends the life cycle of the lines. The electric department has adopted the practice of installing new services and undergrounding existing aerial services as common practice where applicable, and whenever possible, AFN simultaneously relocates their facilities underground in concert with the electric department.
Project Cost by Budget Year: 2010 \$ 25,000 2011 \$ 10,000 2012 \$ 10,000 2013 \$ 10,000 2014 \$ 10,000 <u>2015 \$ 25,000</u> Total \$ 90,000	



TITLE: WIMAX DEPLOYMENTS

PROJECT TYPE: AFN / TELECOMMUNICATIONS

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

<p>Funding Sources:</p> <table> <tr> <td style="text-align: right;"><u>\$ 200,000</u></td> <td>Fees and Rates</td> </tr> <tr> <td style="text-align: right;">\$ 200,000</td> <td></td> </tr> </table>	<u>\$ 200,000</u>	Fees and Rates	\$ 200,000		<p>Project Description:</p> <p>WiMax is the new wireless broadband technology standard that does not require line-of-sight between end-to-end users to transport data. Unlike WiFi technology, WiMax can deliver wireless data over longer distances using point-to-multipoint architecture. The purchase and deployment of a new WiMax solution will vastly improve the speed, reliability, and further extend the reach of the AFN anywhere wireless service network. The build out for the WiMax system is anticipated to be a two year phased project. The application of new technology continues to enhance service to the AFN customers keeping the AFN division profitable.</p>											
<u>\$ 200,000</u>	Fees and Rates															
\$ 200,000																
<p>Project Cost by Budget Year:</p> <table> <tr> <td style="text-align: right;">2010</td> <td style="text-align: right;">\$ 150,000</td> </tr> <tr> <td style="text-align: right;">2011</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td style="text-align: right;">2012</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td style="text-align: right;">2013</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td style="text-align: right;">2014</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td style="text-align: right;">2015</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$ 200,000</td> </tr> </table>	2010	\$ 150,000	2011	\$ 10,000	2012	\$ 10,000	2013	\$ 10,000	2014	\$ 10,000	2015	\$ 10,000	<hr/>		Total	\$ 200,000
2010	\$ 150,000															
2011	\$ 10,000															
2012	\$ 10,000															
2013	\$ 10,000															
2014	\$ 10,000															
2015	\$ 10,000															
<hr/>																
Total	\$ 200,000															



capital improvement plan

TITLE: 802.11 Wi Fi Wireless Buildout

PROJECT TYPE: AFN / TELECOMMUNICATIONS

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

Funding Sources: <u>\$ 25,000</u> Fees and Rates \$ 25,000	Project Description: 802.11 Wi Fi wireless internet is used on AFN Anywhere and AFN Rural Wireless services. Wi Fi requires line-of-sight between end-to-end users to transport data. AFN serves various isolated pockets throughout our community via Wi Fi as these areas can't be served by the wired AFN network. The planned purchase and deployment of a new WiMax solution will vastly improve the speed, reliability, and further extend the reach of AFN, however due to variances in topography, we will need to build out and maintain some Wi Fi access points to enhance service to AFN customers.
Project Cost by Budget Year: 2010 \$ 5,000 2011 \$ 5,000 2012 \$ 5,000 2013 \$ 5,000 2014 \$ 5,000 <u>2015</u> Total \$ 25,000	

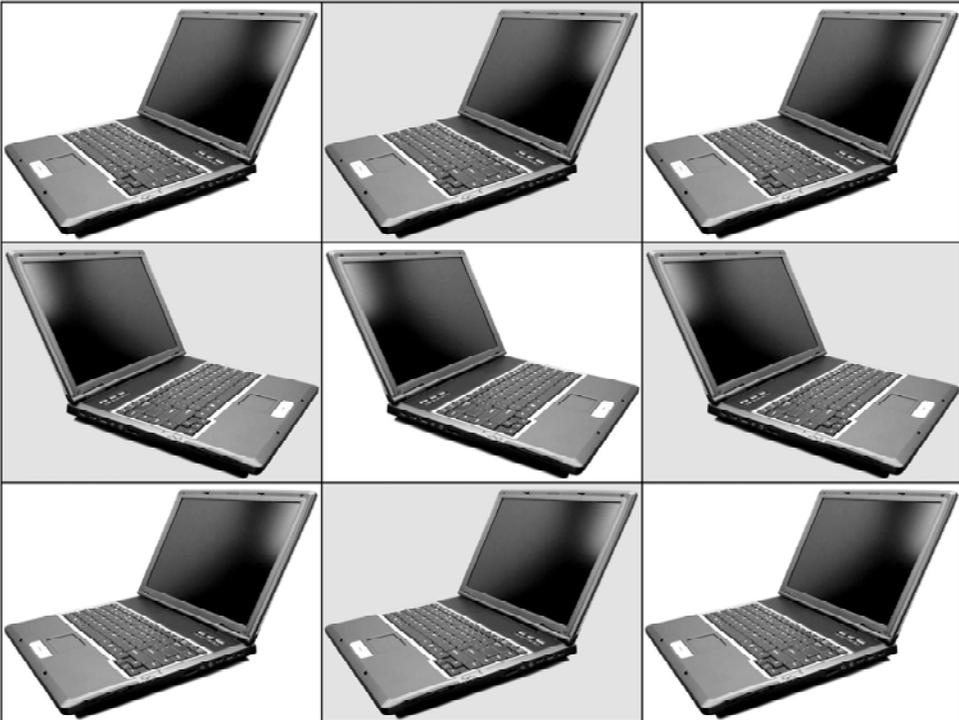


TITLE: DESKTOP & LAPTOP PLANNED REPLACEMENT

PROJECT TYPE: TECHNOLOGY

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

<p>Funding Sources:</p> <table style="width: 100%;"> <tr> <td style="width: 20%;"><u>\$ 480,000</u></td> <td>Fees and Rates</td> </tr> <tr> <td>\$ 480,000</td> <td></td> </tr> </table>	<u>\$ 480,000</u>	Fees and Rates	\$ 480,000		<p>Project Description:</p> <p>As part of an adopted maintenance and upgrade schedule, City equipment is required to be replaced to accommodate software upgrades, end-of-life cycle and equipment failure. A city-wide program exists, which tracks usage and age of desktop and laptop computers used by City staff. The budget item captures the annual cost of planned replacement of a portion of the computer inventory.</p>																																												
<u>\$ 480,000</u>	Fees and Rates																																																
\$ 480,000																																																	
<p>Project Cost by Budget Year:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">2010</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 10%; text-align: right;">80,000</td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> <tr><td>2011</td><td style="text-align: right;">\$</td><td style="text-align: right;">80,000</td><td></td><td></td><td></td></tr> <tr><td>2012</td><td style="text-align: right;">\$</td><td style="text-align: right;">80,000</td><td></td><td></td><td></td></tr> <tr><td>2013</td><td style="text-align: right;">\$</td><td style="text-align: right;">80,000</td><td></td><td></td><td></td></tr> <tr><td>2014</td><td style="text-align: right;">\$</td><td style="text-align: right;">80,000</td><td></td><td></td><td></td></tr> <tr><td>2015</td><td style="text-align: right;">\$</td><td style="text-align: right;">80,000</td><td></td><td></td><td></td></tr> <tr><td colspan="6"><hr/></td></tr> <tr><td>Total</td><td style="text-align: right;">\$</td><td style="text-align: right;">480,000</td><td></td><td></td><td></td></tr> </table>	2010	\$	80,000				2011	\$	80,000				2012	\$	80,000				2013	\$	80,000				2014	\$	80,000				2015	\$	80,000				<hr/>						Total	\$	480,000				
2010	\$	80,000																																															
2011	\$	80,000																																															
2012	\$	80,000																																															
2013	\$	80,000																																															
2014	\$	80,000																																															
2015	\$	80,000																																															
<hr/>																																																	
Total	\$	480,000																																															



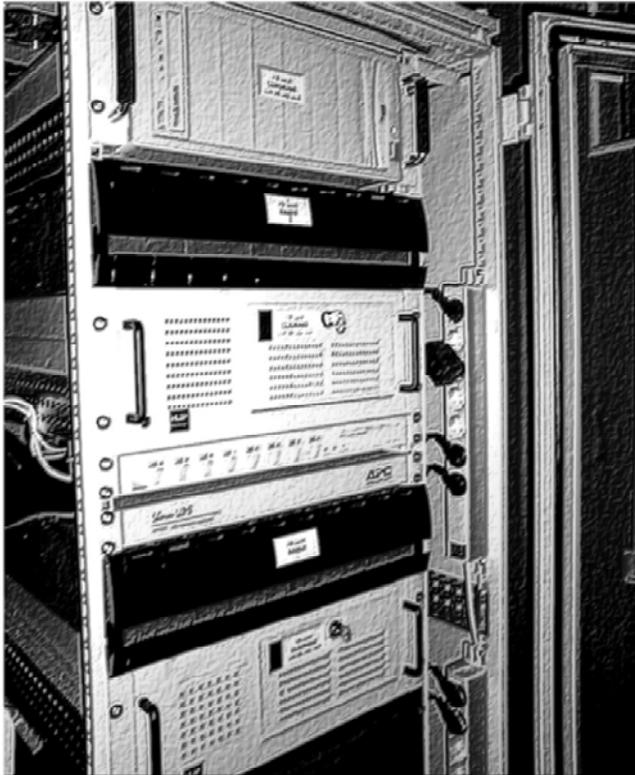
capital improvements plan

TITLE: SERVER PLANNED REPLACEMENT

PROJECT TYPE: TECHNOLOGY

RESPONSIBLE DEPARTMENT: City of Ashland Information Technology

<p>Funding Sources:</p> <p><u>\$ 90,000</u> Fees and Rates \$ 90,000</p>	<p>Project Description:</p> <p>As part of an adopted maintenance and upgrade schedule, City equipment is required to be replaced to accommodate software upgrades, built in obsolescence and equipment failure.</p> <p>All City work is accessed through and saved to the City servers. It is of vital importance that this equipment is kept in proper running order. Server capability must constantly adjust to handle the increased memory needs brought on by larger and more complex software deployment.</p>																		
<p>Project Cost by Budget Year:</p> <table><tr><td>2010</td><td>\$</td><td>15,000</td></tr><tr><td>2011</td><td>\$</td><td>15,000</td></tr><tr><td>2012</td><td>\$</td><td>15,000</td></tr><tr><td>2013</td><td>\$</td><td>15,000</td></tr><tr><td>2014</td><td>\$</td><td>15,000</td></tr><tr><td>2015</td><td>\$</td><td>15,000</td></tr></table> <hr/> <p>Total \$ 90,000</p>	2010	\$	15,000	2011	\$	15,000	2012	\$	15,000	2013	\$	15,000	2014	\$	15,000	2015	\$	15,000	
2010	\$	15,000																	
2011	\$	15,000																	
2012	\$	15,000																	
2013	\$	15,000																	
2014	\$	15,000																	
2015	\$	15,000																	



TITLE: CITY FACILITY UPGRADES & MAINTENANCE

PROJECT TYPE: ADMINISTRATION

RESPONSIBLE DEPARTMENT: Public Works Department

<p>Funding Sources:</p> <p>\$ 705,000 Fees and Rates</p>	<p>Project Description:</p> <p>The City owns and maintains over 50 occupied and unoccupied facilities; staff is in the process of evaluating the condition and maintenance requirements of each facility.</p> <p>These annual capitalized maintenance and repair requirements would include anything from roof repairs, window replacement, HVAC upkeep, electrical upgrades, carpet replacement, painting and office moves to accommodate staffing changes.</p> <p>Staff is predicting the need to increase the annual costs over time.</p>																					
<p>Project Cost by Budget Year:</p> <table border="1"> <tr> <td>2010</td> <td>\$</td> <td>100,000</td> </tr> <tr> <td>2011</td> <td>\$</td> <td>100,000</td> </tr> <tr> <td>2012</td> <td>\$</td> <td>125,000</td> </tr> <tr> <td>2013</td> <td>\$</td> <td>125,000</td> </tr> <tr> <td>2014</td> <td>\$</td> <td>125,000</td> </tr> <tr> <td>2015</td> <td>\$</td> <td>130,000</td> </tr> <tr> <td colspan="2">Total</td> <td>\$ 705,000</td> </tr> </table>		2010	\$	100,000	2011	\$	100,000	2012	\$	125,000	2013	\$	125,000	2014	\$	125,000	2015	\$	130,000	Total		\$ 705,000
2010	\$	100,000																				
2011	\$	100,000																				
2012	\$	125,000																				
2013	\$	125,000																				
2014	\$	125,000																				
2015	\$	130,000																				
Total		\$ 705,000																				



capital improvement plan

TITLE: EQUIPMENT / SHOP – DIESEL RETROFIT

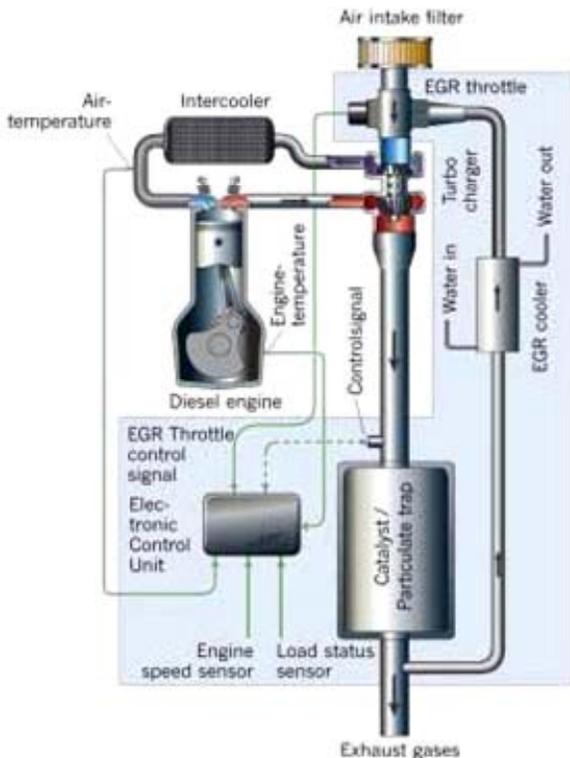
PROJECT TYPE: ADMINISTRATION

RESPONSIBLE DEPARTMENT: Public Works Department

Funding Sources:	
\$ 91,000	Grants
\$ 9,000	Fees and Rates
<u>\$ 100,000</u>	
Project Cost by Budget Year:	
2010	\$ 100,000
2011	
2012	
2013	
2014	
2015	
<u>Total</u>	<u>\$ 100,000</u>

Project Description:

The purpose of a diesel retrofit program is to reduce the harmful emissions produced by a diesel powered fleet. Until recently, emissions control devices were not required on diesel powered vehicles. The retrofit program will add emissions control technology to vehicles not previously equipped with these devices. Several control devices can be used to reduce emissions, some of these devices include, diesel particulate filters, NOx catalysts, diesel oxidation catalysts and exhaust gas recirculation systems. These devices can reduce some harmful emissions by as much as 90% by converting harmful emissions such as carbon monoxide and hydrocarbons (CO and HC), to non harmful carbon dioxide and water (CO₂ and H₂O). Our retrofit program will reduce the emissions from 15 of our most used, non-emissions controlled diesel vehicles, including dump trucks, back hoes, and pickups. These programs are verified and proven effective by both the U.S. Environmental Protection Agency (EPA) and the California Air Resources Board (CARB).



capital improvement plan

TITLE: OPEN SPACE ACQUISITION

PROJECT TYPE: PARKS & RECREATION

RESPONSIBLE DEPARTMENT: Parks & Recreation Department

Funding Sources: <u>\$ 1,200,000</u> Food / Beverage \$ 1,200,000	Project Description: The City of Ashland, in conjunction with the Ashland Parks and Recreation Department, adopted an Open Space Plan in 1989. The plan identifies five types of parks: neighborhood parks, community parks, open space, natural parks and pocket parks. In the ten years since its adoption, over 380 acres of land has been purchased. This portion of the Parks budget is devoted to land acquisition for new park space. A continued commitment to provide open space within a quarter-mile of every Ashland resident is funded by this line item. Parks' SDC portions will fund the design, permitting and construction of several parks over the next three years.
Project Cost by Budget Year: 2010 \$ 200,000 2011 \$ 200,000 2012 \$ 200,000 2013 \$ 200,000 2014 \$ 200,000 2015 \$ 200,000 <hr/> Total \$ 1,200,000	

Specific property acquisition is dependent on market factors. The Open Space Plan and corresponding maps provide further detail on the types and locations of land identified as vital for Ashland's future.



Appendix

History of Combined Property Tax Rates A-2
History of Property Tax Levies..... A-3
History of Property Tax Rates..... A-4
Future Debt Requirements A-5
Economic and Cultural Development Grant History A-6
Social Service Grant History..... A-7
Financial Management Policies A-8
Accounting Methods A-14
Salary Schedule..... A-16
History of Positions and Summary of Union Affiliation A-20
Chart of Accounts Descriptions A-22
Glossary..... A-26
Acronyms A-30
Index..... A-32

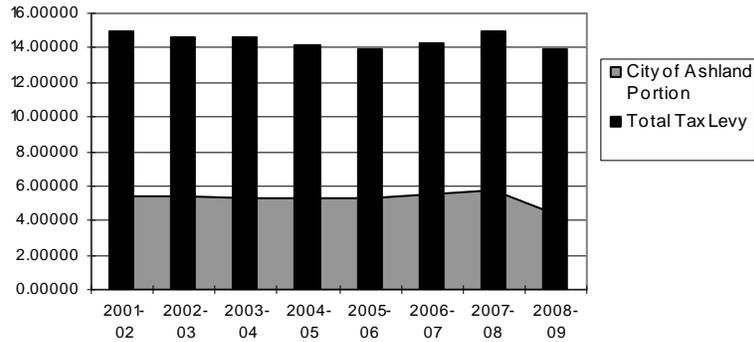
history of combined property tax rates

HISTORY OF COMBINED PROPERTY TAX RATES

	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
	Tax Rate							
City of Ashland	5.37730	5.38390	5.33990	5.25330	5.25530	5.56330	5.72500	4.41790
County	2.65720	2.70170	2.79100	2.39900	2.20280	2.17780	2.18120	2.26670
Vector	0.04290	0.04160	0.04170	0.04170	0.04170	0.04170	0.04160	0.04150
RVTD	0.17720	0.16980	0.17090	0.17110	0.17120	0.17100	0.17070	0.17090
Schools-ESD-Rogue	5.02530	4.99720	4.99920	5.00000	5.00040	5.00050	4.99760	4.99710
School Debt	1.66620	1.36650	1.32980	1.28240	1.27750	1.36950	1.89890	1.99970
Total Tax Rate	14.94610	14.66070	14.67250	14.14750	13.94890	14.32380	15.01500	13.89380

Assessed Valuation	1,333,040,730	1,423,894,752	1,511,835,569	1,593,607,600	1,677,271,999	1,761,135,599	1,853,307,500	1,950,322,442
--------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

Combined Property Tax Rates

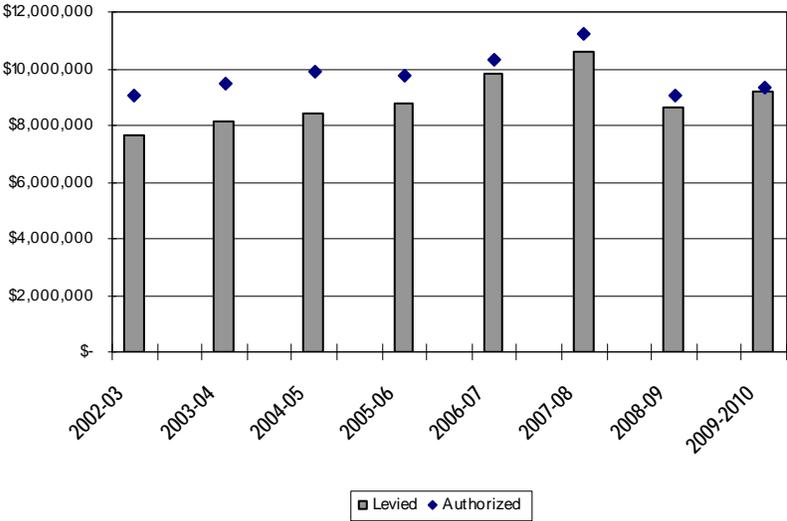


history of property tax levies

History of Property Tax Levies

	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	Adopted 2009-2010
	Tax Levy	Tax Levy	Tax Levy					
General Fund	\$ 2,094,099	\$ 2,218,261	\$ 2,352,000	\$ 2,720,000	\$ 3,006,000	\$ 3,107,000	\$ 3,533,000	\$ 3,861,761
General Fund - Technology Fee	-	-	-	-	-	324,000	341,000	350,000
Debt Service Fund	-	-	-	-	308,000	-	-	-
Parks Continuing Levy	2,977,649	3,192,132	3,344,000	3,510,000	3,686,000	3,879,000	4,082,000	4,188,739
Ashland Youth Activity	1,970,420	2,094,699	2,205,000	2,315,000	2,430,000	2,558,000	-	-
Ashland Library Levy	-	-	-	-	-	370,660	254,000	376,393
1982 Water Bond Levy	83,000	84,046	83,000	-	-	-	-	-
1992 Water Bond Levy	100,000	101,455	-	-	-	-	-	-
1997 Flood Restoration Bonds	105,000	105,058	105,000	230,980	83,452	85,030	-	-
2000 Fire Station/ Flood Restoration Bonds	304,000	309,770	310,000	27,700	166,385	168,782	177,400	167,506
2005 GO Bonds - Refinanced	-	-	-	-	117,425	117,234	228,600	232,379
	\$ 7,634,168	\$ 8,105,421	\$ 8,399,000	\$ 8,803,680	\$ 9,797,262	\$ 10,609,706	\$ 8,616,000	\$ 9,176,779
Authorized	9,046,000	9,496,000	9,883,000	9,783,800	10,347,262	11,243,706	9,020,000	9,335,278

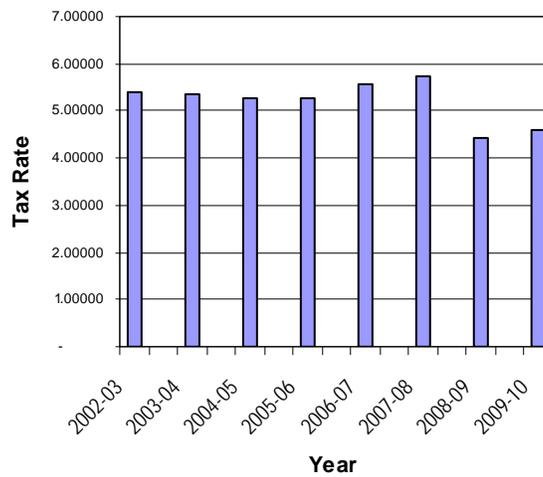
The graph to the right that while the City levies Ad-Valorum Taxes sufficient to meet it's economic requirements, during the period reflected in this chart and at no time previously has the authorized constitutional limit been reached.



history of property tax rates

HISTORY OF PROPERTY TAX RATES

	2002-03 Tax Rate	2003-04 Tax Rate	2004-05 Tax Rate	2005-06 Tax Rate	2006-07 Tax Rate	2007-08 Tax Rate	2008-09 Tax Rate	Adopted 2009-10 Tax Rate
General Fund	1.47170	1.47194	1.47190	1.62190	1.70690	1.67690	1.81190	1.92950
General Fund- Technology Fee	-	-	-	-	-	0.17500	0.17500	0.17500
Debt Service Fund	-	-	-	-	0.17500	-	-	-
Parks	2.09250	2.09247	2.09280	2.09280	2.09280	2.09280	2.09280	2.09280
Ashland Youth Activities Levy	1.38000	1.38000	1.38000	1.38000	1.38000	1.38000	-	-
Ashland Library Levy	-	-	-	-	-	0.20000	0.13000	0.19000
1982 Water Bond Levy	0.06310	0.05491	0.05190	-	-	-	-	-
1992 Water Bond Levy	0.07610	0.06615	-	-	-	-	-	-
1997 Flood Restoration Bonds	0.07230	0.06946	0.06570	0.14340	0.04740	0.04590	-	-
2000 Flood Restoration Bonds	-	-	-	-	-	-	-	-
2000 Flood and Fire Station Bonds	0.22820	0.20508	0.19400	0.01720	0.09450	0.09110	0.09100	0.08370
2005 GO Bonds - Refinanced	-	-	-	-	0.06670	0.06330	0.11720	0.11610
	5.38390	5.34001	5.25630	5.25530	5.56330	5.72500	4.41790	4.58710
Assessed Valuation	1,423,894,752	1,511,835,569	1,593,607,600	1,677,271,999	1,761,135,599	1,853,307,500	1,950,322,442	1,991,746,917



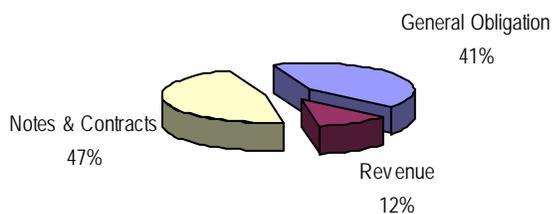
future debt requirements

	Tax Supported		Revenue Supported		Joint Revenue & Tax Supported	
	*General Obligation		Revenue		Notes and Contracts Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2009-10	911,303	992,562	526,714	135,157	1,414,792	782,945
2010-11	953,623	950,733	551,714	118,113	1,455,447	724,048
2011-12	1,001,060	907,593	566,714	99,363	1,435,679	664,850
2012-13	903,619	860,124	396,714	83,847	1,471,451	606,666
2013-14	986,306	813,257	406,714	71,935	1,349,932	546,319
2014-15	1,039,127	762,083	421,714	59,448	1,371,939	490,979
2015-16	1,092,090	705,653	176,714	50,458	1,411,424	435,691
2016-17	1,155,202	644,375	181,714	44,968	1,461,738	378,537
2017-18	1,223,469	578,193	186,714	39,150	1,513,877	319,319
2018-19	1,291,901	508,049	196,714	32,926	1,567,909	257,966
2019-20	1,360,504	434,041	201,714	26,264	1,584,816	194,947
2020-21	1,169,287	354,687	206,714	19,238	1,640,571	131,355
2021-22	1,243,261	282,966	211,714	11,817	1,698,300	65,514
2022-23	1,317,433	206,831	200,000	4,000	54,418	16,077
2023-24	1,396,815	126,121	-	-	57,455	13,201
2024-25	1,385,000	41,702	-	-	60,661	10,165
2025-26	-	-	-	-	64,046	6,959
2026-27	-	-	-	-	-	3,574
2027-28	-	-	-	-	-	-
Totals	\$ 19,540,000	\$ 11,144,033	\$ 5,469,000	\$ 1,117,394	\$ 22,291,235	\$ 7,273,315

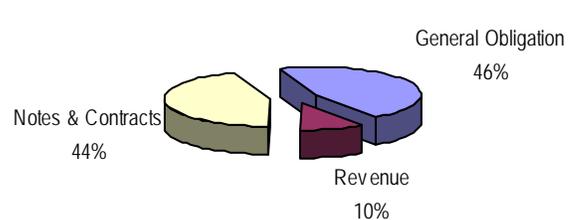
*The AFN Revenue Bonds are also backed by the Full Faith and Credit of the City of Ashland

**Amount shown above does not include future debt on assessments that have not been issued.

2009-2010
Debt Requirements, Principal Only



2009-2010
All Debt Service Requirements



economic and cultural grant history

City of Ashland Economic and Cultural Development Grant History

GENERAL FUND #110	FY 00-01 Actual	FY 01-02 Actual	FY 02-03 Actual	FY 03-04 Actual	FY 04-05 Actual	FY 05-06 Actual	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Adopted
Economic and Cultural Development Grants	\$ 386,600	\$ 384,000	\$ 387,000	\$ 406,800	\$ 445,600	\$ 458,970	\$ 504,650	\$ 527,519	\$ 508,333	\$ 542,079
Supported by Resolution No.	# 1998-23	# 2000-25	# 2000-25	# 2000-25	# 2004-32	# 2004-32	# 2004-32	#2007-08	#2007-08	2008-35
Agency and Program Name	Awarded	Adopted	Adopted							
Artattack	\$ -	\$ -	\$ 1,000	\$ 2,500	\$ -	\$5,000*	\$ -	\$ -	\$ -	\$ -
ArtNow	-	-	-	-	-	1,000	1,205	-	-	-
ArtWork Enterprises	-	-	-	-	-	-	-	2,500	2,500	-
Arts Council of Southern Oregon	3,600	3,000	3,000	3,500	1,500	3,000	2,381	-	-	-
Ashland Artisan Gallery & Art Center	-	-	-	-	-	-	-	-	-	20,000
Ashland Bed and Breakfast Network	-	-	-	-	-	-	-	-	5,000	7,000
Ashland Community Theatre	3,400	4,000	4,000	4,000	-	-	-	-	-	2,500
Ashland Gallery Association	5,000	2,500	2,000	2,500	5,000	10,500	16,000	16,000	11,000	15,000
Ballet Rogue	7,800	5,000	-	4,500	4,500	5,000	6,000	6,500	4,500	5,000
Chautauqua Poets and Writers Board	-	-	-	-	-	-	5,000	4,000	2,500	-
Community Works	-	-	8,000	-	7,000	5,000	2,500	2,500	-	-
Dancing People Company	-	-	-	-	-	-	-	2,500	2,500	4,000
The Green Room	-	-	-	-	3,000	-	-	-	-	-
Horizon Institute	1,000	2,000	1,600	-	-	-	-	-	-	-
The Jefferson Center	-	-	-	-	-	-	-	2,500	2,500	-
Konaway Nika Tillicum	-	-	-	-	-	-	5,000	-	-	-
Lithia Arts Guild of Oregon	-	-	-	-	4,000	5,000	9,000	10,500	5,000	6,079
Lomakatsi	-	-	1,000	-	-	-	-	-	-	-
Multi Cultural Association	-	-	-	-	-	-	10,000	-	2,500	-
Nuwardart Gallery	-	2,000	-	-	-	-	1,500	2,500	-	-
Oregon Bed & Breakfast Guild	1,500	-	-	-	-	-	-	-	-	-
Oregon Stage Works	-	-	-	-	-	6,000	5,000	7,500	4,500	5,500
Planned Parenthood - Teen Theater Program	-	-	-	1,500	-	-	-	-	-	-
Rogue Opera	2,600	3,250	2,500	3,000	6,000	6,500	7,000	10,500	7,000	6,000
Rogue Valley Community Development Corporation	-	-	-	-	-	-	-	2,500	-	-
Rogue Valley Symphony	4,200	4,000	3,500	4,000	6,000	7,000	8,000	12,500	6,710	5,500
ScienceWorks	-	-	4,500	7,500	12,000	15,000	16,000	18,500	16,567	25,000
Siskiyou Singers	-	2,000	1,750	2,000	4,100	5,000	5,000	3,375	2,500	-
Southern Oregon Concert Band	-	-	-	-	-	-	-	-	2,500	-
So. OR Econ. Develop. Coalition - (Emigrant Lake Powwow)	-	3,000	2,000	-	-	-	-	-	-	-
SOU, Native American Studies Program	-	-	-	-	2,500	3,000	-	-	2,500	-
Southern Oregon Film Society (Ashland Independent Film Festival)	5,000	5,000	3,000	3,000	8,500	14,000	16,000	21,999	19,566	26,000
Southern Oregon Historical Society	3,600	-	-	-	2,143	7,500	-	-	-	-
Southern Oregon Repertory Singers	1,000	-	-	-	-	-	2,500	3,375	2,500	2,500
SOWAC	7,400	7,000	4,710	5,714	8,500	9,000	8,000	-	-	-
St. Clair Productions	-	-	1,000	2,000	4,000	3,500	4,000	5,000	4,000	5,000
THRIVE	-	-	-	3,714	6,500	6,745	11,000	15,000	15,567	18,000
Theater Ikcewicasa	-	-	1,000	-	-	-	-	-	-	-
Youth Symphony of Oregon	3,400	3,250	2,000	3,000	4,000	5,000	5,000	6,000	3,500	4,000
Subtotal	49,500	46,000	46,560	52,428	89,243	117,745	146,086	155,749	125,410	157,079
Ashland Chamber of Commerce	216,400	230,000	232,800	262,140	240,432	245,241	247,645	255,070	262,722	275,000
Oregon Shakespeare Festival	100,700	107,335	108,640	122,332	110,000	112,200	113,300	116,700	120,201	110,000
Subtotal	317,100	337,335	341,440	384,472	350,432	357,441	360,945	371,770	382,923	385,000
Total	\$ 366,600	\$ 383,335	\$ 388,000	\$ 436,900	\$ 439,675	\$ 475,186	\$ 507,031	\$ 527,519	\$ 508,333	\$ 542,079

* No longer in business, not funded

social service grant history

**City of Ashland
Social Service Grant History**

GENERAL FUND #110	FY 99-00	FY 00-01	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted
Social Service Grants	\$ 89,145	\$ 94,595	\$ 98,574	\$ 101,521	\$ 118,669	\$ 107,622	\$ 112,000	\$ 115,360	\$ 119,000	\$ 124,570	\$ 118,342

Supported by Resolution No. 1986-35

Agency and Program Name	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Adopted
ACCESS, Inc.	\$ 2,670	\$ 2,860	\$ 3,760	\$ 3,870	\$ 5,000	\$ 5,100	\$ 5,000	\$ 5,150	\$ 5,500	\$ 5,665	\$ 5,700	
CASA of Jackson County, Inc.	2,130	2,290	2,290	2,360	3,000	2,550	2,500	2,575	2,500	2,575	2,000	
Center For NonProfit Legal Services, Inc.	4,225	4,520	4,520	4,660	5,000	5,100	5,500	5,665	6,000	6,180	6,039	
Childrens Dental Clinic of JC	1,250	1,350	1,500	1,550	1,750	1,785	3,000	3,090	3,104	3,197	3,285	
Community Health Center	27,130	28,910	28,910	29,780	30,000	30,600	30,200	31,106	32,000	32,960	35,000	
Community Works - Dunn House	17,075	18,190	18,190	18,740	19,000	19,380	15,000	15,450	15,000	15,450	15,270	
Community Works - Help Line	8,203	8,740	8,740	9,000	8,000	8,160	7,000	7,210	7,210	7,426	10,250	
Community Works - Parent Education	1,972	2,100	2,100	2,160	2,000	2,040	1,400	1,442	1,442	1,485	-	
Community Works - Sexual Assault Victim Services	2,430	2,590	2,590	2,670	2,700	2,754	2,500	2,575	2,575	2,652	2,600	
Community Works - Street Outreach	-	-	-	-	-	-	-	-	5,979	6,158	8,000	
Community Works - The Grove	-	-	1,200	1,240	10,000*	-	-	-	-	-	-	
Community Works- Personal Safety	1,972	2,100	2,100	2,160	1,300	1,326	-	-	-	-	-	
Help Now! Advocacy Center	-	-	-	-	-	-	1,000	1,030	1,100	1,133	1,133	
ICCA/CERVS	9,330	9,960	9,960	10,260	25,000	15,300	14,000	14,420	13,600*	14,008*	-	
Jackson County Juvenile	912	990	-	-	-	-	-	-	-	-	-	
JC Children's Advocacy Center	2,441	2,620	2,620	2,700	3,500	3,060	2,700	2,781	2,700	2,781	4,000	
Jackson County SART	-	-	-	-	-	-	2,500	2,575	2,350	2,421	2,480	
Mediation Works	4,260	4,560	4,560	4,700	2,900	2,448	2,000	2,060	2,200	2,266	2,100	
Ontrack, Inc	-	-	1,200	1,240	2,000	2,040	2,000	2,060	3,000	3,090	3,000	
Options for Southern Oregon, Inc.	-	-	-	-	-	-	2,000	2,060	-	-	-	
Pathway Enterprises, Inc.	-	-	-	-	-	-	-	-	-	-	3,120	
Planned Parenthood of SW	-	-	-	-	2,750	1,785	2,000	2,060	2,060	2,122	4,000	
RV Manor - Senior Volunteer	2,000	2,155	2,155	2,220	2,000	1,530	1,300	1,339	1,500	1,545	2,000	
RV Manor -Foster Grandparent	1,000	1,065	1,065	1,100	1,000	1,020	1,000	1,030	1,200	1,236	1,500	
Salvation Army, Medford Citadel	-	-	-	-	-	-	1,900	1,957	-	-	-	
SDS RVCOG Food & Friends	-	-	-	-	1,500	1,530	-	-	-	-	-	
SOASTC	-	-	-	-	-	-	1,000	1,030	1,350	1,391	1,200	
So. Ore Child Study and Treatment Center	-	-	-	-	-	-	2,500	2,575	2,900	2,987	2,815	
Southern Oregon Drug Awareness	-	-	865	890	-	-	1,000	1,030	1,030	1,061	1,500	
Trinity Respite Center	-	-	-	-	-	-	1,000	1,030	1,700	1,751	-	
WinterSpring Center for Living with Grief and Loss	-	-	-	-	-	-	-	-	1,000	1,030	1,350	
Women's Transition Committee	-	-	-	-	2,000*	-	-	-	-	-	-	
Subtotal	89,000	95,000	98,325	101,300	118,400	107,508	110,000	113,300	105,400	108,562	118,342	
Travelers' Aid Fund - based on donations	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,060	-	2,000	2,000	
Total	\$ 91,000	\$ 97,000	\$ 100,325	\$ 103,300	\$ 120,400	\$ 109,508	\$ 112,000	\$ 115,360	\$ 105,400	\$ 110,562	\$ 120,342	
Variance In Amount : Positive or (Negative)	\$ 1,855	\$ 2,405	\$ 1,751	\$ 1,779	\$ 1,731	\$ 1,886	\$ -	\$ -	\$ (13,600)	\$ (14,008)	\$ 2,000	

* No longer in business, not funded

financial management policies

Scope

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 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 annual budget.
- ⇒ 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.

⇒ 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 each year to identify the impact of inflation and other cost increases.

⇒ The City will submit documentation annually 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 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 General fund balance is restricted for specific uses.

⇒ The General fund was pledged in the issuance of the 1996 Limited Tax Improvement Bonds. Bond and interest payments may be paid from this fund or an additional tax levy imposed, provided assessment payments were inadequate.

⇒ 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.

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.

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 revenues.

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 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.

⇒ 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 revenues.

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 16 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. Over the next 20 years, the Airport Fund is obligated to repay the Equipment Fund for the installation of fuel tanks through an equipment rental fee.

Community Development Block Grant Fund. This fund

financial management policies

⇒ 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.

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, 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 shortfalls 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. 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 net revenues of the Water Fund were pledged in the issuance of the 1994 Water Revenue Bonds used to finance the upgrade to the water treatment plant.

⇒ 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.

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, but no less than required by the Wastewater Treatment Plant loan. 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 net revenues of the Wastewater Fund that were pledged in the issuance of the 1998 Clean Water State Revolving Fund (CWSRF) Loan used to finance the upgrade to the treatment plant are included in this fund.

⇒ 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 revenues.

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

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 Fund. This fund is divided into Administration, Computer Services, Finance, City Recorder, and Public Works Administration/Engineering, and Maintenance. 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 revenues.

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 \$350,000 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 revenues.

Equipment Fund. This fund is used to account for the maintenance and replacement of the City fleet of vehicles. 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.

⇒ 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. (Special Revenue 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 earmarked donations, 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 Future General Capital Improvements Account to ensure that monies will be available as needed to replace City vehicles and facilities.

⇒ The City will update its five-year Capital Improvements Program biannually, identifying capital needs and potential capital funding sources. The Capital Improvements Program will reflect the priorities of the City Council and the long-range needs of the community.

⇒ 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.

⇒ The City will not issue general obligation debt, which combined with all other overlapping jurisdictions, will exceed the medium affordability index.

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

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.

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,

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. 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. (Special Revenue 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, 2009

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Elected and Appointed:</u>		
Mayor	500	500
Council	350	350
City Recorder/Treasurer	74,984	74,984
Municipal Judge	25,844	25,844
<u>Management and Confidential:</u>		
City Administrator	116,837	137,979
City Attorney	97,936	110,167
Administrative Services / Finance Director	90,591	101,824
Electric Director	90,591	101,824
Fire Chief	90,591	101,824
Police Chief	90,591	101,824
Public Works Director	90,591	101,824
Community Development Director	90,591	101,824
Information Technology Director	90,591	101,824
Electric Operations Superintendent	80,350	90,529
Deputy Police Chief	79,905	90,023
Police Lieutenant	79,905	90,023
Fire Division Chief	74,709	83,979
Human Resources Director	74,709	83,979
Planning Manager	72,200	81,634
Public Works Superintendent	72,200	81,634
Telecommunications Engineer	72,200	81,634
Engineering Services Manager	66,638	77,735
Wastewater & Water Reuse Supervisor	66,638	77,735
Water Plant Supervisor	66,638	77,735
Police Sergeant	66,341	74,728
Operations Manager	65,902	77,017
Database Administrator	65,902	77,017
Network Administrator	65,902	77,017
Management Analyst	65,902	77,017
Building Official	63,960	72,052
Senior Planner	63,960	72,052
Assistant City Attorney	63,960	72,052
Project Manager	63,960	72,052
Accounting Division Manager	61,498	69,271
Customer Service Division Manager	61,498	69,271
Fire Inspector	57,767	70,197
Associate Engineer	57,204	64,293
User Support Administrator	57,204	64,293
Permit Center Manager	54,839	63,966
Maintenance Safety Supervisor	53,877	60,585
Municipal Court Supervisor	53,877	60,585
Street Supervisor	53,877	60,585
Water Quality Supervisor (Distribution)	53,877	60,585
Telecomm/Computer Technician	53,877	60,585

salary schedule

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Management and Confidential:</u>		
GIS Analyst	50,607	61,508
Forest Resource Specialist	50,360	61,208
Claims Management	45,764	51,474
Paralegal	45,764	51,474
CERT Coordinator	42,387	47,648
Executive Secretary	41,553	46,711
Human Resources Assistant	41,553	46,711
Administrative Assistant	33,668	40,878
Legal Secretary	33,668	40,877
Administrative Secretary	31,334	38,018
<u>General City Services Staff:</u>		
Engineering Tech III	51,417	62,493
GIS Coordinator	51,347	62,409
Housing Program Specialist	48,984	61,182
Building Inspector	48,933	61,853
Staff Accountant	47,148	59,473
Associate Planner	44,881	55,393
Engineering Assistant	44,881	55,393
Account Representative	44,881	55,393
Engineering Tech II	42,105	53,324
GIS Specialist	42,105	53,324
Account Clerk II	38,818	47,659
Computer Technician	38,754	47,150
Assistant Planner	35,276	44,682
Conservation Analyst	35,226	54,343
Code Compliance Specialist	35,226	42,331
Engineering Tech I	33,859	42,898
Account Clerk I	31,167	39,271
Secretary (IBEW)	29,694	37,571
Clerk II	27,654	34,907
Clerk I	23,914	30,062
<u>Fire and Rescue Personnel:</u>		
Captain-EMT "P"	70,083	75,863
Captain-EMT "B"	65,892	71,672
Engineer-EMT "P"	63,724	67,192
Firefighter-EMT "P"	49,938	61,990

Note: Fire and Rescue Personnel salary is based on 2,754 yearly hours

salary schedule

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Police Personnel:</u>		
Police Officer	45,337	57,596
Community Outreach Officer	42,435	53,588
Evidence & Property Technician	34,394	42,506
Community Services Officer	33,757	41,421
<u>General Labor:</u>		
Chief Mechanic	43,505	55,619
Cemetery Sexton	42,723	52,437
Utility Worker IV	42,723	52,437
Water Treatment Plant Operator III	42,584	52,270
Utility Worker III	40,547	50,343
Treatment Plant Operator WW	40,531	51,304
Water Treatment Plant Operator	40,531	51,304
Mechanic	39,337	50,837
Utility Worker II	34,992	45,682
Meter Reader/Repair	34,127	44,342
Utility Worker I	31,754	40,909
<u>Electric Staff:</u>		
Lead Working Line Installer	83,138	83,138
Meter Relay Technician	80,707	80,707
Electrician	76,863	76,863
Line Installer/Service Person	76,863	76,863
Tree Trimmer	64,720	64,720
Line Truck Driver	60,800	60,800
Connect-Disconnect	55,096	55,096
Head-Technician	54,321	61,076
Electrical Warehouse Worker	52,303	52,303
Meter Reader	52,303	52,303
Lead Telecommunications Technician	51,781	51,781
Telecommunications Technician	23,072	49,316
<u>Regular Part-time Employees:</u>		
Community Services Volunteer Coordinator	24,099	24,099
Band Director	3,806	3,806
Bailliff	3,914	3,914

**Parks and Recreation
Salary Schedule
Effective July 1, 2009**

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Senior Management</u>		
Parks and Recreation Director	101,484	101,484
Parks Superintendent	80,511	80,511
Recreation Superintendent	56,046	65,518
<u>Mid Management</u>		
Greens Superintendent	55,478	62,135
Senior Program Director	41,772	46,945
Recreation Coordinator	39,786	46,399
Promotions Coordinator	39,786	46,399
CC/Recreation Facilities Manager	32,846	41,554
Golf Manager	32,846	41,554
Environmental Education Coordinator	32,671	48,974
<u>Clerical</u>		
Executive Secretary	40,790	45,844
Senior Center Specialist	30,751	35,880
Customer Service Specialist	30,751	35,880
Environmental Ed Assistant	22,807	31,820
<u>Maintenance</u>		
Park Technician III	42,689	52,532
Park Technician II	37,669	45,875
Lead Custodian	34,134	42,776
Park/Golf Technician I	32,846	40,572
Custodian	24,007	32,781
Park Worker/Golf Worker	23,374	31,820

salary schedule and history of positions

Department	2006 Actual	2007 Actual	2008 Actual	2009 Amended	2010 Proposed	2010 Adopted
Administration	6.50	6.50	9.56	12.65	12.65	12.65
Information Technology	15.65	14.65	15.15	15.50	15.50	15.50
Administrative Services	23.65	22.65	19.90	17.25	17.25	17.25
City Recorder	2.00	2.00	2.00	2.00	2.00	2.00
Police	39.80	40.30	39.30	36.55	34.80	34.80
Fire and Rescue	35.00	35.40	35.00	34.40	32.40	32.40
Public Works	58.80	59.80	59.80	59.70	57.70	57.70
Community Development	17.00	17.80	16.40	12.55	12.55	12.55
Electric	21.10	21.10	21.10	21.50	21.50	21.50
Subtotal	219.50	220.20	218.21	212.10	206.35	206.35
Parks and Recreation	48.45	48.45	50.55	48.55	45.65	45.65
Total Staffing Requirement	267.95	268.65	268.76	260.65	252.00	252.00

	Non-represented	IBEW Clerical	IBEW Electrical	Laborers	Ashland Police Assoc.	Ashland Firefighters	Temps	Total
Administration Department	10.50	2.00					0.15	12.65
Information Technology	10.00	3.00	2.00				0.50	15.50
Administrative Services	5.50	11.75						17.25
City Recorder	2.00							2.00
Police Department	9.30	3.00			21.25		1.25	34.80
Fire and Rescue Department	7.00					25.00	0.40	32.40
Public Works Department	12.00	5.70		39.00			1.00	57.70
Community Development	6.00	6.55						12.55
Electric Department	3.00	3.75	14.25				0.50	21.50
Parks Department	38.95						6.70	45.65
	104.25	35.75	16.25	39.00	21.25	25.00	10.50	252.00
Contract Status	By Resolution	Settled	Settled	Settled	Settled	Settled		
Termination Date	N/A	6/30/2009	6/30/2010	6/30/2011	6/30/2009	6/30/2009		



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 (Revenues)

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.

The following descriptions include the types of expenses charged to each line item, regardless of which program they fall under. Consequently, each expenditure is charged not only to the appropriate program, but also to the correct line item for a complete accumulation of all costs. The title of each line item appears after each account number that is used for city accounting purposes.

PERSONAL SERVICES (Expenditures) (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 (Expenditures) (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.

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.

chart of accounts descriptions

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 (Expenditures) (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.



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, 2010.

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): Seven 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 Activities Levy.

acronyms

A	ACCESS- Aging Community Coordinated Enterprise and Supportive Services	EMT B- Emergency Medical Technician Basic	
	ADA- Americans with Disabilities Act	EMT I- Emergency Medical Technician Intermediate	
	AFN- Ashland Fiber Network	EMT P- Emergency Medical Technician Paramedic	
	AMR- Automatic Meter Reading System	EOC- Emergency Operations Center	
	APD- Ashland Police Department	EOFY- End of Fiscal Year	
	ASA- Ambulance Service Area	EOY- End of Year	
	AWTA- Ashland Woodland Trails Association	EPA- Environmental Protection Agency	
B	BPA- Bonneville Power Administration	ESD- Educational Service District	
C	CAFR- Comprehensive Annual Financial Report	F	F&B- Food and Beverage
	CAP: Central Area Patrol (Police and Parks Fund)		FAA- Federal Aviation Administration
	CAP: Civil Area Patrol (Airport Fund)		FAM- Federal Aid Money to Municipalities
	CATV- Cable Television		FBO- Fixed Base Operator
	CDBG- Community Development Block Grant		FEMA- Federal Emergency Management Agency
	CERT- Community Emergency Response Team		FFY- Federal Fiscal Year
	CERVS- Community Resource and Vital Services		FTE- Full Time Employee
	CIP- Capital Improvement Plan		FY- Fiscal Year. Example: FY 2005-2006, FY 2005-06, FY 2006
	CMOM- Capacity, Management, Operation, and Maintenance	G	GAAP- Generally Accepted Accounting Principals
	CPI- Consumer Price Index		GASB- Government Accounting Standards Board
	CSO- Community Service Officer		GIS- Geographic Information Systems
	CSV- Community Service Volunteer	H	HIPAA- Health Insurance Portability and Accountability Act
	CUFR- Component Unit Financial Report		HR- Human Resources
	CWSRF- Clean Water State Revolving Fund		HUD- Housing and Urban Development
D	DARE- Drug Awareness Resistance Education	I	IBEW- International Brotherhood of Electrical Workers
	DEQ- Department of Environmental Quality		ICCA- Interfaith Care Community of Ashland
E	EMS- Emergency Medical Services		
	EMT- Emergency Medical Technician		

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	

index

A

Accounting Division 3-33
Accounting Methods A-14
Capital Projects Fund A-14
Debt Service Fund A-14
Discrete Component Unit A-15
Enterprise Funds A-14
General Fund A-14
Internal Service Funds A-15
Special Revenue Funds A-14
Trust and Agency Funds A-15
Administration 3-3
Administrative Services Department 3-23
Airport Fund 4-26
Airport Fund Long-Term Plan 4-28
Airport Fund Resources 4-27
Appendix A-1

B

Budget Message 1-6
Budget Process 1-30
Budget Amendment Process 1-22
Budget Basis 1-24
Budget Committee 1-24
Building Division 3-108

C

Capital Improvements Plan 2-1
Capital Improvements Plan Fund Long-Term Plan 4-30
Capital Improvements Plan Fund Resources 4-31
CDBG 4-10
Cemetery Trust Fund 4-78
Cemetery Trust Fund Long-Term Plan 4-80
Cemetery Trust Fund Resources 4-79
Central Services Fund 4-66
Central Services Fund Long-Term Plan 4-68
Central Services Fund Resources 4-67
Chart of Accounts Descriptions A-22
CIP Fund 4-28
City at a Glance 1-2
City of Ashland Organizational Chart 1-1
City Recorder / Treasurer 3-39
Community Development Block Grant Fund Resources 4-10
Community Development Block Grant Long-Term Plan 4-12
Community Development Department 3-101
Community Development Mission Statement 3-102
Community Values Statement 1-28
Computer Services Division 3-21
Conservation Division 3-118
Customer Information Services Division 3-34

D

Debt Service Fund 4-38
Debt Service Fund Long-Term Plan 4-40
Debt Service Fund Resources 4-39
Debt Summary 1-38
Debt Summary by Type 1-39
Departments 3-1

E

Economic and Cultural Grant History A-6
Electric Department 3-119
Electric Division 3-111
Electric Fund 4-58
Electric Fund Long-Term Plan 4-60
Electric Fund Resources 4-59
Emergency Medical Services Division 3-61
Equipment Fund 4-74
Equipment Fund Long-Term Plan 4-76
Equipment Fund Resources 4-75

F

Financial Management Policies A-8
Accounting A-8
Discrete Components Unit A-12
Capital A-13
Debts A-13
Expenditures A-13
Parks A-12
Purchasing A-13
Revenues A-12
Fund Balance Policy A-9
Capital Projects Funds A-10
Debt Service Funds A-10
Enterprise Funds A-10
General Fund A-9
Internal Service Funds A-11
Trust and Agency Funds A-12
Investments A-8
Objectives A-8
Operating Budgetary Policies A-8
Special Revenue Funds A-9
Fire and Life Safety Division 3-64
Fire and Rescue Department 3-55
Fire Operations Division 3-58
Future Debt Requirements A-5

G

General Fund 4-6
General Fund Long-Term Plan 4-10
General Fund Resources 4-8
General Obligation Debt 3-138
Glossary A-26
Golf Division 3-134

H

History of Combined Property Tax Rates A-2
History of Positions A-20
History of Property Tax Levies A-3
History of Property Tax Rates A-4

I

Index A-32
Information Technology Department 3-15
Insurance Services Fund 4-70
Insurance Services Fund Long-Term Plan 4-72
Insurance Services Fund Resources 4-71
Interfund Loans 3-139

L

Legal Department 3-12
Long-Term Plan Fund Totals 4-4

M

Municipal Court 3-11

N

Non-Departmental Activities 3-138
Interfund Loans 3-139
Operating Contingencies 3-151
Operating Transfer Out 3-149
Unappropriated Ending Fund Balance 3-152

O

Operating Contingencies 3-141
Operating Transfer Out 3-140

P

Parks and Recreation Department 3-121
Parks and Recreation Fund 4-82
Parks and Recreation Fund Long-Term Plan 4-84
Parks and Recreation Fund Resources 4-83
Parks Capital Improvement Fund 3-136, 4-86
Parks Capital Improvement Fund Long-Term Plan 4-88
Parks Capital Improvement Fund Resources 4-87
Parks Division 3-124
Planning Division 3-104
Police Department 3-43
Police Operations Division 3-50
Police Support Division 3-48
Property Tax Summary 1-40
Public Works Department 3-67

R

Recreation Division 3-130
Reserve Fund 4-14
Requirements Summary by Classification 1-35
Requirements Summary by Department 1-36
Resources Summary by Classification 1-34
Resources Summary Long-Term Plan 4-2

S

Salary Schedule A-16
Social Service Grant History A-7
Street Fund 4-18
Street Fund Long-Term Plan 4-20
Street Fund Resources 4-19
Summary by Fund 1-26
Summary of Union Affiliation A-20

T

Telecommunication Fund 4-62
Telecommunication Fund Long-Term Plan 4-64
Telecommunication Fund Resources 4-63

U

Unappropriated Ending Fund Balance 3-142

W

Wastewater Fund 4-50
Wastewater Fund Long-Term Plan 4-52
Wastewater Fund Resources 4-51
Water Fund 4-42
Water Fund Long-Term Plan 4-44
Water Fund Resources 4-43

Y

Youth Activities Levy Fund 3-135, 4-90
Youth Activities Levy Fund Long-Term Plan 4-92
Youth Activities Levy Resources 4-91



Legal Compliance

Budget Calendar, FY 2009-10..... L-3
Affidavit of Publication, December 9, 2008..... L-4
Legal Notice, December 9, 2008..... L-5
Affidavit of Publication, April 9, 2009..... L-6
Legal Notice, April 9, 2009.....L-7
Affidavit of Publication, April 16, 2009..... L-8
Legal Notice, April 16, 2009.....L-9
Affidavit of Publication, May 27, 2009..... L-10
Legal Notice, May 27, 2009..... L-11
Resolution 2009-17, Certifying City Provides Sufficient
Municipal Services to Qualify for State Subventions..... L-14
Resolution 2009-16, Declaring the City’s Election to
Receive State Revenues.....L-15
Resolution 2009-15, Adopting the Annual Budget and
Making Appropriations.....L-17
Form LB-50, Notice of Property Tax and Certification
of Intent to Inpose a Tax, Fee, Assessment, or Charge on Property.....L-20
Ordinance No.2987 Levying taxes for the Period of July 1, 2009
to and including June 30, 2010.....L-21



**Budget Calendar
FY 2009-2010**

- 12/15/2008** **JOINT BUDGET COMMITTEE MEETING**
Ashland Budget Committee & Ashland Parks & Recreation Commission.
Council Chambers 7:00pm
- 1/5/2009** **JOINT BUDGET COMMITTEE MEETING**
Ashland Budget Committee & Ashland Parks & Recreation Commission.
Council Chambers 7:00pm
- 2/2/2009** **JOINT BUDGET COMMITTEE MEETING**
Ashland Budget Committee & Ashland Parks & Recreation Commission.
Council Chambers 7:00pm
- 2/19/2009** **JOINT BUDGET COMMITTEE MEETING**
Ashland Budget Committee & Ashland Parks & Recreation Commission.
Council Chambers 7:00pm
- 4/23/2009** **FULL BUDGET COMMITTEE MEETING-Budget Message**
Parks Presentation
Council Chambers 6:00pm
- 4/27/2009** **DEPARTMENTAL BUDGET PRESENTATIONS**
Electric and Conservation, Information Technology.
Council Chambers 6:00pm
- 4/30/2009** **DEPARTMENTAL BUDGET PRESENTATIONS**
City Recorder, Administration, HR, Legal and Admin. Services.
Council Chambers 6:00pm
- 5/6/2009** **DEPARTMENTAL BUDGET PRESENTATIONS**
Police, Fire and Community Development, CDBG.
Council Chambers 6:00pm
- 5/11/2009** **DEPARTMENTAL BUDGET PRESENTATIONS**
Capital Improvement Plan Overview, Public Works Airport, Street, Water, Wastewater,
Administration, Engineering, Cemetery and Equipment.
Council Chambers 6:00pm
- 5/13/2009** **DEPARTMENTAL BUDGET PRESENTATIONS**
Public Works-continuation if needed
Council Chambers 6:00pm
- 5/14/2009** **FULL BUDGET COMMITTEE MEETING/APPROVAL/WRAP UP**
Set Tax Rate, approval
Wrap up
Council Chambers 6:00pm
- 6/2/2009** **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
- 6/16/2009** **SECOND READING OF ORDINANCE**
Council Chambers 7:00pm

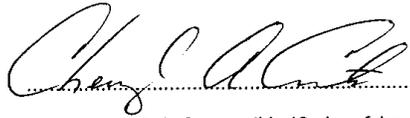
Affidavit of Publication

State of Oregon,)
)
County of Jackson) ss.

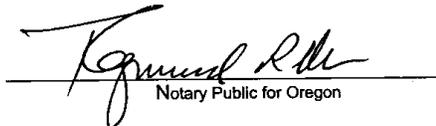
I, Cheryl A. Curtis, being first duly sworn, depose and say that I am the Principal Clerk of Medford Mail Tribune and /or Daily Tidings newspaper of general circulation, printed and published Medford in the aforesaid county and state; that the

Notice Of Joint Meeting

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 Insertion in the following issues:
December 9, 2008

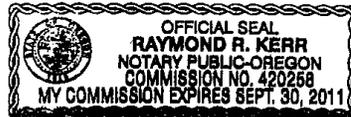


Subscribed and sworn to before me this 19 day of June, 2009.



Notary Public for Oregon

My Commission expires 30th day of September 2011.



NOTICE OF JOINT MEETINGS

ASHLAND BUDGET COMMITTEE MEETING AND ASHLAND PARKS & RECREATION COMMISSION

There will be a joint meeting of the Ashland Budget Committee and the Ashland Parks & Recreation Commission held in the Community Center located at **59 Winburn Way** on **December 15, 2008, at 7:00 p.m.** Additional meetings are scheduled for January 5, 2009, February 2, 2009, and February 19, 2009. All meetings are scheduled at the same time of day and place.

These are public meetings of the Budget Committee and Parks Commission to discuss the budget and budget process. Any person may appear at the meeting and provide public input.

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 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).



C443283-12/08

**CITY OF
ASHLAND**

Affidavit of Publication

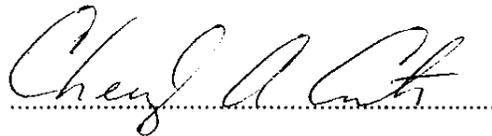
State of Oregon,)
)
County of Jackson) ss.

I, Cheryl A. Curtis, being first duly sworn, depose and say that I am the Principal Clerk of Ashland Daily Tidings newspaper of general circulation, printed and published at Medford in the aforesaid county and state; that the

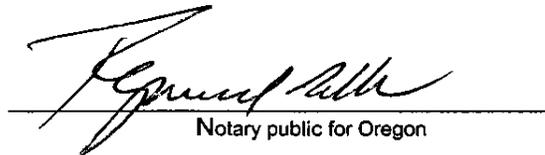
City Of Ashland

Notice Of Budsgct Committee Meeting

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 INsertion in the following issues:
APril 9,2009


.....

Subscribed and sworn to before me this 17 day of April, 2009.



Notary public for Oregon

My Commission expires 30th day of September 2011.





**CITY OF
ASHLAND**

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee for the City of Ashland, to discuss the budget for the fiscal year July 1, 2009 to June 30, 2010 will be held in Council Chambers located at 1175 East Main Street. The meeting will take place on April 23, 2009 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 13, 2009, at City Hall, Administrative Services Department, 20 East Main.

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:

**Budget Calendar
FY 2009-2010**

4/23/09 FULL BUDGET COMMITTEE MEETING-Budget Message

Parks Presentation
Council Chambers 6:00 p.m.

4/27/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Information Technology, Electric and Conservation.
Council Chambers 6:00 p.m.

4/30/2009 DEPARTMENTAL BUDGET PRESENTATIONS

City Recorder, Administration, HR, Legal and Admin. Services.
Council Chambers 6:00 p.m.

5/6/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Police, Fire and Community Development, CDBG.
Council Chambers 6:00 p.m.

5/11/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Capital Improvement Plan Overview, Public Works Airport, Street, Water, Wastewater, Administration, Engineering, Cemetery and Equipment.
Council Chambers 6:00 p.m.

5/13/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Public Works-continuation if needed
Council Chambers 6:00 p.m.

5/14/2009 FULL BUDGET COMMITTEE MEETING/APPROVAL/WRAP UP

Set Tax Rate, approval

Wrap up

Council Chambers 6:00 p.m.

6/2/2009 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

6/16/2009 SECOND READING OF ORDINANCE

Council Chambers 7:00 p.m.

April 9 2009.

Affidavit of Publication

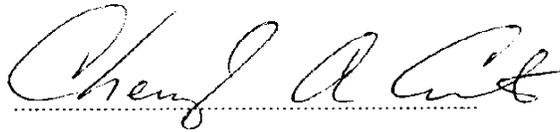
State of Oregon,)
) ss.
County of Jackson)

I, Cheryl A. Curtis, being first duly sworn, depose and say that I am the Principal Clerk of Medford Mail Tribune and /or Daily Tidings newspaper of general circulation, printed and published Medford in the aforesaid county and state; that the

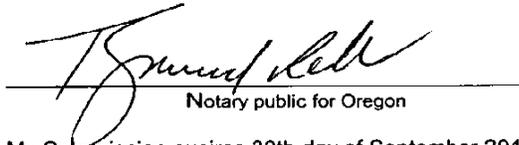
City Of Ashland

Budget Hearing

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 INsertion in the following issues:
April 16,2009



Subscribed and sworn to before me this 1 day of June, 2009.



Notary public for Oregon

My Commission expires 30th day of September 2011.





CITY OF
ASHLAND

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee for the City of Ashland, to discuss the budget for the fiscal year July 1, 2009 to June 30, 2010 will be held in Council Chambers located at 1175 East Main Street. The meeting will take place on April 23, 2009 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 13, 2009, at City Hall, Administrative Services Department, 20 East Main.

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:

**Budget Calendar
FY 2009-2010**

4/23/2009 FULL BUDGET COMMITTEE MEETING-Budget Message

Parks Presentation
Council Chambers 6:00 p.m.

4/27/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Information Technology, Electric and Conservation.
Council Chambers 6:00 p.m.

4/30/2009 DEPARTMENTAL BUDGET PRESENTATIONS

City Recorder, Administration, HR, Legal and Admin. Services.
Council Chambers 6:00 p.m.

5/6/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Police, Fire and Community Development, CDBG.
Council Chambers 6:00 p.m.

5/11/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Capital Improvement Plan Overview, Public Works Airport, Street, Water, Wastewater, Administration, Engineering, Cemetery and Equipment.
Council Chambers 6:00 p.m.

5/13/2009 DEPARTMENTAL BUDGET PRESENTATIONS

Public Works-continuation if needed
Council Chambers 6:00 p.m.

5/14/2009 FULL BUDGET COMMITTEE MEETING/APPROVAL/WRAP UP

Set Tax Rate, approval
Wrap up
Council Chambers 6:00 p.m.

6/2/2009 PUBLIC HEARING

Council Chambers 7:00 p.m.
First Reading of Ordinance to levy taxes
Resolution to qualify for state revenues (subventions)
Resolution to receive state revenues

Resolution setting appropriations

6/16/2009 SECOND READING OF ORDINANCE

Council Chambers 7:00 p.m.

April 16, 2009.

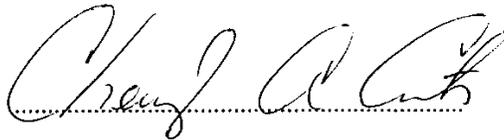
Affidavit of Publication

State of Oregon,)
)
County of Jackson) ss.

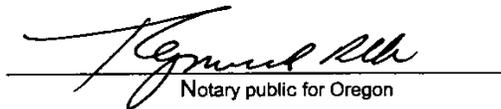
I, Cheryl A.Curtis, being first duly sworn, depose and say that I am the Principal Clerk of Medford Mail Tribune and /or Daily Tidings newspaper of general circulation, printed and published Medford in the aforesaid county and state; that the

Public Hearing

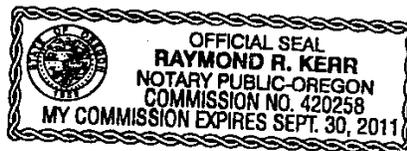
a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 INsertion in the following issues:
May 27,2009



Subscribed and sworn to before me this 16 day of June, 2009.


Notary public for Oregon

My Commission expires 30th day of September 2011.



A Public Hearing will be held at the meeting of the Ashland City Council on June 2, 2009, at 7:00 p.m. at the Civic Center, 1175 East Main Street, Ashland, Oregon. The purpose of the hearing is to discuss the budget for the fiscal year beginning July 1, 2009 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 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.

	Adopted Budget This Year - 2008-2009	Approved Budget Next Year - 2009-2010
ANTICIPATED REQUIREMENTS		
Personal Services	\$ 23,480,958	\$ 22,718,480
Materials and Services	23,546,187	20,374,452
Capital Outlay	12,271,000	7,500,004
Debt Service	5,677,979	5,088,731
Transfers	573,748	513,548
Other Financing Uses (Refund Loan)	-	80,000
Contingencies	1,789,000	1,720,000
Unappropriated Ending Fund Balance	71,280,043	55,529,271
Total Requirements	\$ 136,268,915	\$ 123,254,486
ANTICIPATED RESOURCES		
Resources Except Property Taxes	\$ 96,690,815.00	\$ 77,443,183
Property Taxes Estimated to be Received	8,818,000	9,178,778
Total Resources	\$ 105,508,815	\$ 86,621,961
ANTICIPATED TAX LEVY		
Property Taxes Estimated to be Received	\$ 7,829,526	\$ 8,578,958
Loss Due to Constitutional Limitations	699,205	820,811
Discounts Allowed, Other Uncollected Amounts	499,300	518,170
Total Levy	\$ 8,819,021	\$ 9,178,939
TAX LEVIES BY TYPE		
Permanent Rate Levy	4.2985	4.2985
Rate Levied	4.0797	4.1973
LOCAL OPTION LEVY		
Ashland Library Levy	0.1300	0.1300
Levy for Bonded Debt Obligations	408.000	309.899
LONG TERM DEBT		
Bonds	\$ 17,970,800	\$ 16,809,000
Other	24,341,209	22,154,277
Total Indebtedness	\$ 42,312,009	\$ 38,963,277

OVERVIEW: We respectfully submit the proposed budget for the City of Ashland for Fiscal Year 2009-2010. In addition to a proposed operating plan for next fiscal year, this budget includes long term planning for the next six years.

The largest challenge in preparing the FY 2009-2010 budget has been anticipating how larger economic forces will affect the City of Ashland in the next fiscal year and into the future. The global, national, and regional economic downturn has depressed many of the economic activities that the City relies on for revenue. As anticipated, reduced revenues mean the City faces choices, which are neither easy nor obvious.

The proposed budget for FY 2009-2010 protects core services in each fund, and staff believes the budget will maintain quality services, albeit at a reduced level. We sought increased efficiencies wherever possible, and have looked at alternative methods and ways of delivering service. Programs and activities that are less important are reduced, modified or eliminated. We are committed to working with the Budget Committee, Council, and Parks and Recreation Commission to address key needs next fiscal year and into the future.

FY 2009-2010 BUDGET: Staff used assumptions approved by the Budget Committee in February 2009 to prepare the budget. The proposed budget is based on the FY 2008-2009 budget amount for each fund less the amount that was administratively cut in December 2008. In most departments, this means the proposed budget is either 3% or 5% less than last year's adopted budget. Additionally, as outlined in the Budget Committee's approved assumptions, capital spending has been greatly reduced. In as many funds as possible, staff budgeted fund balances that meet adopted policy. Staff also tried to ensure that expected revenues exceeded or matched proposed expenses in each fund. This was not possible in the General Fund, the Central Services Fund, the Water Fund, and the Wastewater Fund.

Even though the City made reductions in December 2008, these budget assumptions mean the proposed budget contains additional reductions. Overall, there are 14 3/5 FTE funded in the proposed budget as compared to the FY 2009 adopted budget. There are significant reductions in many materials and services budgets, unless an external factor required increased funds. The approved budget restored 3.5 FTE.

Staff applied the criteria adopted by Council and discussed by the Budget Committee to decide which programs and activities need to be protected, and which can be reduced, delayed or eliminated. Key highlights of the proposed budget include:

- General Fund.** The proposed budget is balanced without increases in taxes, fees, or rates. We recommend the Budget Committee levy the entire permanent rate for FY 2010, using additional revenues either to restore reduced programs in Fire and Police or to build a reserve to prevent additional reductions in Fiscal Year 2011. The fund maintains the staffing reductions made in the Municipal Court, the Community Development Department, the Police Department, and the Fire Department. The proposed budget includes additional staffing reductions.
- Library Levy.** The proposed budget includes an amount to be levied for library services under the voter approved library levy of 19 cents per thousand. This is 6 cents greater than the amount levied in FY 2009, but is less than allowed under the local option levy measure approved by the voters in November 2008 and is less than the 20 cents per thousand levied in FY 2008.
- Water and Wastewater Funds.** The City implemented a 10% increase in Water and 20% increase in Sewer charges effective in April 2009. Despite these increases, the City faces additional operational costs in Water and Wastewater, particularly related to the costs of chemicals required to meet federal Safe Drinking Water Act and Clean Water Act standards. These operating costs mean that there is a reduction of one staff position in each of these two funds. Staff believes that the Water Fund continues to be a challenge for the City, and we may need to request rate increases from the City Council in the fall or winter of FY 2010 if summer time water sales in 2009 follow the trend of the past two years.
- Other Utilities.** The proposed budget includes rate increases for the Electric Utility of 5%, with anticipated implementation in Fall 2009. The proposed budget also includes minimal rate increases of 3% in the Transportation Utility fee and 3% in the Stormwater Utility Fee, also proposed for fall 2009. These percentages are likely to change as stimulus monies that are too attractive to ignore are made available to the City.
- Internal Service Funds.** As we have in the past three budget years, staff have held internal service charges for the Central Services Fund, the Insurance Services Fund, and for facilities maintenance flat by using ending fund balances and reducing operating budgets. We noted in last year's budget message that this could "only last one more year." The proposed budget includes an ending fund balance in the Central Services Fund that is only possible if these departments do not spend any of the fund's budgeted contingency. No additional reductions are possible in Central Services without a significant reduction in activity (e.g. a reduction in operating hours).
- Capital Projects.** Capital spending is \$5,587,100 in the proposed budget, compared to \$10,342,000 in the FY 2009 adopted budget. Capital projects have been carefully selected based on whether the City has available, non-operating funds (such as grants or restricted monies), whether the project will lower operating costs or reduce future capital cost, and whether the project meets a critical community need. Unless we already have secured funding, projects that may receive federal stimulus dollars are in the adopted Capital Improvement Plan, but are not in the proposed budget. We recommend that the City Council adjust the Budget during the fiscal year when they receive funds for specific projects. This may also require the Council to identify revenues if the federal funds are allocated as loans or as matching grants.

The Budget Message can be viewed in a larger font on pages 1-6 through 1-20.

No new positions were included in the budget and many were eliminated. Add packages are not proposed by departments, and the costs of retaining positions are discussed below.

Health costs continue to rise. Future budgets will likely continue to include significant increases in premiums unless major health care reform is enacted. The proposed budget includes the following changes to the health care program:

- Return to the preferred provider plan, which results in a reduction in premiums for those employees group of approximately 10%.
- That savings is offset by increases in the general increase of costs to members of the City's Health Insurance Pool. On the basis of our insurance provider, staff has budgeted for a 15% increase in health care premiums.
- Staff will continue to work with the insurance provider to reduce costs. The City will continue to explore ways to continue to collaborate to ensure that the City provides a attractive benefit to its employees.

GENERAL FUND - The General Fund remains a challenge for FY 2009-2010 and beyond. Many General Fund revenues are either flat or are dropping. As we have noted in past years, Ashland has benefited from diverse revenue streams. For the first time in our history, the most significant revenue source is property tax revenues, which are projected to exceed the conservatively budgeted levels in FY 2009. Because construction is dramatically slowed and because the economy is in a sharp decline in the 7th quarter in Oregon, we do not know whether property taxes will continue to be stable, as the proposed budget assumes an increase in property tax collections from the existing tax because assessed values still exceed real market value on most residential property. The proposed budget does not assume increases in assessed value related to construction.

With the exception of the property tax, other General Fund revenues are flat or reduced. We project at the end of FY 2008-2009, the City's overall tax collections, including restricted property tax revenues, electric utility tax, franchise fee and increased transient occupancy taxes, will be \$300,000 less than budget. In addition, all revenues related to construction are drastically reduced, and revenues related to tourism are down 7%. We project that the total net revenues received at FY 2008, which is 8.4% less than budget in FY 2009 (excluding the \$1 million in land sales budgeted and not done).

As a result, for the first several fiscal years, the City will need to raise revenue to balance its books. The revenue shortfall for each subsequent year will continue to decline as Federal stimulus and Medicaid reimbursement rates continue to decline. Staff by means recommends elimination of medical oversight, and the Fire Department will address this during its presentation. The challenge for the City is absorbing increased costs while reimbursements decline. FY 2010 is the last year of this present federal approach to cost containment for elderly users of this service.

This proposed budget contains reductions in most General Fund Departments. Wherever possible, City staff focused on eliminating positions that had not yet started, eliminating vacant positions, and increasing efficiency. Some of the reductions included in the proposed budget include:

- Implementation of a Preferred Provider Health Insurance Plan, a higher deductible, and an HRA-VERA program for Police, Fire and IRRW Clerical/Technical employees. These changes are subject to budgetary and contract review.
- A COLA of 0% for Police, Fire and IRRW Clerical/Technical employees. These changes are subject to bargaining and contract review.
- Elimination of one Firefighter/Paramedic position that was vacant.
- Continuation of a reduction in December 2008, which included a reduction in the Deputy Police Chief position from 1 PTE to a PTE, elimination of funding for a vacant police officer position (1 PTE), reduction of a Training Supervisor position to Administrative (II) the Program Manager Position (1 PTE), and a shift of the Front Court Manager position to Administrative (II) the Program Manager Position (1 PTE).

With these reductions, the General Fund does not quite meet the full balance requirement, although it is closer to meeting the target than in the proposed budget for the last several fiscal years.

The City has \$1.72 more than the full balance requirement in its permanent rate.

WATER FUND - Despite the 10% rate increase approved by the City Council in March, we could not balance the Water Fund without a reduction in revenues or personnel. This rate increase was necessary to meet the cost of treating drinking water to State Drinking Water Maximum Contaminant Level standards have increased substantially, and these standards costs are a large element of that cost. The water treatment, the cost is projected for the water distribution crew. Reducing this position would require an additional rate increase in Water of 1%. This reduction in personnel may increase fixed capital costs in the long run that is probably sustainable for one or two fiscal years as we work on the health of this fund.

Even with the rate increase and the staffing cut, operating costs in the proposed budget for the water fund still exceed projected revenue. The long term health of the fund will depend on additional rate increase of approximately 10% in each of the next two fiscal years. Moreover, if water sales remain low this year, staff may request additional rate adjustments in the fall to meet next standards.

WASTEWATER FUND - As with the water fund, staff could not balance the wastewater fund, despite a 20% rate increase in rates, without a reduction in personnel. The proposed budget includes cutting one position from the wastewater collection crew. Reducing this position would require an increase of an additional 1.6% in wastewater rates.

Similar to the Water Fund, the City's costs for treatment that meet Federal Clean Water Act requirements have risen substantially, especially the costs of chemicals. As the Budget Committee became aware, the City faces the same rate service problem for the wastewater treatment plant, which is partially paid for from food and beverage tax (P&B). P&B revenues have fallen, and the payment has been absorbed by rates. The operating expenses for this fund also exceed revenues in the proposed budget.

The proposed budget assumes that the Food and Beverage Tax remains at the end for calendar year 2010, which is why the long-term budget assumes large rate increases in FY 2011 and beyond.

CENTRAL SERVICES FUNDS - The FY 2009-2010 budget included significant reductions in Central Services programs and activities. This budget continues all of those reductions and includes additional reductions as well. As with all funds, however, despite rate increases, the fund had budget deficits. The proposed budget includes a 10% increase in the rate of approximately \$12,000, which we proposed because we have not recommended increasing the Central Services rate for other funds, and we are recommending additional rate increases to help pay for the increase in emergency budget, and we believe the fund is healthy as long as departments manage to their budget.

PARKS AND RECREATION FUNDS - With the Oregon Health, the total property tax collections for the Parks and Recreation Fund are expected to be higher than in the past. The Budget Committee will recall, Parks & Recreation made significant reductions in preparing the Fiscal Year 2009 budget, and the Department made additional reductions in December 2008. The proposed budget for FY 2010 includes:

- Reduction of one additional Park Maintenance employee in addition to the two positions that were cut in December 2008. This means there are 3 PTE fewer in Parks Maintenance compared to the FY 2009 approved budget.
 - No Cost of Living Adjustment (COLA) for Parks & Recreation employees.
 - Reorganization of recreation staff to reduce the number of positions.
 - Reorganizing the school grounds maintenance contract at the request of Ashland Public Schools.
 - Consolidating vehicle maintenance with the City Shop.
 - Increasing funds for non-maintenance services. The Department reduced this program in the past two fiscal years, but has been successful in increasing their maintenance costs in the long term.
 - Deferring construction of the Ashland Creek Park (Vogel Project) project to a future fiscal year.

The Parks and Recreation fund consists of \$70,000 in capital projects to replace playground equipment.

LONG TERM SECTION - As with previous years, the proposed budget contains a six-year forecast of revenue and expenditures. Again this year we have added more historical information, balancing five years of actual information and five years of projections beyond the current year's assumed budget and projection and the proposed revenues and expenditures for the coming year.

Staff has modified the long-term forecast with assumptions that are as optimistic as possible. However, we note that the past year has exceeded the budget in many areas. The Budget Committee will recall, Parks & Recreation made reductions throughout the budget, and we caution the Budget Committee to use the long-term pages as a planning rather than a predictive tool.

RECOMMENDATIONS - Many people have asked as we have prepared the budget when we expect things to get better. Our belief is that the City's financial condition will remain constrained for at least two additional fiscal years beyond FY 2010, even if the economy began to improve in calendar years 2009 and 2010. A variety of factors - such as slow and/or no return to normal, persistent of the major global recession, and the fact that the community continued escalation of health care costs, and the long-term impact of the drop in the stock market on Oregon P&B - led to this conclusion. Because of this, the City will continue to look to ways to reduce costs, increase service efficiency, and focus on the higher priority services.

We noted in both the previous fiscal years that departments are spending a higher percentage of their budgets than in the past. This issue has become even more significant as departments have cut spending to most reduced revenue. The proposed budget contains a very little "room" in any program, service, or activity. Any unexpected event, large or small, will likely require adjustments to the budget during the fiscal year.

Because the financial conditions the City faces are not temporary and because the City is not well positioned for unexpected events, we once again recommend that the Budget Committee limit the full amount available under the City property tax authority. Some of the funds generated by the property tax increase could be used to support existing emergency services, especially fire/paramedic staff and police needs, but the remainder should be placed in a restricted reserve, which could only be tapped in an emergency or if future Budget Committee determine that it is in Ashland's best interest to spend the reserve. If the Budget Committee agrees with this recommendation, staff can assist in crafting policies that would govern use of these funds.

COUNCIL GOALS - The City Council is meeting to set goals after the creation of this proposed budget and drafting of the budget message. Therefore, we are reporting on the City Council goals adopted in 2007.

PROCESS - To prepare the proposed budget, staff:

- Evaluated current year revenues and expenses to better project end-of-year fund balances.
- Examined revenue and expense growth for the proposed year in light of the preliminary assumptions and the cap on charges for services to the public proposed by staff and accepted by Council.
- Prioritized programs and staff.
- Identified shortfalls on gaps between revenues and expenses and
- Identified potential reduced revenues or
- reduced salary priority expenses where possible to better align to targets.
- Modified long-term budgetary impact.

BUDGET FORMAT - The budget format is consistent with the prior year. 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 overview of the activities and operations of each department and division. Staff has managed to better associate departmental appropriations with major program or category of expense on the long-term plan as we contained perspectives by fund. The long-term projections help identify future needs.

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, a development of performance goals and measures to be used and the means to be used and their presentation in the budget will grow and change accordingly.

TITLE POLICIES AND PRACTICES - The policies and practices employed by the city in developing our budget and comparing it to the approved budget are set forth in the Appendix on page A-8. Financial Management Policies and A-14 Accounting Methods of the proposed budget document. Department and Revenue groups are listed in the Appendix section C Chart of Accounts (Descriptions) to help the reader in understanding what kinds of things are normally recorded and reported from each line item.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds and fiduciary fund financial statements. Revenues are recognized when earned but 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 prepared 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 required to compensated claims and claims judgments, are recorded only when the payment is due.

BUDGET SUMMARY - The total for all funds for the 2009-2010 budget is \$82,619,962 which is 15.2% less than last year's amended budget. It includes \$770,578 less in staffing costs, \$1.1 million less material & services, \$388,878 less in debt service and \$3,263,046 less in capital costs. The \$21.6 million includes all operations, transfers, contingencies and unappropriated fund balances. Included in the proposed budget are social services grants, economic and cultural grants, capital improvements, debt service, same-sex services, and changes to revenues and services to meet city needs.

BUDGET ASSUMPTIONS - In the past, assumptions were signed upon as to the rate of inflation, population growth, economic and other relevant economic changes between years. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

REVENUES - Ashland's revenue is primarily based on shown on the revenue summary page. Revenues are broken by fund and other relevant section changes between years. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

TAXES - The tax category makes up 20.8% of the total revenues, or 8% more of the total revenue figure for the prior year due to a reduction in other revenues and flattening of some tax positions. Taxes include property taxes, electric utility taxes, and other taxes. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

PROPERTY TAXES - Property taxes are distributed to the General Fund and Parks Fund for operational work. No tax will be levied in FY 2009-2010 for the Ashland Youth Activity Fund (YAF) in Parks. Taxes are levied for the Debt Service Fund at a rate of \$4.4170 per \$1,000 of assessed value. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

CHARGES FOR SERVICE - Charges for services account for 60.4% of Ashland's revenues. Some of the charges are for ambulance patient services, transportation utility fees, storm drain utility fees, airport rental fees, water services, customer services, electric service and telecommunications services, system development charges and internal service charges.

Each year the city must evaluate the appropriate level of all fees and charges. Staff members will target such adjustments to the level of the customer and to allow adequate time for evaluation, notice and all systems can be addressed in a single year.

The following chart shows the estimated fee changes in the next several years. These estimates are necessary to meet budgetary and other financial goals and to provide for long-term financial stability. There are only estimates. Ashland's history in rate changes indicates that adjustments are based upon good information regarding hearings before the Board of Public Utilities and the City Council. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

SYSTEM DEVELOPMENT CHARGES - It is important for the City to evaluate each system development charge (SDC) on a regular basis. As part of our long-term plan, staff has identified several charges that contain other SDCs in the long term. The following chart shows the estimated fee changes in the next several years. These estimates are necessary to meet budgetary and other financial goals and to provide for long-term financial stability. There are only estimates. Ashland's history in rate changes indicates that adjustments are based upon good information regarding hearings before the Board of Public Utilities and the City Council. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

OPERATIONAL EXPENSES - Comparing total budget between years is inevitable but not always helpful. A better view of cost control and cost reduction is provided by the following chart. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

EXPENDITURES - Expenditures represent 28% of the total proposed budget and 40% of the total approved budget. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

PERSONAL SERVICES - Personal services costs represent 28% of the total proposed budget and 40% of the total approved budget. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

MATERIALS AND SERVICES - This category represents 3.2% of the total budget and is budgeted to decrease 1.1% in FY 2009. Despite larger proposed increases in petroleum based products like fuel and asphalt increases, treatment chemicals, paying technology debt to departments, etc.

All departments and funds have held costs where possible to balance the budget. Reductions were made wherever possible in program and operating costs such as supplies, training and travel. All but the goals established.

Also, Central Services rates (accounting, computers, legal assistance, executive management, etc.) and insurance coverage add, facilities charges were increased only on a limited basis to balance the budget, partially offset by larger carry forward amounts in those funds. This approach may not be possible in 2011.

CAPITAL OUTLAY - Total Capital Outlay (including equipment and furniture) and projects costs are decreasing from \$11.1 million to \$6.5 million. Included in this range are capital projects totaling \$5.6 million which is 56% less than the \$10.1 million amount budgeted in the prior year. The majority of capital equipment budgeted can be found in the Equipment Fund and an overview of each capital project can be found in the Capital Improvement section of this budget. Total long-term capital outlay for 2010 is \$10 million. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

DEBT SERVICE - The proposed budget includes the payment of all current debt obligations of the city. The amount budgeted is approximately 10.4% less than the prior year despite an increase of 113,075 for principal and interest on the A-19 bonds, \$200,000 in General bonds of the local improvement projects are done and assumed property owners bills financing, debt service for new revenue bonds if capital projects and related financing is approved by Council. Also, fewer capital projects budgeted from the Ashland Creek Park.

The City has established several restricted financing efforts in FY 2009-2010, and also, we required for infrastructure and approved by Council and citizens. A review of the Capital Improvement and Long-term sections of this document will assist the reader in understanding the identified improvements and related financing. The following assumptions represent what was considered by Council and similar to what has been employed as guidelines in the past:

- General growth in revenue streams affected by growth of 1%.
- Property tax rate increase of 1.6% over the current year. OR under Measure 50 and new construction will be flat with rate in no growth each year.
- General inflation projections are 3.5% to 3.6%. Personnel costs increase annually about 4% and debt service charges per schedule and is not based upon an inflation factor.
- Property tax rate increase of 2009's reduction will be 1.6%.
- Staff will ensure efficient and efficient operations prior to recommending tax level increases.
- Health care premiums will increase 1.5% more will be offset by changes in coverage.
- Uses fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets will be maintained at current levels.
- The city will comply with Federal and State requirements.

TRANSFER - A Reserve Fund (Special Reserve Fund) was established by the Budget Committee via a transfer from the Street Fund of \$215,000.

ACKNOWLEDGEMENTS - We want to acknowledge the creative energy of staff and their dedication to the City of Ashland. Special thanks to the finance staff and others who have helped prepare this document.

SUMMARY AND CONCLUSION - In summary, this document represents the expertise, creativity, integrity and stewardship of the Department Heads, Finance Department, Division Managers, Supervisors and Staff. We do so sincerely appreciate the hard work that dozens of individuals have put into this proposed budget. In many ways, the work was more challenging than it has been for decades in that City of Ashland, and we have appreciated the positive approach needed by staff throughout the City.

It is our hope and belief that this budget protects the capacity of the City of Ashland to meet key ongoing service needs, address City operations for a slow economy for several years, and position the city to improve core service levels when determined necessary. We look forward to the opportunity to discuss this budget with the Budget Committee.

Respectfully submitted,
 Martha Bennett, Lee Tureberg
 City Administrator Budget Officer

The Budget Message can be viewed in a larger font on pages 1-6 through 1-20.



RESOLUTION 2009- 17

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):

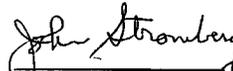
1. Police Protection
2. Fire Protection
3. Street construction, maintenance, lighting
4. Sanitary Sewer
5. Storm Sewer
6. Planning
7. Electric Distribution
8. Water

This resolution takes effect upon signing by the Mayor.

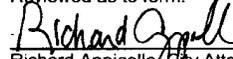
This resolution was duly PASSED and ADOPTED this 2 day of June, 2009.


Barbara Christensen, City Recorder

SIGNED AND APPROVED this 3 day of June, 2009.


John Stromberg, Mayor

Reviewed as to form:


Richard Appicello, City Attorney

RESOLUTION 2009- 16

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 elects to receive state revenues for fiscal year 2009-2010.

This resolution takes effect upon signing by the Mayor.

This resolution was duly PASSED and ADOPTED this 2 day of June 2009.

Barbara Christensen
Barbara Christensen, City Recorder

SIGNED AND APPROVED this 3 day of June, 2009.

John Stromberg
John Stromberg, Mayor

Reviewed as to form:
Richard Appice
Richard Appice, 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 13, 2009 and a public hearing before the City Council was held on June 2, 2009, giving citizens an opportunity to comment on use of State Revenue Sharing.



Barbara Christensen, City Recorder

RESOLUTION NO. 2009-15

A RESOLUTION ADOPTING THE ANNUAL BUDGET AND MAKING APPROPRIATIONS

The City of Ashland resolves that the 2009-2010 Fiscal Year Budget, now on file in the office of the City Recorder is adopted. The amounts for the fiscal year beginning July 1, 2009, and for the purposes shown below are hereby appropriated as follows:

SECTION 1.

GENERAL FUND

Administration Department	\$	201,590
Administration Department- Library		355,088
Administration Department- Municipal Court		419,924
Administrative Services - Social Services Grants		120,342
Administrative Services - Economic & Cultural Grants		570,000
Administrative Services - Miscellaneous		45,000
Administrative Services - Band		57,619
Police Department		5,459,435
Fire and Rescue Department		5,085,705
Public Works - Cemetery Division		310,305
Community Development - Planning Division		1,214,363
Community Development - Building Division		656,331
Transfers		500
Contingency		400,000
TOTAL GENERAL FUND		<u>14,896,202</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Personal Services		38,000
Materials and Services		455,958
TOTAL CDBG FUND		<u>493,958</u>

STREET FUND

Public Works - Street Operations		4,118,258
Public Works - Storm Water Operations		820,878
Public Works - Transportation SDC's		561,400
Public Works - Storm Water SDC's		274,000
Public Works - Local Improvement Districts		196,098
Transfers		215,000
Contingency		88,000
TOTAL STREET FUND		<u>6,073,634</u>

AIRPORT FUND

Materials and Services		78,750
Debt Service		38,537
Other Financing Uses (Interfund Loans)		80,000
Contingency		5,000
TOTAL AIRPORT FUND		<u>202,287</u>

CAPITAL IMPROVEMENTS FUND

Personal Services		181,905
Materials and Services		361,905
Capital Outlay		1,408,690
Transfers		278,046
Contingency		50,000
TOTAL CAPITAL IMPROVEMENTS		<u>2,280,546</u>

DEBT SERVICE FUND

Debt Service		2,390,535
TOTAL DEBT SERVICE FUND		<u>2,390,535</u>

WATER FUND

Electric - Conservation Division	178,292
Public Works - Forest Lands Management Division	260,420
Public Works - Water Supply	315,616
Public Works - Water Treatment	1,070,748
Public Works - Water Distribution	2,486,783
Public Works - Reimbursement SDC's	328,750
Public Works - Improvement SDC's	266,250
Public Works - Debt SDC's	123,446
Debt Services	633,518
Contingency	139,000
TOTAL WATER FUND	5,802,823

WASTEWATER FUND

Public Works - Wastewater Collection	1,658,499
Public Works - Wastewater Treatment	2,155,544
Public Works - Reimbursement SDC's	127,890
Public Works - Improvement SDC's	550,000
Debt Service	1,877,557
Contingency	150,000
TOTAL WASTEWATER FUND	6,519,490

ELECTRIC FUND

Electric - Conservation Division	504,498
Electric - Supply	5,905,204
Electric - Distribution	5,432,581
Electric - Transmission	903,600
Debt Service	25,108
Contingency	372,000
TOTAL ELECTRIC FUND	13,142,991

TELECOMMUNICATIONS FUND

IT - Internet	1,720,228
IT - High Speed	387,834
Contingency	100,000
TOTAL TELECOMMUNICATIONS FUND	2,208,062

CENTRAL SERVICES FUND

Administration Department	1,311,716
IT - Computer Services Division	1,145,133
Administrative Services Department	1,679,890
City Recorder Division	277,539
Public Works - Administration and Engineering	1,383,370
Contingency	169,000
TOTAL CENTRAL SERVICES FUND	5,966,648

INSURANCE SERVICES FUND

Personal Services	80,130
Materials and Services	680,803
Contingency	150,000
TOTAL INSURANCE SERVICES FUND	910,933

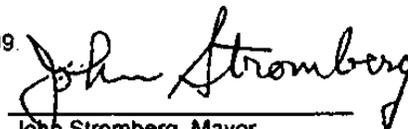
EQUIPMENT FUND	
Personal Services	288,120
Materials and Services	515,009
Capital Outlay	334,000
Contingency	47,000
TOTAL EQUIPMENT FUND	<u>1,184,129</u>
 CEMETERY TRUST FUND	
Transfers	20,000
TOTAL CEMETERY TRUST FUND	<u>20,000</u>
 PARKS AND RECREATION FUND	
Parks Division	3,319,100
Recreation Division	1,115,875
Golf Division	398,420
Contingency	50,000
TOTAL PARKS AND RECREATION FUND	<u>4,883,395</u>
 YOUTH ACTIVITIES LEVY FUND	
Personal Services	
Materials and Services	100,000
TOTAL YOUTH ACTIVITIES LEVY FUND	<u>100,000</u>
 PARKS CAPITAL IMPROVEMENTS FUND	
Capital Outlay	-
TOTAL PARKS CAPITAL IMP. FUND	<u>-</u>
 TOTAL APPROPRIATIONS	 <u><u>\$ 67,075,635</u></u>

SECTION 2. This Resolution takes effect upon signing by the Mayor.

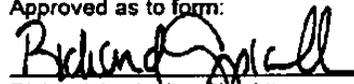
This resolution was duly PASSED and ADOPTED this 2 day of June, 2009.


Barbara Christensen, City Recorder

Signed and Approved on this 3 day of June, 2009.


John Stromberg, Mayor

Approved as to form:


Richard Appicello, City Attorney

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

**FORM LB-50
2009-2010**

To assessor of Jackson County

Check here if this is an amended form.

Be sure to read instructions in the 2009-2010 Notice of Property Tax Levy Forms and Instruction booklet

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 Street Ashland OR 97520 6/17/09
Mailing Address of District City State Zip Date
Darlow L. Tuneberg Admin Srvc/Finance Director (541)488-5300 tuneberl@ashland.or.us
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - Check one box.

- The tax rate of levy amounts certified in Part I are within the tax rate of levy amounts approved by the budget committee.
- The tax rate of levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount		
1.	Rate/Amount levied (within permanent rate limit)	1	4.1973	
2.	Local option operating tax	2	0.19	
3.	Local option capital project tax	3		
4.	Levy for "Gap Bonds"	4		
5.	Levy for Pension and disability obligations	5		
6a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	6a		399,885
6b.	Levy for bonded indebtedness from bonds approved by voters after October 6, 2001	6b		
6c.	Total levy for bonded indebtedness not subject to Measure 5 of Measure 50 (total of 6a + 6b)	6c		399,885

Excluded from
Measure 5 Limits
Amount of Bond Levy

PART II: RATE LIMIT CERTIFICATION

7.	Permanent rate limit in dollars and cents per \$1,000	7	4.2865
8.	Date received voter approval for rate limit if new district	8	
9.	Estimated permanent rate limit for newly merged/consolidated district	9	

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 year levied	Final year to be levied	Total tax amount -or- rate authorized per year by voters
Ashland Library Levy	November 8, 2008	2009	2012	0.21

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Gov't. Limitations	Excluded from M5 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)

ORDINANCE NO. 2987

AN ORDINANCE LEVYING TAXES FOR THE PERIOD OF JULY 1, 2009 TO AND INCLUDING JUNE 30, 2010, SUCH TAXES IN THE SUM OF \$9,176,778 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 \$4.1973 per thousand an amount estimated to be \$8,400,500, voter authorized Local Option in the rate of \$.19 per thousand an amount estimated to be \$376,393 as well as \$399,885 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, 2009, 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:

	Subject to General Government Limitation		Excluded from General Government Limitation	Rate
	Permanent Rate	Local Option	Bonded Debt	
General Fund - Operations	\$ 3,861,761			1.9295
General Fund - Technology Fee	350,000			0.1750
Parks and Recreation Fund	4,188,739			2.0928
Ashland Library Levy		376,393		0.1900
2000 Flood and Fire Station Bonds			167,506	
2005 Refinancing			232,379	
	<u>\$ 8,400,500</u>	<u>\$ 376,393</u>	<u>\$ 399,885</u>	

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 2 day of June, 2009, and duly PASSED and ADOPTED this 16 day of June, 2009.

Barbara Christensen
Barbara Christensen, City Recorder

SIGNED and APPROVED this 16 day of June, 2009.

John Stromberg
John Stromberg, Mayor

Reviewed as to form:
Richard Appice
Richard Appice, 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.