

# CITY OF ASHLAND



Oregon

## Adopted 2005–2006 Budget

### CITIZENS' BUDGET COMMITTEE

#### ELECTED MEMBERS:

John Morrison, Mayor  
Alex Amarotico, Councilor  
Jack Hardesty, Councilor  
Cate Hartzell, Councilor  
Chris Hearn, Councilor, resigned 05/03/05  
Kate Jackson, Councilor  
Russ Silbiger, Councilor

#### APPOINTED MEMBERS:

James Moore Jr., Chair  
James Bond  
Marty Levine, appointed 04/19/05  
Jay Lininger, resigned 04/11/05  
Kathleen Mackris  
Raymond Olsen  
Lynn Thompson  
David Williams

#### ADMINISTRATIVE STAFF

Gino Grimaldi, City Administrator  
Lee Tuneberg, Administrative Services/Finance Director  
Don Robertson, Parks and Recreation Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Ashland  
Oregon**

For the Fiscal Year Beginning

**July 1, 2004**

*Nancy Zelle*  
President

*Jeffrey R. Snow*  
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Presentation to the City of Ashland for its annual budget for the fiscal year beginning July 1, 2004.

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

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

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# City of Ashland

## 267.45 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 20,590 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 Director, Community Development Director, Electric Director, Fire Chief, Information Technology Director, Police Chief, Public Works Director and the Senior Program Director. In FY 2005-06 the Information Technology Department and Director position was created.

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.

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, airport, planning, zoning, senior program, and general administration services. The City also operates the water, wastewater, cable television 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 in Inches	18

**Police**

Stations	1
Patrol Units	8
Sworn Officers	30
Physical Arrests, Juvenile and Adult (non-traffic)	2,293
Traffic Violations	4,405

**Fire**

Stations	2
Fire Fighters	31
Fire Alarm Responses	388
Emergency Medical Responses	2428
Non-emergency Public Service Responses	90
Code Enforcement Plans Review	721
Public Education Programs	150

**Streets**

Miles of Paved Streets	96.7
Miles of Gravel Streets	16.87
Miles of Storm Sewers	76.4

**Water**

Miles of Water Mains	121.2
Service Connections	7609
Hydrants	1069
Daily Average Consumption in Million Gallons	3.5
Maximum Daily Capacity of Plant in Million Gallons	7.6

**Sewer**

Miles of Sanitary Sewers	106
Treatment Plant	1
Service Connections	7455
Daily Average Treatment in Million Gallons	2.1
Maximum Daily Capacity in Million Gallons	4

**Electric**

Street Lights	1,338
Electrical Transformers	1,851
Service Connections	10,561
Poles	2,511
Substations	3

**Telecommunications**

Miles of Fiber	25
Miles of Coax	117
Service Connections	3,460
Potential Station Capacity	161

**Parks and Recreation**

Community Centers	3
Parks	19
Park Acreage	637
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 as of July 1, 2005
Elementary School Instructors	58
Secondary Schools	2
Secondary School Instructors	90
State Universities	1

**Ten Year Statistics**

Year	Assessed Valuation	Population	School Enrollment
1994-95	1,082,263,800	17,725	3,458
1995-96	1,204,700,940	17,985	3,454
1996-97	1,201,600,940	18,360	3,384
1997-98	1,035,683,650	18,560	3,358
1998-99	1,088,136,230	19,220	3,309
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	1,511,613,496	20,430	3,138
2004-05	1,511,835,569	20,590	2,920

## 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
Hargadine Parking Structure	50
Municipal Court Till	100
Police Department	200
Police Till	50
Utilities Till	260
	<u>\$ 2,810</u>

## Major Employers in the City of Ashland

<u>Employer</u>	<u>Industry</u>	<u>Employment</u>	<u>Status</u>
Southern Oregon University	Higher Education	750	Exempt
Oregon Shakespeare Festival	Entertainment	450	501c3
Ashland Community Hospital	Health Care	425	501c3
Ashland Public Schools	Public Education	300	Exempt
City of Ashland	Municipal Government	231	Exempt
Prestige Care (dba Linda Vista)	Health Care	90	Close Corp.
Professional Tool Mfg. LLC	Manufacturing	86	Close Corp.
Albertsons	Retail\Grocery	71	Public Corp.
Ashland Springs Hotel	Hotel	53	Close Corp.
Windmill Inn of Ashland	Motel	53	Public Corp.



# CITY OF ASHLAND



DATE: May 2, 2005

TO: Ashland Budget Committee

FROM: Gino Grimaldi, City Administrator  
Lee Tuneberg, Budget Officer

RE: Fiscal Year 2005-2006 Budget Message

## OVERVIEW

Submitted herein is the City of Ashland's proposed budget for the Fiscal Year 2005-2006 (FY 2005-06). This budget represents the efforts of many staff members to present a balanced budget with long term planning extending six years into the future. As the challenges that face local government continue to grow, maintaining current service levels within existing revenue streams is becoming increasingly difficult. The budget presented here is a conservative one, characterized in its development by adherence to two important factors; recognizing the need to balance ongoing expenditures with ongoing revenues, and taking steps to implement Council goals while maintaining core service.

## MAJOR ACCOMPLISHMENTS

The mayor and council, City staff, commission and committee volunteers and the community made significant progress on a number of issues and projects during the FY 2004-05.

Numerous capital projects have been completed or are nearing completion including improvements to the airport and construction of needed additional hangar space, pedestrian safety features in the downtown area and improvements on Strawberry Lane and Tolman Creek. Upgrades to various storm drains, water and wastewater lines, sidewalk improvements and upgrades to electric were completed or are nearing completion. Reviews of operations at the Hargadine parking structure and a study session on appropriate fund balances were conducted.

The internal and external debt for the Ashland Fiber Network was refinanced in August 2004 to provide better rates, restore cash balances to many funds, provide operational flexibility and to simplify the structure of the Telecommunications Fund.

The upcoming fiscal year will bring additional capital projects including improvements to the Water Street Bridge, additional pedestrian safety features in the downtown area, improvements to council chambers and many ongoing improvements to the community infrastructure.

Numerous council goals that relate directly to our livability values will be addressed in the FY 2005-06 including strategies within the Health and Human Services plan, the development of a dark sky ordinance and a riparian ordinance. Attention to water quality and temperature improvements through an active storm water management program continues as well as the implementation of our economic development program, the development of a comprehensive trails master plan and more.

FY 2005-06 will also include executive, managerial and operational studies relating to the City's charter, utility billing software, water and wastewater systems development charges and other public services.

## MAJOR CHALLENGES

In the past few years the City of Ashland has begun to move away from a recent historical trend. The trend was to continue providing great and sometimes increased services by reducing surplus reserves. In the last two budgets proposed, staff consciously attempted to balance annual incomes and requirements while maintaining target fund balances to ensure financial viability. This internal goal of balancing annual incomes and outgoes is sometimes sacrificed when revenues exceed projections, expenditures fall well below budgeted appropriations and planned or unplanned one-time expenditures outweigh the year's resources, all which will change the balance and could significantly impact the targeted fund balance.

Staff believes that adequate fund balances and reserves can and will be maintained for the short-term budget as proposed but not without concerted effort by the City to prioritize the desired services and the appropriate levels as well as matching the revenue sources to fund the related activities.

While the current financial condition is adequate, small changes in the local economy could result in the need for a reduction in services to the citizens of Ashland. However, the city is also poised to benefit from a strong local economy that would allow the city to continue with enviable services and to make other changes in operations to meet the changes in services desired (demanded) by the public as well as costs and revenue potentials for providing existing or new services.

Stability of key revenue streams compared to expenses continues to be problematic. Diminished revenue amounts from legislative action (restrictions on the amount collectible for ambulance services), self-imposed restrictions (senior and low income discounts) and changes in the economy (higher cost per gallon of gasoline causing less gallons to be sold decreasing gas tax revenue) can make it difficult to balance the budget. Match these with increased use from public need like ambulance runs, more costly wholesale power and other operational costs and community utilized programs such as "free" busing and there becomes a disconnect in the budget.

An important aspect of managing the financial future of the City of Ashland involves knowing the actual cost to provide specific services. This information can be used to establish fees, manage costs, and evaluate the effectiveness of programs in relationship to the cost. The information can also be used to set rates and to make sure we are meeting City Council objectives regarding the recovery of costs. The proposed budget contains funding to complete this effort.

A normal part of the budget preparation process is for staff to look at what things could be done differently in an attempt to make the city a better organization and a better service provider. It is not unusual for departmental restructures and the transfer of activities to be included as part of the proposed budget. Over the years Ashland has seen small and large changes in the way of moving activities or divisions between departments to leverage talent or better align activities. Smaller changes can go unnoticed without staff raising the issue but larger ones like Parks Accounting and Municipal Court moving to Finance in the last few years are brought to the Committee's attention. Large organizational changes like out-sourcing Police Dispatch to Medford or changes to AFN are often reviewed over multiple budget years.

The proposed budget includes several adjustments that staff thinks will positively impact the service provided or efficiency of operations. A few of these are;

- AFN moving to the Finance Department – Being done to group operations, accounting, sales and billing activities under one department.
- The Senior Program moving to the Parks & Recreation Fund – Leveraging talent to provide a community service (Senior Program) together with related activities and facilities (Parks & Recreation)
- Staff reorganizations in Police, Fire and Community Development – Changing roles and responsibilities of existing staff (and unfilled positions in some cases) to better accomplish internal and external goals.

Due to financial constraints not all budget requests could be accommodated. Public works asked for 2.0 FTEs and settled for 1.0, Fire amended their organization so that another FTE was not added and grants requiring unavailable matching monies were omitted from the General and Airport funds for FY 2005-06. Some positions were added but it is not

anticipated that excluding others from the budget will have a negative impact on the ability of the organization to make significant progress towards the achievement of Council or operational goals. The departments impacted by these changes address them in the narratives found in the Department Section of this document and will speak to them as part of their budget presentation.

Several issues remain on the horizon that could have a negative impact on the financial condition of the city. The cost of the Public Employment Retirement System stabilized for two years and is budgeted to continue the upward climb in FY 2005-06 due to court reversals of cost containment legislation and previous significant declines in PERS investments. PERS informed the city that the increases would total over 80% in the next two years. City of Ashland minimized the impact by setting aside monies in FY 2003-04 to defray the impact of the inevitable. The budgeted impact by department for the proposed year is a 20% increase on retirement costs. In the Insurance Fund the city has budgeted to pay the additional amount from the set aside. Over one-third of the set aside will be left to minimize the impact of a PERS increase in FY 2006-07. The result of investment gains in PERS investments in FY 2002-03 are expected to return annual increases to more acceptable levels in future years.

Health costs continue to escalate rapidly but the proposed amount for FY 2005-06 is less than experienced in the last four years. Increases averaged 20% each year for the previous three years and cost savings such as premium sharing have not kept pace. A good experience rating during FY 2004-05 and changes in the insurance association program kept Ashland on the lower end of costs to minimize the increase. However, changes in the benefits provided by the association were grieved by some employees and the city is now responsible for certain costs stemming from program limitations. Additionally, future increased costs may escalate since the Rogue Valley has limited options to offer and making changes are lengthy given the five different bargaining units imbedded in the city.

The high cost of purchased power remains an issue. It has forced the city to budget for record-breaking increases over the last several years and more in future to keep pace with the climbing Bonneville Power Administration's wholesale power rates. These increases must then be passed on to our customers. Staff remains hopeful that many of BPA's financial problems are easing and we anticipate the need for a surcharge to ease in the next few years. When that occurs, recommendations for reducing the added charge will be brought to council.

Also in the Electric Fund is a subsidy amount to the Telecommunications Fund extending over the years presented in the proposed budget and in Long-term Section as a place holder until Council has had a chance to decide which path to take in resolving AFN's revenue shortfalls.

The proposed budget has been prepared with a multiyear perspective, estimating trends in revenues and expenditures, taking into consideration the longer-term impacts of decisions made today regarding staffing levels and services provided. Total budgeted fund balance remains in the \$15 – 20 million range for most of the long-term, well below the standard used by other agencies and rightfully so based upon Ashland's diverse financial plan. The fund balance (working capital carryover) for FY 2009 and FY 2011 fall to the \$10 – 12 million range but should not be the cause of alarm at this point given their distance in the future and the multitude of variables under the City's control to manage these numbers between now and then.

A key issue to note is that departmental expenditures have "moved" toward spending a higher percentage of their budget each year. This results in less "room" left in their budget at year's end, a higher probability that monies will need to be used (transferred) from Contingency or borrowed from other funds. In either case smaller balances will be carried forward to aid the following year(s). Ashland is experiencing this and it is a direct result of three things:

- Holding budgets to small or no increases while many necessary costs grow faster than inflation,
- Once, reliably growing resources holding flat or losing ground,
- Demands for services growing faster than revenue streams.

The impact of the above issues may not be fully realized for years to come yet the strength of Ashland's financial condition, established operations and diversity of revenue sources help to balance the budget and forecast a stable city government over that time. Staff is confident that changes can be made over the coming year to best deal with many of the above issues and make progress at balancing the revenues and expenses to meet target balances.

## PROCESS

Each year the process for preparing the budget is modified to meet the needs of a systematic approach, allow for adequate public input and to accommodate for peripheral changes to programs and service levels deemed to be important portions of the overall budget. This year staff did the following:

1. Evaluate current year revenues and expenses to better project end-of-year fund balances.
2. Estimate revenues and expenses for the proposed year in light of the preliminary assumptions, adjusting where necessary in an attempt to balance incomes and outgoes in each fund.
3. Prioritize needed programs and staff to accomplish goals to maintain accepted levels of service.
4. Identify short falls or gaps between revenues and expenses and
  - a) identify potential related additional revenues or
  - b) reduce lesser priority expenses where possible to better align to targets.
5. Model long-term budgetary impacts of items 1 – 4 to provide better understanding of the issues above.

An overview of the complete budget process set forth by the State of Oregon and adhered to by Ashland can be seen on Page 1-29.

Consistent with past years' goals to prepare a budget that goes beyond the proposed year by projecting revenues, expense and financial condition for the following five, this budget presents similar information including planned financing, rate increases, and new projects. The budget includes all departments and funds of the City including Parks and Recreation.

The document is structured with two perspectives – by department and by fund. The departmental budget section aids the reader in gaining a comprehensive sense of the activities and operations performed by any one group. 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. It should be noted that the long-term projections are provided to help identify future impacts and issues. This aids in bridging the differences between department and fund budgets to the adopting resolution. Each year, as a new budget is considered, revenues and requirements and increases and reductions are re-evaluated to present an acceptable proposed budget and updated long-term plan.

Throughout the document are tables and charts presenting preliminary performance measurements. Departmental narratives speak directly to those measures' impact on the proposed budget and strategic goals. Enhancements in these presentations will require a concerted effort over the coming years as we identify those measures and statistics most meaningful to the citizens and management.

The Goals of the City of Ashland are included in the budget document for reference. The goals have been grouped by departmental activity for FY 2005-06 but still fit within the broad goal areas identified below:

- Citizen Participation and Involvement
- Environmental Resources
- Housing
- Economic Strategy
- Public Services
- Transportation and Transit
- Energy, Air and Water Resources
- Parks, Open Space and Aesthetics
- Urbanization
- Historical Sites and Structures
- Regional Strategies
- Financial Management
- Social and Human Services

## *the budget message*

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Within the budget document, each departmental narrative emphasizes goals on the above list that specifically relate them. Some of the goal-related projects that are included in the proposed budget are:

- Produce a working economic development plan
- Complete revision of downtown plan
- Develop Riparian Ordinance
- Improve pedestrian, traffic and railroad crossing safety
- Financial reviews and performance measures enhancements

In the past, staff has presented additional information for committee consideration that identifies potential changes to the proposed budget relating to staff increases, activities and funding alternatives. Some of those related directly to issues identified in the Goals of the City of Ashland. In the proposed budget, management could not accommodate \$50,000 for the community visioning and community survey in the Central Service Fund as was originally planned due to a shortfall in revenues compared to the needed expenses.

### BUDGET FORMAT

The budget format is consistent with the prior year. The expenditure portion of the document is organized by departments, not by fund, for reader ease and to provide a different perspective than by fund. Both a capital improvement plan section and a long-term budget section are included in the budget to assist the Budget Committee in understanding the proposed capital improvement projects and to get a better sense of where the City is headed financially, on a multi-year basis.

In addition, line item justification in detail was entered into the management system as documentation and support. This information facilitates management's internal review process and is used by the departments to track their projected expenditure needs and changes during the year. It ultimately results in better projections for the following years.

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-6 Financial Management Policies and A-12 Accounting Methods. Expenditure groupings are listed on page A-20 Chart of Accounts Descriptions to help the reader in understanding what kinds of things are normally expended from each line item.

### BUDGET SUMMARY

The total for all funds for the FY 2005-06 budget is \$87,894,034, which is \$6.6 million less than last year's amended budget and is primarily due to less financial activities. The \$88 million includes all appropriations, transfers, contingencies and unappropriated fund balances. Included in the proposed budget are:

- a. Free bus service
- b. Social services grants
- c. Economic and cultural grants
- d. Capital improvements
- e. Debt service
- f. Status quo and/or enhanced services
- g. Changes to revenues 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.

The Parks line below is summary information. Its totals include all Parks & Recreation funds including the transfer of the Senior Program from the General Fund and renewal of the Youth Activities Levy Fund at a higher amount.

Proposed 2005-06 Budget Comparison				
Fund	2004-05 Amended Budget	2005-06 Proposed	Dollar Difference	Percent Difference
General	13,669,758	14,207,167	537,409	3.9%
CDBG	736,978	574,100	-162,878	-22.1%
Street	5,998,636	4,890,655	-1,107,981	-18.5%
Airport	1,312,037	383,767	-928,270	-70.8%
Capital Improvements	898,279	4,814,574	3,916,295	436.0%
Debt	1,742,286	1,844,069	101,783	5.8%
Water	9,723,147	11,815,685	2,092,538	21.5%
Wastewater	9,504,875	10,073,543	568,668	6.0%
Electric	14,140,635	14,941,468	800,833	5.7%
Telecommunications	18,568,920	4,286,337	-14,282,583	-76.9%
Central Services	5,748,694	6,072,970	324,276	5.6%
Insurance Services	1,218,068	1,534,999	316,931	26.0%
Equipment	2,522,981	2,730,382	207,401	8.2%
Cemetery Trust	693,768	714,276	20,508	3.0%
Total by Fund	86,479,062	78,883,992	-7,595,070	-8.8%
Parks	8,050,728	9,010,042	959,314	11.9%
<b>Total Requirements</b>	<b>\$94,529,790</b>	<b>\$87,894,034</b>	<b>-\$6,635,756</b>	<b>-7.0%</b>

## BUDGET ASSUMPTIONS

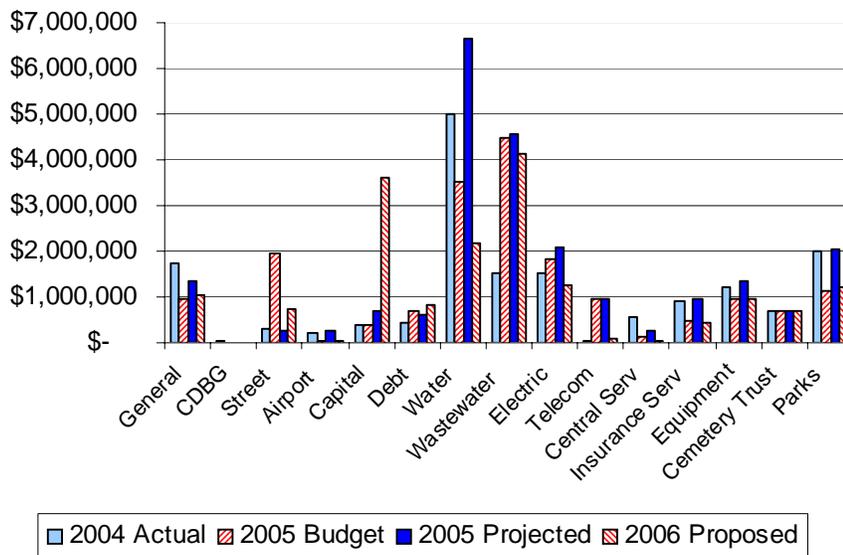
The following assumptions were approved by the Budget Committee to be used in the preparation of the proposed budget:

- Inflation will be less than 2.0% for FY 2005-06. (Exceptions for fuel, steel, chemicals & personnel)
- Population growth will be 1.0%.
- Property tax rate will not exceed \$1.47 City, \$2.09 Parks, \$3.56 combined. – Not met and a \$.15/\$1,000 of valuation proposed increase is included in the budget for the General Fund. The proposed overall tax rate is lower than FY 2004-05 due to less in local option taxes for debt service.
- Property tax assessed valuation growth will be 3% under Measure 50 and new construction will be 2%.
- Staff will ensure efficient and effective operations prior to recommending tax level increases.
- Union contract provisions will be met and agreements reached with Police and Fire unions.
- The budget will address the City Council’s strategic plan goals and objectives. Community visioning and public survey were deferred to the next year.
- The city will pay its full contribution to PERS. Potential 40% (actual is 46%) increase for employer share.
- Health care premiums will increase 20%. New labor contracts will include employee sharing the cost. – Health care premiums revised and budgeted at 10%.
- 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.
- Tax revenue distribution between City and Parks will be consistent with prior years.
- The city will comply with Federal and State requirements.

Ending Fund Balance Comparison *				
Fund	2003-04 Actual	2004-05 Budget	2004-05 Projection	2005-06 Proposed
General	\$ 1,755,143	\$ 936,568	\$ 1,329,184	\$ 1,056,981
CDBG	33,018	-	2,018	-
Street	315,846	1,976,046	277,934	733,073
Airport	218,377	42,315	256,772	37,660
Capital	396,855	389,839	679,481	3,609,193
Debt	433,278	695,484	610,940	819,205
Water	5,002,748	3,524,870	6,657,492	2,158,888
Wastewater	1,541,125	4,463,795	4,563,336	4,141,968
Electric	1,539,766	1,812,094	2,065,808	1,275,027
Telecom	62,636	954,723	963,017	77,187
Central Serv	569,013	113,758	274,946	26,095
Insurance Serv	934,499	471,538	949,499	417,936
Equipment	1,224,311	965,561	1,365,976	938,499
Cemetery Trust	684,476	681,408	691,976	699,876
Parks	1,981,251	1,137,953	2,063,242	1,231,542
<b>Total</b>	<b>\$ 16,692,342</b>	<b>\$ 18,165,952</b>	<b>\$ 22,751,621</b>	<b>\$ 17,223,130</b>

\* Projection includes unused contingency.

### 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 29.9% of the total revenues, 1.6% more of the total revenue figure for the prior year. 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, Parks Fund, Ashland Youth Activity Fund (Parks) for operations and the Water and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for 2006 is \$5.2553, a little less than the prior year (even though a \$.15 per \$1000 increase is proposed) due to retirement of certain debt funded by local option levies. The detail of these can be seen on page 1-35.

**CHARGES FOR SERVICE** - Charges for services still account for 60.5% 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.

Also, a change in franchise fees and their distribution is budgeted for FY 2005-06. The transfer of Electric franchise fees (10% of revenues) has been budgeted completely in the General Fund rather than allocating 30% to the Street Fund. Water and Wastewater fund franchise fees are budgeted to increase from 5% to 7% with the additional revenues being allocated to the Street Fund, in part to replace the absence of electric franchise fees, but primarily to recognize the impact on streets that those two enterprises have in working on infrastructure. Staff intends to review the basis for calculating and allocating all franchise fees in FY 2005-06 to ensure an effective reimbursement program.

Proposed Increases	2005-06	2006-07	2007-08
Transportation Utility Fee	5.0%	5.0%	3.0%
Storm Drain Utility Fee	5.0%	5.0%	3.0%
Airport Fees	CPI	CPI	CPI
Water Fees	3.0%	3.0%	3.0%
Wastewater Fees	3.0%	3.0%	3.0%
Electric Rate Increase *	5.0%	5.0%	5.0%
Electric Surcharge *	-10.0%	-10.0%	-10.0%
AFN Cable TV Fees	10.0%	10.0%	10.0%

\* Electric rate changes remain volatile. The table above gives our best estimates as to what could happen based upon what is known today. As Bonneville Power Administration (BPA) adjusts wholesale power costs each March and October, Ashland will inform the public and take necessary steps. The Long-term Electric Fund budget shows the City intention to transition away from the surcharge over time in the future. It is our intent to minimize the impact on our customers by continuing to not charge a franchise fee or electric utility tax on the surcharge until a new contract with BPA is negotiated in 2006-07 which will provide better input for rates on a longer-term basis.

**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 preparation staff has identified needed changes in certain SDCs to better match their contribution to the type of project being constructed or expenditure being made. Financial planning for the storm drain portion of the Street Fund indicates a need to evaluate SDC fee changes in the near future to fund anticipated projects. Analysis of capital projects identifies and related impact fees is expected to be done by

## *the budget message*

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early summer. The study will identify changes needed for water and wastewater SDCs and may cause changes in allocation or revenues generated between water supply and water distribution needs as well as changes to the amount for both systems.

Scheduled reviews and potential changes for the coming years are presented below.

Systems Development Charges	2005-06	2006-07	2007-08
	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
Water Supply SDC	100.0%		
Water Distribution SDC	(80.0)%		
Wastewater SDC	20.0%		
Parks SDC		To Be Reviewed	
Stormwater SDC		To Be Reviewed	
Transportation SDC		To Be Reviewed	

### OPERATIONAL EXPENSES

The total budget comparison is one measure of the City's financial condition but looking at it on an operational basis provides better information for trending. The budget assumptions identified 2% as the default inflation factor to be used in calculating annual expenses. In many cases such as purchased electricity, health care, retirement and others the actual rate was different. A comparison of operational budgets including personal services, materials & services (excluding capital expenditures) and debt service is as follows:

Proposed Operational Budget Comparison				
Category	2004-05 Amended Budget	2005-06 Proposed Budget	Dollar Difference	Percent Difference
Personal Services	19,687,937	21,485,783	1,797,846	9.1%
Materials and Services	27,906,791	29,669,636	1,762,845	6.3%
Debt Service	18,209,914	4,792,136	-13,417,778	-73.7%
<b>Total</b>	<b>\$65,804,642</b>	<b>\$55,947,555</b>	<b>(\$9,857,087)</b>	<b>-15.0%</b>

### EXPENDITURES

**PERSONAL SERVICES** - Personal services costs represent 24.4% of the total proposed budget and 38.4% of the operational budget. The estimated increased costs of a status quo staff (excluding retirement and health care) are equal to approximately 3.5% over the prior year. That reduces the 9.1% budgeted increase to 5.6%.

It is important to note that health care costs are projected to increase 10%, retirement costs are budgeted in departments at a 20% increase with an amount appropriated in the Insurance Fund to make up the difference between the departmental budgeted amount and the required employer share which is calculated to increase at approximately 46%.

The expenditure anticipated for PERS in the Insurance Fund is approximately two-thirds of the monies set aside two years ago for this inevitable increase. The remainder will be used in the ensuing year(s) to minimize the impact of another required increase.

The table below provides the incremental costs causing the growth between the two years and a second table is provided to show departmental staff changes between the years.

Proposed Personal Services 2005-06 Budget		
Increases in Proposed Budget	Amount	*Percentage
Increase on existing staff and other benefits	689,100	3.5%
20% PERS increase	230,000	1.2%
26% additional PERS costs	400,000	2.0%
10% increase in Healthcare	230,000	1.2%
New Positions (5.2 FTE)	248,746	1.2%
*Percentage calculated on Prior Year total of \$19,687,937		
<b>Personal Services difference</b>	<b>\$ 1,797,846</b>	<b>9.1%</b>

Department	2004-05 (FTE)	2005-06 (FTE)
Administration	10.25	8.50
Finance	20.25	36.65
City Recorder	2.00	2.00
Police	39.80	39.80
Fire	34.00	34.00
Public Works	57.80	58.80
Community Development	15.20	17.00
Electric	36.05	21.25
<b>City Subtotal</b>	<b>215.35</b>	<b>218.00</b>
Parks	45.90	48.45
<b>Total FTE</b>	<b>261.25</b>	<b>266.45</b>

Net Change (FTE): +5.2

The above table reflects adding 4.2 positions city wide with several transfers between departments. New positions include:

- a Controller and .4 FTE Account Court Clerk in Finance,
- an Associate Planner and a Development Services Manager in Community Development,
- a .5 FTE Account Clerk and a .5 FTE Utility Worker in Public Works and
- multiple adjustments to Park personnel resulting in a .8 FTE impact on the budget.

Please note that 1.75 FTEs moved from Administration to Parks for the Senior Program and 15.0 FTEs transferred from Electric to Finance as part of the change in IT/AFN operations.

**MATERIALS AND SERVICES** - This category represents 33.8% of the total budget and is budgeted to increase 6.1% primarily due to internal charges for higher costs for shared services including administration, legal, finance, information technology, equipment and insurances services.

Staff held operational materials and services budgets flat (except for specific exemptions like software costs, Council goal related costs and binding contracts) to minimize the impact of increasing internal charges (4.0%) for Central Services (accounting, computers, legal assistance, executive management, etc.) and for insurance coverage, facilities and

equipment maintenance costs. Another necessary increase in this category was approximately 1.0% for the Youth Activities Levy based upon anticipated tax revenues.

**CAPITAL OUTLAY** – Total Capital Outlay (including equipment and furniture) and project costs are increasing from \$9.3 million to \$10.5 million. Included in that range are capital projects totaling \$7.8 million which are \$2.0 million more than 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. 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	\$ 790,400
Local Improvement District Projects	573,000
Airport Projects	-
Water Projects	3,330,000
Wastewater Projects	1,195,000
Storm Drain Projects	397,000
Administration Projects	650,000
Electric Projects	595,000
Technology Projects	95,000
Parks Projects	200,000
<b>Total</b>	<b>\$ 7,825,400</b>

**DEBT SERVICE** - The proposed budget includes the payment of all current debt obligations of the City. The amount budgeted decreased significantly due to the budgeted refinancing of Telecommunications debt in the prior year. The City has scheduled several external financing in FY 2005-06 including opportunities for the City to do improvement financing such as transportation-related debt, local improvement district debt and fire station #2 improvement debt (general obligation bonds).

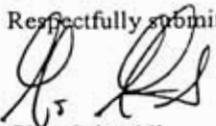
#### ACKNOWLEDGEMENTS

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. We look forward to your ongoing input and participation as we work toward continual improvement of the budget process.

#### 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.

It is our hope and belief that this budget protects the capacity of the City to meet ongoing service needs, prepares for the potential of a slowing economy, 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,  
  
Gino Grimaldi  
City Administrator

Lee Tuneberg  
Budget Officer



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DATE: June 7, 2005  
TO: Ashland City Council  
FROM: Lee Tuneberg, Budget Officer  
RE: Fiscal Year 2005-06 Budget Message Addendum

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**Overview**

I am pleased to submit the approved Fiscal year 2005-06 Budget in the amount of \$88,263,850. The recommended total amount includes \$360,211 more appropriations reviewed and approved by the Budget Committee and \$481,700 more for capital projects based upon Public Work's latest assessment of projects in process at this time. The recommended \$481,700 changes for projects are appropriate and normal for the budget process and fall within limits allowed by Oregon Budget Law. They appear in the second column for revisions.

A detailed accounting of the changes to the expenditure classifications follows. Please note that these changes are included in the resolution and that any further changes made by Council must be done as an amendment to the resolution that establishes appropriations. Such changes will be reflected in the final budget document in the attached table under the second column for revisions.

**General Fund**

Police Department added \$5,000 for the sobering unit contract which will reduce ending fund balance. Fire Department added a Fire Inspector position that will be funded by an additional \$81,616 in fees.

**Street Fund**

Recommended changes for transportation and storm drain projects total \$188,400 with ending fund balance remaining at \$733,073 due to increased carry forward from FY 2004-05.

**Debt Service Fund**

Recommended change is to levy \$250,000 less for debt service to agree with the total estimated tax rate for FY 2005-06 of \$5.2553 per thousand of assessed valuation. Ending fund balance is reduced by that amount.

**Wastewater Fund**

Approved budget included a \$242,000 increase in appropriations to adjust for capital project costs that reduced ending fund balance for FY 2005-06 and staff is recommending an additional \$293,300 for project work that will not be completed in FY 2004-05. Ending fund balance remains at \$3,899,968 due to a larger carry forward.

**Electric Fund**

Approved budget included a \$130,000 decrease in appropriations recognizing a duplication of capital outlay costs. The reduction resulted in an increase to the projected ending fund balance.

**Telecommunications Fund**

Approved budget included a net \$7,000 increase in appropriations recognizing multiple changes and corrections. The change resulted in a net decrease to the projected ending fund balance.

**Central Service Fund**

Multiple changes resulted in a net budget increase of \$56,500 to the approved level. Ending fund balance was reduced \$16,095 and Contingency decreased \$24,000. Adjustments approved included reorganizing Human Resources and Finance into an Administrative Services Department and correcting allocations of staff between AFN and Computer services resulting in an increased \$84,000 in appropriations for this division and fund.

**Equipment Fund**

Approved changes resulted in a net ending fund balance decrease of \$82,000. They included adding a fire apparatus at \$100,000 that was omitted from the original proposed budget and reducing the amount budgeted for a jet rodder truck that was recently bid for \$18,000 less than projected.

The operating levies and Youth Activity Levy rates remain unchanged but the approved debt service amount to be assessed is recommended to be reduced \$250,000.

*budget committee recommendations and council action*

	2006 Proposed	2006 Revisions	2006 Approved	Recommended Revisions	Adopted
<b>GENERAL FUND</b>					
Administration Department	107,865		107,865		107,865
Administrative Services - Municipal Court	363,537		363,537		363,537
Administrative Services - Social Services Grants	112,000		112,000		112,000
Administrative Services - Economic & Cultural Grants	458,970		458,970		458,970
Administrative Services - Miscellaneous	41,000		41,000		41,000
Administrative Services - Band	59,680		59,680		59,680
Police Department	4,730,909	5,000	4,735,909		4,735,909
Fire and Rescue Department	4,687,836	81,616	4,769,452		4,769,452
Public Works - Cemetery Division	309,483		309,483		309,483
Community Development - Planning Division	1,190,895		1,190,895		1,190,895
Community Development - Building Division	737,511		737,511		737,511
Transfers	500		500		500
Contingency	350,000		350,000		350,000
Ending Fund Balance	1,056,981	(5,000)	1,051,981		1,051,981
<b>TOTAL GENERAL FUND</b>	<b>14,207,167</b>	<b>81,616</b>	<b>14,288,783</b>	<b>-</b>	<b>14,288,783</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT FUND</b>					
Personal Services	33,600		33,600		33,600
Materials and Services	325,500		325,500		325,500
Other Financing Uses (Interfund Loans)	215,000		215,000		215,000
<b>TOTAL CDBG FUND</b>	<b>574,100</b>	<b>-</b>	<b>574,100</b>	<b>-</b>	<b>574,100</b>
<b>STREET FUND</b>					
Public Works - Street Operations	2,426,841		2,426,841	141,200	2,568,041
Public Works - Storm Water Operations	771,555		771,555	19,200	790,755
Public Works - Transportation SDC's	243,040		243,040		243,040
Public Works - Storm Water SDC's	214,206		214,206		214,206
Public Works - Local Improvement Districts	356,940		356,940	28,000	384,940
Contingency	145,000		145,000		145,000
Ending Fund Balance	733,073		733,073		733,073
<b>TOTAL STREET FUND</b>	<b>4,890,655</b>	<b>-</b>	<b>4,890,655</b>	<b>188,400</b>	<b>5,079,055</b>
<b>AIRPORT FUND</b>					
Materials and Services	105,934		105,934		105,934
Debt Service	35,173		35,173		35,173
Other Financing Uses (Interfund Loans)	200,000		200,000		200,000
Contingency	5,000		5,000		5,000
Ending Fund Balance	37,660		37,660		37,660
<b>TOTAL AIRPORT FUND</b>	<b>383,767</b>	<b>-</b>	<b>383,767</b>	<b>-</b>	<b>383,767</b>
<b>CAPITAL IMPROVEMENTS FUND</b>					
Materials and Services	30,052		30,052		30,052
Capital Outlay	853,500		853,500		853,500
Transfers	321,829		321,829		321,829
Ending Fund Balance	3,609,193		3,609,193		3,609,193
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>4,814,574</b>	<b>-</b>	<b>4,814,574</b>	<b>-</b>	<b>4,814,574</b>
<b>DEBT SERVICE FUND</b>					
Debt Service	1,024,864		1,024,864		1,024,864
Ending Fund Balance	819,205		819,205	(250,000)	569,205
<b>TOTAL DEBT SERVICE FUND</b>	<b>1,844,069</b>	<b>-</b>	<b>1,844,069</b>	<b>(250,000)</b>	<b>1,594,069</b>

*budget committee recommendations and council action*

	2006 Proposed	2006 Revisions	2006 Approved	Recommended Revisions	Adopted
<b>WATER FUND</b>					
Electric - Conservation Division	162,436		162,436		162,436
Public Works - Forest Lands Management Division	387,400		387,400		387,400
Public Works - Water Supply	1,524,056		1,524,056		1,524,056
Public Works - Water Treatment	1,123,035		1,123,035		1,123,035
Public Works - Water Distribution	2,976,834		2,976,834		2,976,834
Public Works - Supply SDC's	821,500		821,500		821,500
Public Works - Treatment SDC's	140,882		140,882		140,882
Public Works - Distribution SDC's	747,750		747,750		747,750
Debt Services	587,904		587,904		587,904
Other Financing Uses (Interfund Loans)	1,000,000		1,000,000		1,000,000
Contingency	185,000		185,000		185,000
Ending Fund Balance	2,158,888		2,158,888		2,158,888
<b>TOTAL WATER FUND</b>	<b>11,815,685</b>	<b>-</b>	<b>11,815,685</b>	<b>-</b>	<b>11,815,685</b>
<b>WASTEWATER FUND</b>					
Public Works - Wastewater Collection	1,981,237		1,981,237	293,300	2,274,537
Public Works - Wastewater Treatment	1,504,473	242,000	1,746,473		1,746,473
Public Works - Collection SDC's	481,550		481,550		481,550
Public Works - Treatment SDC's	6,250		6,250		6,250
Debt Services	1,798,065		1,798,065		1,798,065
Contingency	160,000		160,000		160,000
Ending Fund Balance	4,141,968	(242,000)	3,899,968		3,899,968
<b>TOTAL WASTEWATER FUND</b>	<b>10,073,543</b>	<b>-</b>	<b>10,073,543</b>	<b>293,300</b>	<b>10,366,843</b>
<b>ELECTRIC FUND</b>					
Electric - Conservation Division	441,621		441,621		441,621
Electric - Supply	6,416,741		6,416,741		6,416,741
Electric - Distribution	4,873,209	(130,000)	4,743,209		4,743,209
Electric - Transmission	1,048,600		1,048,600		1,048,600
Transfers	500,000		500,000		500,000
Contingency	386,270		386,270		386,270
Ending Fund Balance	1,275,027	130,000	1,405,027		1,405,027
<b>TOTAL ELECTRIC FUND</b>	<b>14,941,468</b>	<b>-</b>	<b>14,941,468</b>	<b>-</b>	<b>14,941,468</b>
<b>TELECOMMUNICATIONS FUND</b>					
IT - Customer Relations\Promotions (formerly Electric)	223,614		223,614		223,614
IT - Cable Television (formerly Electric)	1,649,687	7,000	1,656,687		1,656,687
IT - Internet (formerly Electric)	746,279		746,279		746,279
IT - High Speed (formerly Electric)	215,322		215,322		215,322
Debt Services	1,234,248		1,234,248		1,234,248
Contingency	140,000		140,000		140,000
Ending Fund Balance	77,187	(7,000)	70,187		70,187
<b>TOTAL TELECOMMUNICATIONS FUND</b>	<b>4,286,337</b>	<b>-</b>	<b>4,286,337</b>	<b>-</b>	<b>4,286,337</b>
<b>CENTRAL SERVICES FUND</b>					
Administration Department	1,220,267	(233,107)	987,160		987,160
Administrative Services Department (formerly Finance)	1,738,853	245,702	1,984,555		1,984,555
IT - Computer Services Division (formerly Electric)	847,040	84,000	931,040		931,040
City Recorder Division	182,690		182,690		182,690
Public Works - Administration and Engineering	1,350,765		1,350,765		1,350,765
Public Works - Facilities and Safety Division	533,260		533,260		533,260
Contingency	174,000	(24,000)	150,000		150,000
Ending Fund Balance	26,095	(16,095)	10,000		10,000
<b>TOTAL CENTRAL SERVICES FUND</b>	<b>6,072,970</b>	<b>56,500</b>	<b>6,129,470</b>	<b>-</b>	<b>6,129,470</b>

*budget committee recommendations and council action*

	2006 Proposed	2006 Revisions	2006 Approved	Recommended Revisions	Adopted
<b>INSURANCE SERVICES FUND</b>					
Personal Services	400,000		400,000		400,000
Materials and Services	617,063		617,063		617,063
Contingency	100,000		100,000		100,000
Ending Fund Balance	417,936		417,936		417,936
<b>TOTAL INSURANCE SERVICES FUND</b>	<b>1,534,999</b>	<b>-</b>	<b>1,534,999</b>	<b>-</b>	<b>1,534,999</b>
<b>EQUIPMENT FUND</b>					
Personal Services	254,200		254,200		254,200
Materials and Services	492,683		492,683		492,683
Capital Outlay	870,000	100,000	952,000	70,000	1,022,000
		(18,000)			-
Contingency	175,000		175,000		175,000
Ending Fund Balance	938,499	(82,000)	856,499		856,499
<b>TOTAL EQUIPMENT FUND</b>	<b>2,730,382</b>	<b>-</b>	<b>2,730,382</b>	<b>70,000</b>	<b>2,800,382</b>
<b>CEMETERY TRUST FUND</b>					
Transfers	14,400		14,400		14,400
Ending Fund Balance	699,876		699,876		699,876
<b>TOTAL CEMETERY TRUST FUND</b>	<b>714,276</b>	<b>-</b>	<b>714,276</b>	<b>-</b>	<b>714,276</b>
<b>PARKS AND RECREATION FUND</b>					
Parks Division	3,653,600		3,653,600		3,653,600
Recreation Division	862,400		862,400		862,400
Golf Division	395,000		395,000		395,000
Transfers	125,000		125,000		125,000
Contingency	35,000		35,000		35,000
Ending Fund Balance	993,667		993,667		993,667
<b>TOTAL PARKS AND RECREATION FUND</b>	<b>6,064,667</b>	<b>-</b>	<b>6,064,667</b>	<b>-</b>	<b>6,064,667</b>
<b>YOUTH ACTIVITIES LEVY FUND</b>					
Personal Services	93,000		93,000		93,000
Materials and Services	2,293,000	123,300	2,416,300	(123,300)	2,293,000
Ending Fund Balance	125,306	(123,300)	2,006	123,300	125,306
<b>TOTAL YOUTH ACTIVITIES LEVY FUND</b>	<b>2,511,306</b>	<b>-</b>	<b>2,511,306</b>	<b>-</b>	<b>2,511,306</b>
<b>PARKS CAPITAL IMPROVEMENTS FUND</b>					
Capital Outlay	321,500		321,500		321,500
Ending Fund Balance	112,569		112,569		112,569
<b>TOTAL PARKS CAPITAL IMP. FUND</b>	<b>434,069</b>	<b>-</b>	<b>434,069</b>	<b>-</b>	<b>434,069</b>
<b>TOTAL BUDGET</b>	<b>87,894,034</b>	<b>138,116</b>	<b>88,032,150</b>	<b>301,700</b>	<b>88,333,850</b>
<b>Less Ending Fund Balance</b>	<b>17,223,130</b>	<b>(345,395)</b>	<b>16,877,735</b>	<b>(126,700)</b>	<b>16,751,035</b>
<b>Total Appropriations</b>	<b>70,670,904</b>	<b>483,511</b>	<b>71,154,415</b>	<b>428,400</b>	<b>71,582,815</b>

\*The Budget Committee approved an increase in Materials and Services for the Youth Activities Levy Fund as shown in the 2006 Revisions column. This change was not incorporated within the adopted Resolution 2005-18.



## 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.”

## 2005-2006

### Goals of the City of Ashland

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#### ELEMENTS

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- I. Citizen participation and involvement** - The City recognizes the value of citizen involvement and the wealth of information and resources that the citizens of Ashland possess. The City is committed to a high level of communication with the public.
- II. Environmental Resources** - Ashland seeks to retain its natural beauty as it continues to grow and further develop. The City seeks to strike a balance between urbanization and the natural environment by providing protection for soils, small creeks & wetlands, urban forest, clean air and peace & quiet.
- III. Housing** - The City has a responsibility to ensure that proper amounts of land are set aside to accommodate the various housing needs in the City, and that its land development ordinances are broad enough to allow for variation in housing type, cost and density.
- IV. Economic Strategy** - The City encourages a variety of economic activities in the City, while continuing to reaffirm the economic goals of Ashland citizens and existing businesses. Economic development in Ashland should serve the purpose of maintaining and improving the local quality of life.
- V. Public Services** - The City will provide a full range of public services that meet the needs of existing and future citizens. The City Council values and supports city staff and the work they do on behalf of the community. The City strives to create a productive work environment for city employees.
- VI. Transportation and Transit** - To retain Ashland's small-town character while it grows, the City must proactively plan for a transportation system that is integrated into the community and enhances the livability, character and natural environment.
- VII. Energy, Air and Water Resources** - Ashland seeks to be a regional leader in the areas of energy, air and water conservation. The City seeks to continue this leadership role in further development of goals, policies and programs that encourage citizens to conserve natural resources. The City also desires to continue to provide electrical service to consumers at as low a cost as possible.
- VIII. Parks, Open Space and Aesthetics** - Ashland's character is intimately linked to its aesthetic resources, including its vistas, trees, parks, open space lands, and public art. The City seeks to develop programs that preserve important open space and parkland, while accommodating continuing urbanization.

- IX. Urbanization** - The City seeks to ensure an orderly transition of land from rural to urban uses.
- X. Historical Sites and Structures** - Ashland seeks to preserve its rich history through the preservation of its historical buildings and places.
- XI. Regional Strategies** - Ashland seeks to develop unique partnerships with governments, non-profits and the private sector to ensure that regional issues of importance to the City and the region are addressed in a collaborative and effective way.
- XII. Financial Management** - The City will be an accountable and effective steward of the public trust and public resources. The City will provide equitable and efficient services to the public through the efficient use of assets and resources.
- XIII. Social and Human Services** - To ensure that all people in Ashland live in a safe, strong, and caring community, the City seeks to enhance the quality of life and promote self-reliance, growth and development of people. To these ends, the City will strive to provide resources and services to meet basic human needs.

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**2005 - 2006 GOALS**

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1. Implement no-cost and low-cost strategies within the Health and Human Services Plan in partnership with service providers that aid in the delivery of services to people most in need.
2. Produce a working economic development plan
3. Continue to provide information to the community and foster discussion on growth and planning issues, with an emphasis on historic preservation, annexation requirements, State land use law, infill policy and impacts related to density, rate of growth, development standards, and processes
  - Refine and create program to educate the public about state land use laws and what the City has done to slow growth.
  - Review in-fill program as it relates to already densely populated neighborhoods.
4. Establish formal public involvement policy by '06
  - Increase the level of effectiveness with which Council and Commissions influence planning policies and challenges and increased public acceptance and engagement in directing the City's urban landscape.
  - Results in a process that meets LCDC Goal 1 Participation Goal Requirement to increase public acceptance and engagement in directing the City's urban landscape.

5. Complete revision of Downtown Plan
6. Complete Riparian Ordinance
7. Adopt Dark Sky Ordinance to reduce light pollution on public and private property
8. Develop Urban Forestry Plan
9. Develop planning framework for future development of North Normal Area
10. Plan and implement a 6-12 month citywide/community visioning process
11. Identify at least 25 units of affordable housing; have online for construction in '06
12. Develop process improvements that result in the completion of land-use planning projects
  - Annexation and rezoning
  - Industrial land development white papers
  - Downtown plan revision
  - Process improvements
  - Code enforcement
  - Be proactive in the planning of large undeveloped properties
13. Improve public trails system by developing a comprehensive trails plan that addresses minimizing public and private conflicts in cooperation with the Parks Commission.
  - Include Bear Creek Greenway (Dog Park to Mountain Ave. Park). Plan should discuss range of tools to obtain access and ways to estimate construction costs and costs to obtain easements.
  - Secure a method of maintaining the current level of access, natural beauty and value of Bear Creek Greenway.
14. 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.
15. Identify and acquire land for transit station
16. 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

17. Improve pedestrian and traffic safety
18. Increase the safety at Wimer Street/North Main/Hersey Street intersection
19. Increase safety at rail crossing (bike/pedestrian)
20. Evaluate and create plan for remodel/replacement of City Council Chamber (seating, sound, design, web access)
21. Develop a five-year plan to identify, fund and fully integrate all information technology functions within the organization
22. Establish stronger, formalized role for City in stewardship of entire Ashland Watershed
  - Pursue ways to reduce risk of stand-replacing fire in watershed (municipal and federal lands)
  - 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:
    - Lobby for funding
    - Collect water quality/quantity source data
    - Continue community wildfire protection plan
    - Review relationship with Mt. Ashland/Ski Ashland Quality Assurance Quality Control
    - Promote and support, with City resources, the implementation of the Ashland Forest resiliency Community Alternative in collaboration with Ashland Ranger District of the Rogue River National Forest
23. Enhance revenue and services from AFN to strengthen its viability
  - Increase AFNs level of marketing and outreach to achieve financial goals linked to City's overall economic development strategy.
  - Explore options for low-level investment in AFN, until finances stabilize.
  - Have a plan in place if AFN cannot meet its financial goals by 6/05.
24. Identify 25,000 watts of new renewable energy resources and have online by the end of 2006.
25. Develop performance measures program for all city departments

## 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:

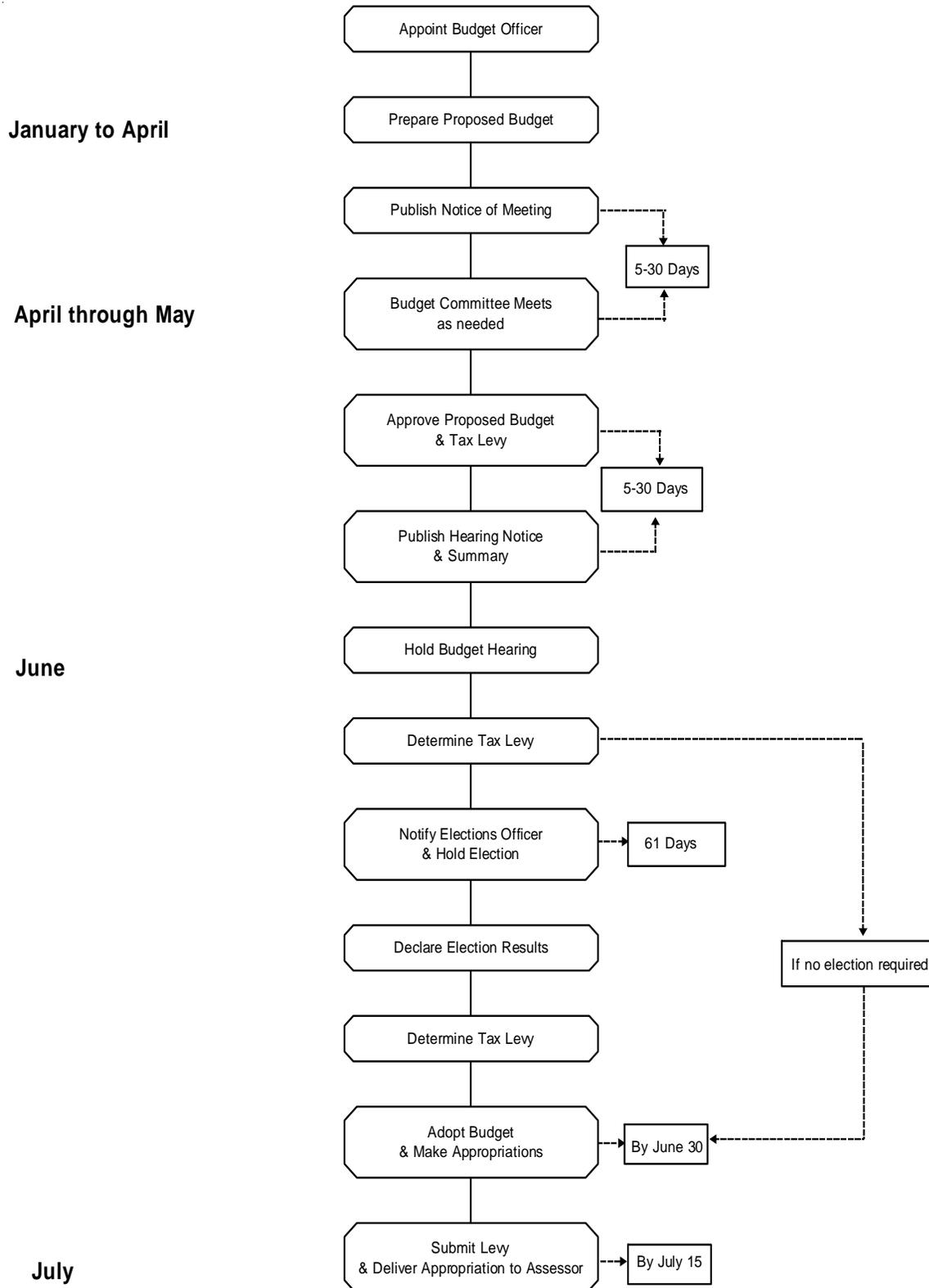
- ◆ Must live in the City of Ashland,
- ◆ Cannot be officers, agents, or employees of the local government,
- ◆ Serve three-year terms that are staggered so that approximately one-third of the terms end each year, and
- ◆ Can be spouses of officers, agents, or employees of the Municipality.

## The Budget Basis

The budgets of the General Fund, special revenue funds, capital projects funds, debt service funds, trust funds, and the Parks and Recreation Department (with the exception of the Golf Course Fund) are prepared using the *modified accrual method of accounting*. This means that obligations of the City are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. However, revenues are recognized only when they are actually received. The enterprise funds, internal services funds, and the Golf Course Fund are accounted for using the *accrual basis of accounting*, under which revenues are recorded when earned and costs and expenses are recorded when the related goods and services are received or used in operations.

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

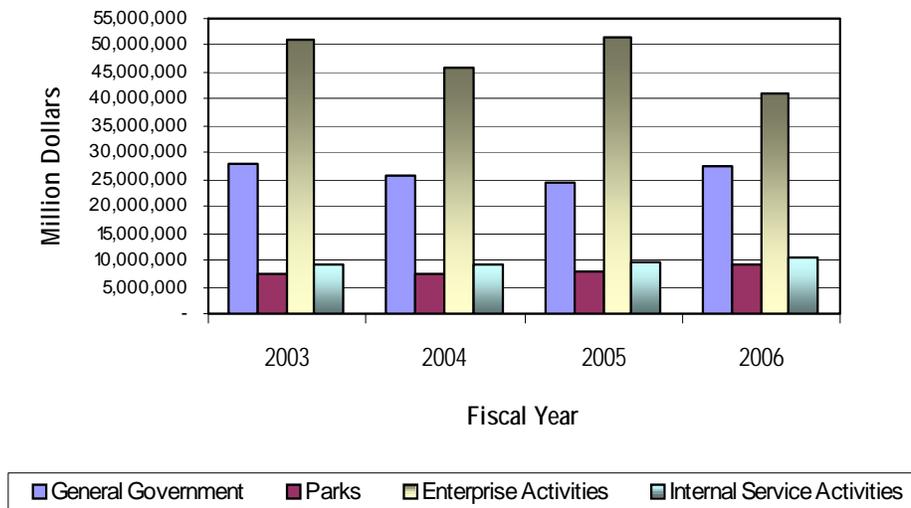


## Overview

The 2006 budget Summary by Fund is on the following page. The City portion decreased 9% or \$7,155,254, while the Parks portion increased 12% or \$959,314.

The Long-Term budget includes a summary by fund from 2003 through 2011.

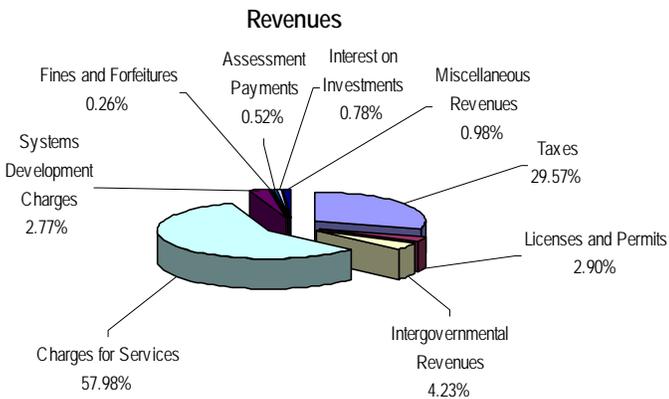
### Total Budget By Activity



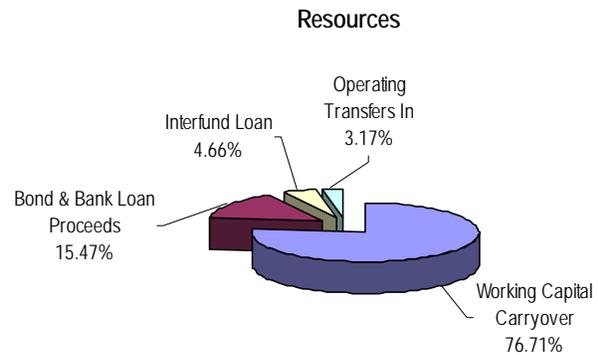
REQUIREMENTS BY FUND	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>City Component</b>				
General Fund	\$ 12,639,973	\$ 12,976,866	\$ 13,669,758	\$ 14,288,783
Community Development Block Grant Fund	49,341	769,147	736,978	574,100
Street Fund	8,300,837	6,509,317	5,998,636	5,079,055
Airport Fund	235,609	508,562	1,312,037	383,767
Capital Improvements Fund	5,108,583	1,005,375	898,279	4,814,574
Debt Service Fund	1,101,820	1,350,958	1,742,286	1,594,069
Water Fund	13,567,129	11,361,651	9,723,147	11,815,685
Wastewater Fund	15,547,854	10,371,147	9,504,875	10,366,843
Electric Fund	12,176,588	13,319,740	14,140,635	14,941,468
Telecommunications Fund	9,861,796	9,665,885	18,568,920	4,286,337
Central Services Fund	5,676,166	5,554,234	5,748,694	6,129,470
Insurance Services Fund	858,516	1,732,616	1,218,068	1,534,999
Equipment Fund	2,651,415	2,521,637	2,522,981	2,800,382
Cemetery Trust Fund	691,254	691,369	693,768	714,276
<b>Total City Component</b>	<b>88,466,881</b>	<b>78,338,504</b>	<b>86,479,062</b>	<b>79,323,808</b>
<b>Parks Component</b>				
Parks and Recreation Fund	5,165,036	5,479,366	5,540,597	6,064,667
Ashland Youth Activities Levy Fund	1,924,812	2,095,084	2,097,166	2,511,306
Parks Capital Imp Fund	447,175	533,337	412,965	434,069
<b>Total Parks Component</b>	<b>7,537,023</b>	<b>8,107,787</b>	<b>8,050,728</b>	<b>9,010,042</b>
<b>Total Budget</b>	<b>\$ 96,003,904</b>	<b>\$ 86,446,291</b>	<b>\$ 94,529,790</b>	<b>\$ 88,333,850</b>

*resources summary by classification*

RESOURCE SUMMARY	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Revenues:</b>				
Taxes	\$ 14,421,344	\$ 15,569,116	\$ 15,925,457	\$ 17,139,045
Licenses and Permits	1,312,818	1,156,244	1,418,120	1,682,463
Intergovernmental Revenues	4,469,379	3,495,984	3,704,763	2,451,204
Charges for Services	27,671,286	30,517,818	31,924,768	33,601,988
Systems Development Charges	1,498,688	1,491,451	1,507,943	1,607,000
Fines and Forfeitures	107,607	120,749	118,110	152,440
Assessment Payments	214,607	170,859	235,634	303,000
Interest on Investments	510,990	258,454	292,672	451,279
Miscellaneous Revenues	513,971	1,744,266	379,601	565,381
<b>Total Revenues</b>	<b>50,720,690</b>	<b>54,524,941</b>	<b>55,507,068</b>	<b>57,953,800</b>
<b>Budgetary Resources:</b>				
Working Capital Carryover	25,205,231	18,199,957	14,150,299	23,303,321
<b>Other Financing Sources:</b>				
Bond & Bank Loan Proceeds	7,746,875	375,000	17,000,000	4,700,000
Interfund Loan	11,325,000	12,825,000	7,365,000	1,415,000
Operating Transfers In	1,006,108	521,393	507,423	961,729
<b>Total Budgetary Resources</b>	<b>45,283,214</b>	<b>31,921,350</b>	<b>39,022,722</b>	<b>30,380,050</b>
<b>Total Resources</b>	<b>\$ 96,003,904</b>	<b>\$ 86,446,291</b>	<b>\$ 94,529,790</b>	<b>\$ 88,333,850</b>



Charges for Services are 57.98% of Revenues. They primarily consist of Electric, Water, Wastewater, CATV, Telecommunications and other charges for services provided. Internal Service Charges amount to \$8.7 million or 26% of all Charges for Services. The second largest category is Taxes or 30% of total revenues. Property Taxes are \$6.3 million and account for 37% of tax revenues.

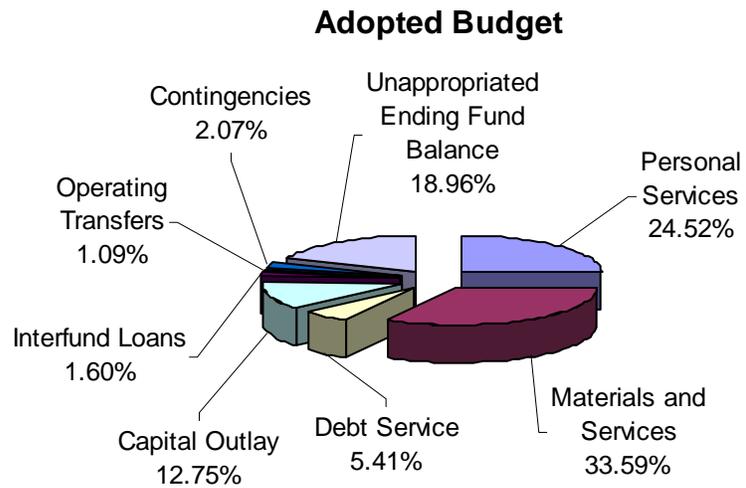


Budgetary Resources consist of Carryover, Loans and Transfers between funds, and Borrowings from outside sources. These categories account for \$30.4 million or 34.4% of \$88 million budget. Working Capital Carryover (the beginning equity of the City) accounts for 76.7% of Budgetary Resources, while borrowings both Interfund and from outside entities accounted for most of the remainder.

*requirements summary by classification*

REQUIREMENTS BY CLASSIFICATION	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Operating Expenditures</b>				
Personal Services	\$ 17,081,483	\$ 18,206,817	\$ 19,687,937	\$ 21,660,994
Materials and Services	24,535,215	26,200,007	27,906,791	29,674,636
Debt Service	13,839,644	10,415,847	18,209,914	4,777,136
<b>Total Operating Expenditures</b>	<b>55,456,342</b>	<b>54,822,671</b>	<b>65,804,642</b>	<b>56,112,766</b>
<b>Capital Construction</b>				
Capital Outlay	15,491,497	7,484,884	8,292,111	11,262,050
<b>Budgetary Requirements</b>				
Interfund Loans	5,900,000	6,925,000	-	1,415,000
Operating Transfers	956,108	521,393	507,423	961,729
Contingencies	-	-	1,759,662	1,831,270
Unappropriated Ending Fund Balance	18,199,957	16,692,342	18,165,952	16,751,035
<b>Total Budgetary Requirements</b>	<b>25,056,065</b>	<b>24,138,735</b>	<b>20,433,037</b>	<b>20,959,034</b>
<b>Total Requirements by Classification</b>	<b>\$ 96,003,904</b>	<b>\$ 86,446,291</b>	<b>\$ 94,529,790</b>	<b>\$ 88,333,850</b>

Personal Services increased 10.1%. This includes an increase in the total Adopted Budget number of positions, health costs, and retirement costs. Materials and Services increased 6.8% and Capital Outlay increased 3.4% from 2004-05.



## Overview

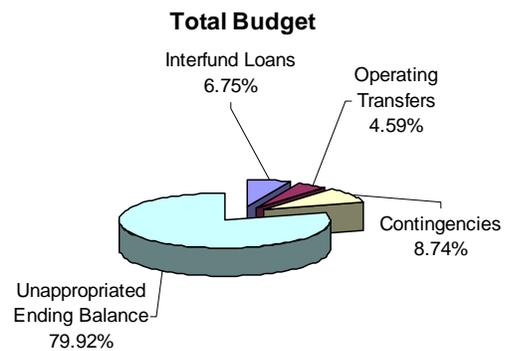
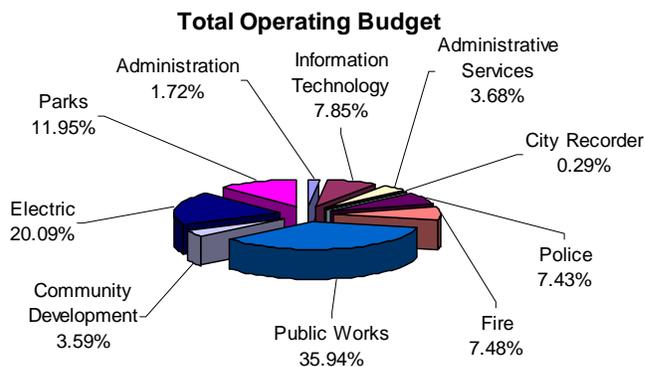
The total budget of \$88.3 million is a \$6.2 million decrease over last year's total amended budget of \$94.5 million.

The Requirement Summary by Department totals \$88.3 million on the following page. The Summary shows that the largest decrease in operating requirements is \$13.3 million in the Information Technology Department due to refinancing AFN debt.

Fund related requirements totaling \$21 million are segregated at the bottom of the presentation.

requirements summary by department

REQUIREMENTS BY DEPARTMENT	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Administration	\$ 828,690	\$ 1,101,188	1,145,860	1,095,025
Information Technology	10,171,926	10,352,386	18,255,173	5,007,190
Administrative Services	1,873,857	1,854,557	2,153,291	2,348,092
Administrative Services - Non-Operating	6,648,668	2,585,950	2,488,631	3,597,129
City Recorder	150,231	159,246	172,375	182,690
Police	4,040,649	4,078,475	4,375,830	4,735,909
Fire	3,965,547	4,118,824	4,788,107	4,769,452
Public Works	25,281,043	18,148,536	19,342,899	22,920,716
Community Development	1,511,015	2,285,334	2,463,841	2,287,506
Electric	10,816,503	11,566,523	12,132,971	12,812,607
<b>Subtotal</b>	<b>65,288,128</b>	<b>56,251,019</b>	<b>67,318,978</b>	<b>59,756,316</b>
Parks	5,659,711	6,056,536	6,777,775	7,618,500
<b>Total Operating</b>	<b>70,947,839</b>	<b>62,307,556</b>	<b>74,096,753</b>	<b>67,374,816</b>
Interfund Loans	5,900,000	6,925,000	-	1,415,000
Operating Transfers	956,108	521,393	507,423	961,729
Contingencies			1,759,662	1,831,270
Unappropriated Ending Balance	18,199,957	\$ 16,692,342	18,165,952	16,751,035
<b>Total Non-departmental</b>	<b>25,056,065</b>	<b>24,138,735</b>	<b>20,433,037</b>	<b>20,959,034</b>
<b>Total Requirements by Department</b>	<b>\$ 96,003,904</b>	<b>\$ 86,446,291</b>	<b>\$ 94,529,790</b>	<b>\$ 88,333,850</b>



## Overview

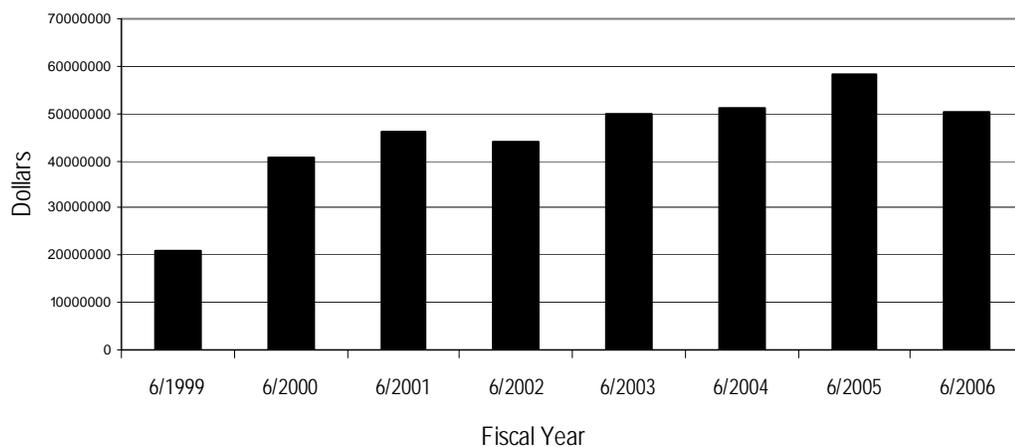
The adopted budget includes the payment of all current debt obligations of the City. Included is the financing of \$1,200,000 for street improvements.

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 \$2,827,489,200 on June 30, 2004, this computes to a limit of \$84,824,676. The City has \$81,394,676 of available Legal Debt Margin.

DEBT SUMMARY

Fund	Debt Instrument	June 30, 2005	Retirements	New Debt	June 30, 2006
<b>City Component</b>					
Airport Fund	Hanger construction capital loan	\$ 358,969	\$ 18,486		\$ 340,483
Street Fund	Street Improvements	1,000,000		1,200,000	2,200,000
Debt Service Fund	2005 Limited Tax Assessment Bonds	500,000			
Debt Service Fund	1997 Flood Restoration Bonds	620,000	70,000		550,000
Debt Service Fund	2000 Flood & Fire Station Bonds	2,765,000	125,000		2,640,000
Debt Service Fund	Parking Lot Notes	8,556	8,556		-
Debt Service Fund	Open Space Land Notes	618,020	123,845		494,175
Debt Service Fund	Hospital Land Notes	246,207	17,054		229,153
Debt Service Fund	OSF Parking Structure	844,836	20,477		824,358
Debt Service Fund	Hillah Financing	1,234,968	138,534		1,096,434
Water Fund	1977 Water Bonds	75,000			50,000
Water Fund	1997 Water Refunding Bond	1,075,000	135,000		940,000
Water Fund	2003 Water Revenue Bonds (Refinanced 1994 bonds into 2003 bonds)	4,960,000	320,000		4,640,000
Wastewater Fund	State Revolving Fund	21,659,513	957,257		20,702,256
Telecommunications Fund	Revenue Bonds	15,500,000			15,500,000
<b>Total Budget</b>		<b>\$ 51,466,069</b>	<b>\$ 1,934,210</b>	<b>\$ 1,200,000</b>	<b>\$ 50,206,859</b>

Budgeted Indebtedness



*debt summary by type*

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<u>Summary by Type</u>	<u>June 30, 2005</u>	<u>Retirements</u>	<u>New Debt</u>	<u>June 30, 2006</u>
External Obligations:				
General Obligation Bonds	\$ 20,035,000	\$ 330,000	\$ -	\$ 19,680,000
Revenue Bonds, Loans and Notes	29,713,450	1,434,277	1,200,000	28,979,173
Notes Payable	1,717,619	169,933		1,547,686
	<u>51,466,069</u>	<u>1,934,210</u>	<u>1,200,000</u>	<u>50,206,859</u>
Total Obligations	<u>\$ 51,466,069</u>	<u>\$ 1,934,210</u>	<u>\$ 1,200,000</u>	<u>\$ 50,206,859</u>



## Overview

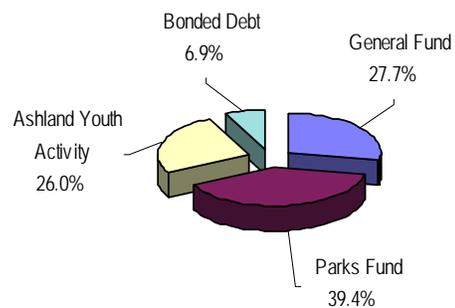
Property taxes are distributed to the General Fund, Parks Fund, Ashland Youth Activity Fund (Parks) for operations and the Water and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for FY 2005-06 is \$5.2553, which is less than the prior year, due to the decrease in debt service and a partial increase in the operations rate.

The City of Ashland levies property taxes for the funds and activities in the amounts shown in the table below.

	Amount Authorized 2005-06	Unused Authority	Adopted Levy 2005-06	Estimated Uncollectable	Estimated Current Year Taxes	Estimated Tax Rate 2005-06
<b>Permanent:</b>						
General Fund	\$ 3,307,000	\$ 587,000	\$ 2,720,000	\$ 108,800	\$ 2,611,200	1.6219
Parks Fund	3,882,000	372,000	3,510,000	140,400	3,369,600	2.0928
	<u>7,189,000</u>	<u>959,000</u>	<u>6,230,000</u>	<u>249,200</u>	<u>5,980,800</u>	<u>3.7147</u>
<b>Local Option Levies:</b>						
Ashland Youth Activity	2,315,000		2,315,000	92,600	2,222,400	1.3800
<b>Bonded Debt:</b>						
1997 Flood Restoration Bonds	240,500	-	240,500	9,600	230,980	0.1434
2000 Flood & Fire Station Bonds	39,300	-	39,300	11,600	27,700	0.0172
	<u>279,800</u>	<u>-</u>	<u>279,800</u>	<u>21,200</u>	<u>258,680</u>	<u>0.1606</u>
<b>Total</b>	<b><u>\$ 9,783,800</u></b>	<b><u>\$ 959,000</u></b>	<b><u>\$ 8,824,800</u></b>	<b><u>\$ 363,000</u></b>	<b><u>\$ 8,461,880</u></b>	<b><u>5.2553</u></b>

Distribution of 2005-06 Property Taxes

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 4% for budgetary purposes. The chart to the right shows the distribution of property taxes as a percentage of total taxes levied.





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# CAPITAL IMPROVEMENTS 2006-2011

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## Capital Improvements Program

The Public Works Administration Division maintains the Capital Improvements Program. Each department develops its portion of the CIP with a rolling 5 year funding criteria. Projects are typically generated and prioritized through other public processes. Major capital projects are taken to Council during the development stage and often at the funding stage if there are grants or other funding sources.

The CIP is divided into seven basic categories:

- Transportation; Streets, Sidewalks, LIDs, Airport
- Water; Supply, Treatment and Distribution
- Wastewater; Treatment and Collection
- Storm Drains and Water Quality Improvements
- Electric and Telecommunications
- Administration; City Facilities and Technology
- Parks and Recreation (City funding only)

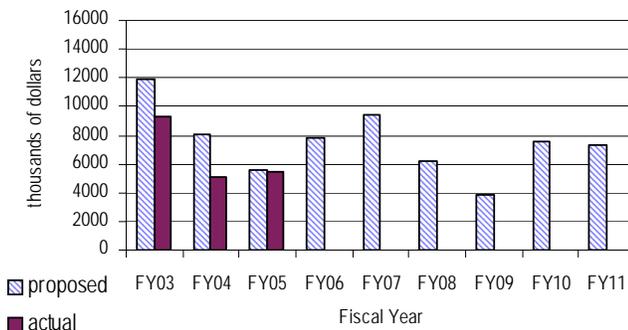
### Program Goals

- Provide quality management of the CIP and fiscally responsible decisions for the City Council.
- Provide updates at least twice a year to the Council on the program implementation.
- Ensure timely information is provided to Administrative Services and to the City Council for cost differences.
- Provide timely project starts and completions.

### Significant Budget Changes

- This year's Capital program is increased to accommodate the increase in Water system projects. Several large water projects have begun:
  - Main Feeder Water Line Replacement
  - Transmission Line Upgrade from Reeder Reservoir to the Water Treatment Plant.
  - TAP Waterline Project
  - Treatment Plant Process Upgrades

### CIP Estimates and Actual Expenditures Over Time



### Performance Measures

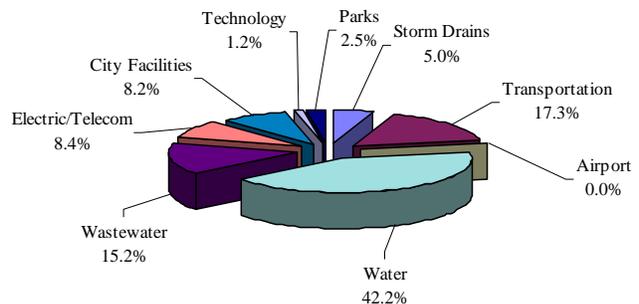
- Transportation; provide adequate street funding to maintain the OCI index at 78. Improve street and landscaping aesthetics and street surface ridership for vehicles and bicycles. Current OCI = 78.
- Water; maintain water treatment and distribution system capacities to standards for a City this size including supply, treatment standards and public perception of quality.
- Wastewater; maintain system capacity and reduce claims, maintain treatment flexibility to meet state standards, yet meet Council's goals of adequate flows in the creeks; and exceed public perceptions of treatment, odors and line maintenance.
- Storm Drains; Meet the new NPDES MS4 and Storm Water Management Plan requirements and adequately provide system capacity and update plan on a 5-year cycle.

### Strategic Plan Goals

The Capital Improvements Program is not specifically addressed in the Council's Strategic Plan goals.

### FY06 Program Summary

Storm Drains	\$ 397,000	5.0%
Transportation	1,363,400	17.3%
Airport	0	0.0%
Water	3,330,000	42.2%
Wastewater	1,200,000	15.2%
Electric/Telecom	661,000	8.4%
City Facilities	650,000	8.2%
Technology	95,000	1.2%
Parks	200,000	2.5%
	<u>\$ 7,896,400</u>	



Capital Improvements Plan  
2006-2011 Construction Years

Project Description	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	FY01-10 TOTAL Cost
<b>TRANSPORTATION</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>Project Totals</b>
Water Street Bridge - Flood Restoration (STP) #01-12	\$350,400						\$734,000
E. Main Street- Dewey to N. Mt (overlay per PMS)	\$135,000						\$265,000
North Ashland Bikeway Ph 2 (Central Ashland Bikeway)	\$100,000	\$823,000					\$943,000
B Street - Oak to 5th (overlay per PMS)		\$305,000					\$305,000
Bus Shelters for High School (Siskiyou @ Beach/Morse)	\$30,000						\$30,000
A Street - Oak to 1st		\$220,000					\$220,000
Railroad Crossing Improvements	\$75,000	\$300,000	\$425,000				\$825,000
Granite Street - Nutley to Parks Office	\$25,000	\$300,000					\$325,000
Beach Ave and Hargadine (overlay per PMS)		\$250,000					\$250,000
N. Main/Wimer Intersection Safety Improvements			\$750,000				\$750,000
Taylor and Helman (overlay per PMS)			\$140,000				\$140,000
Signal - Tolman & Siskiyou			\$160,000				\$160,000
Signal - Oak St/Hersey St Intersection				\$150,000			\$150,000
Iowa and Allison (overlay per PMS)				\$140,000			\$140,000
Nevada Extension & Bridge Const (Bear Ck to Mountain)				\$200,000	\$1,500,000	\$1,000,000	\$2,700,000
Downtown Plan Phase II (ODOT STIP)					\$750,000	\$750,000	\$1,500,000
Normal Ave; Ashland St to Siskiyou Blvd (overlay PMS)					\$140,000		\$140,000
Oak Street; Lithia Way to RR Tracks (overlay STP)					\$250,000		\$250,000
Sidewalk - School link	\$75,000						\$75,000
Misc Sidewalk Improvements per TSP		\$75,000	\$50,000	\$50,000	\$50,000	\$75,000	\$335,000
Beaver Slide Pedestrian Improvements		\$35,000					\$35,000
<b>Subtotal</b>	<b>\$790,400</b>	<b>\$2,308,000</b>	<b>\$1,525,000</b>	<b>\$540,000</b>	<b>\$2,690,000</b>	<b>\$1,825,000</b>	<b>\$10,272,000</b>
<b>Local Improvement Districts</b>							
Note: Costs shown are total project costs, City portion varies (avg. 40%)							
Sidewalk - Nevada Street; TSP school routes	\$205,000						\$290,000
Street Improvement - Liberty Street	\$68,000						\$68,000
Street Improvement - Sheridan, Schofield,	\$160,000						\$160,000
CMAQ Street Improvement - Walnut Street; C & Eureka	\$100,000	\$600,000	\$225,000				\$1,000,000
Sidewalk - Laurel St (Hersey to Randy)	\$40,000	\$150,000					\$190,000
Street Improvement - Upper Beach Street		\$70,000					\$70,000
Street Improvement - Plaza Avenue		\$72,000					\$72,000
Misc. Street Imp Projects (Larkin, Ohio, Peachy, Sunrise...)			\$70,000	\$70,000	\$70,000	\$70,000	\$280,000
Street Improvement - Clay Street (Siskiyou to Ashland)			\$260,000	\$400,000			\$660,000
Sidewalk - Tolman (Greenmeadows to Siskiyou)					\$400,000		\$400,000
Street Improvement - Waterline Road						\$204,000	\$204,000
<b>Subtotal</b>	<b>\$573,000</b>	<b>\$892,000</b>	<b>\$555,000</b>	<b>\$470,000</b>	<b>\$470,000</b>	<b>\$274,000</b>	<b>\$3,394,000</b>
<b>Airport</b>							
Future Entitlement Grants			\$150,000		\$150,000		\$300,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$300,000</b>
<b>TOTAL TRANSPORTATION</b>	<b>\$1,363,400</b>	<b>\$3,200,000</b>	<b>\$2,230,000</b>	<b>\$1,010,000</b>	<b>\$3,310,000</b>	<b>\$2,099,000</b>	<b>\$13,966,000</b>

*capital improvements plan*

Project Description	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	FY01-10 TOTAL Cost
	FY06	FY07	FY08	FY09	FY10	FY11	Project Totals
<b>WATER</b>							
<b>Water Supply</b>							
TAP beyond Talent (to Ashland)	\$150,000		\$200,000		\$2,500,000	\$2,500,000	\$5,425,000
Transmission Line (Reeder to Plant)	\$1,900,000	\$810,000					\$2,850,000
Hosler Dam - Stability Analysis - Geotech	\$30,000						\$30,000
Additional Lost Creek Water Rights				\$500,000			\$500,000
<b>subtotal supply</b>	<b>\$2,080,000</b>	<b>\$810,000</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>	<b>\$8,805,000</b>
<b>Water Plant</b>							
Hosler Dam Security & Telemetry	\$50,000						\$75,000
Sludge Lagoon Improvements	\$100,000						\$120,000
Water Treatment Plant Filter Improvements	\$300,000						\$300,000
Review Chlorine / Hypochlorite Requirements	\$25,000	\$350,000					\$375,000
Plant & Process Improvements				\$160,000		\$160,000	\$320,000
Filters 7 & 8 New					\$85,000	\$500,000	\$585,000
<b>subtotal plant</b>	<b>\$475,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$85,000</b>	<b>\$660,000</b>	<b>\$1,775,000</b>
<b>Water Distribution</b>							
Main Feeder Line Plant to Crowson	\$400,000						\$2,650,000
Waterline Replace - Granite; Nutley to Parks Office	\$350,000						\$395,000
Loop Road Reservoir	\$25,000	\$200,000	\$1,500,000				\$1,725,000
Crowson / Airport / E. Main Loop (new line)		\$140,000					\$140,000
Replace the Steel Line Terrace; TID to Iowa		\$350,000					\$350,000
Upsize Waterlines in Maple, Scenic, Chestnut area			\$250,000				\$250,000
Replace the steel line Strawberry Pump Station to Grandview			\$500,000				\$500,000
Upsize Water Mains on Wimer/Sunnyview				\$250,000			\$250,000
Benson Loop				\$140,000			\$140,000
Upsize water lines Euclid, Prospect, Fern, Roca				\$275,000			\$275,000
Upsize Mains in Tolman Ck (Siskiyou to Greenmeadows)					\$375,000		\$375,000
Replace the Steel Line Siskiyou; Terra to Mistletoe						\$800,000	\$800,000
<b>subtotal distribution</b>	<b>\$775,000</b>	<b>\$690,000</b>	<b>\$2,250,000</b>	<b>\$665,000</b>	<b>\$375,000</b>	<b>\$800,000</b>	<b>\$7,850,000</b>
<b>TOTAL WATER</b>	<b>\$3,330,000</b>	<b>\$1,850,000</b>	<b>\$2,450,000</b>	<b>\$1,325,000</b>	<b>\$2,960,000</b>	<b>\$3,960,000</b>	<b>\$18,430,000</b>
<b>WASTEWATER</b>							
<b>Wastewater Treatment Plant</b>							
Treatment Plant - New Membrane Sections	\$50,000	\$300,000					\$350,000
Treatment Plant - Misc Process Improvements	\$250,000			\$150,000	\$100,000	\$150,000	\$700,000
Treatment Plant - Arc Flash Improvements	\$5,000						\$5,000
<b>subtotal plant</b>	<b>\$305,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$1,050,000</b>
<b>Wastewater Collection System</b>							
Bear Creek Interceptor							
N Mt Park at Fordyce to Wightman	\$200,000						\$315,000
Wightman to Tolman					\$30,000	\$225,000	\$255,000
Collection System Master Plan Update							\$115,000
Granite Street (Nutley to Strawberry)	\$70,000						\$110,000
N. Main Pump Station Replacement	\$135,000						\$135,000
Walnut; Grant to Wimer	\$100,000						\$158,000
A Street Line Upsize/Replacement	\$390,000						\$390,000
Oak Street; Lithia to A St		\$15,000	\$125,000				\$140,000
Mountain Ave Line Upsize				\$115,000			\$115,000
Willow Street Line Upsize/Replacement					\$130,000		\$130,000
Hersey Street Line Upsize/Replacement						\$115,000	\$115,000
<b>subtotal collection</b>	<b>\$895,000</b>	<b>\$15,000</b>	<b>\$125,000</b>	<b>\$115,000</b>	<b>\$160,000</b>	<b>\$340,000</b>	<b>\$1,978,000</b>
<b>TOTAL WASTEWATER</b>	<b>\$1,200,000</b>	<b>\$315,000</b>	<b>\$125,000</b>	<b>\$265,000</b>	<b>\$260,000</b>	<b>\$490,000</b>	<b>\$3,028,000</b>

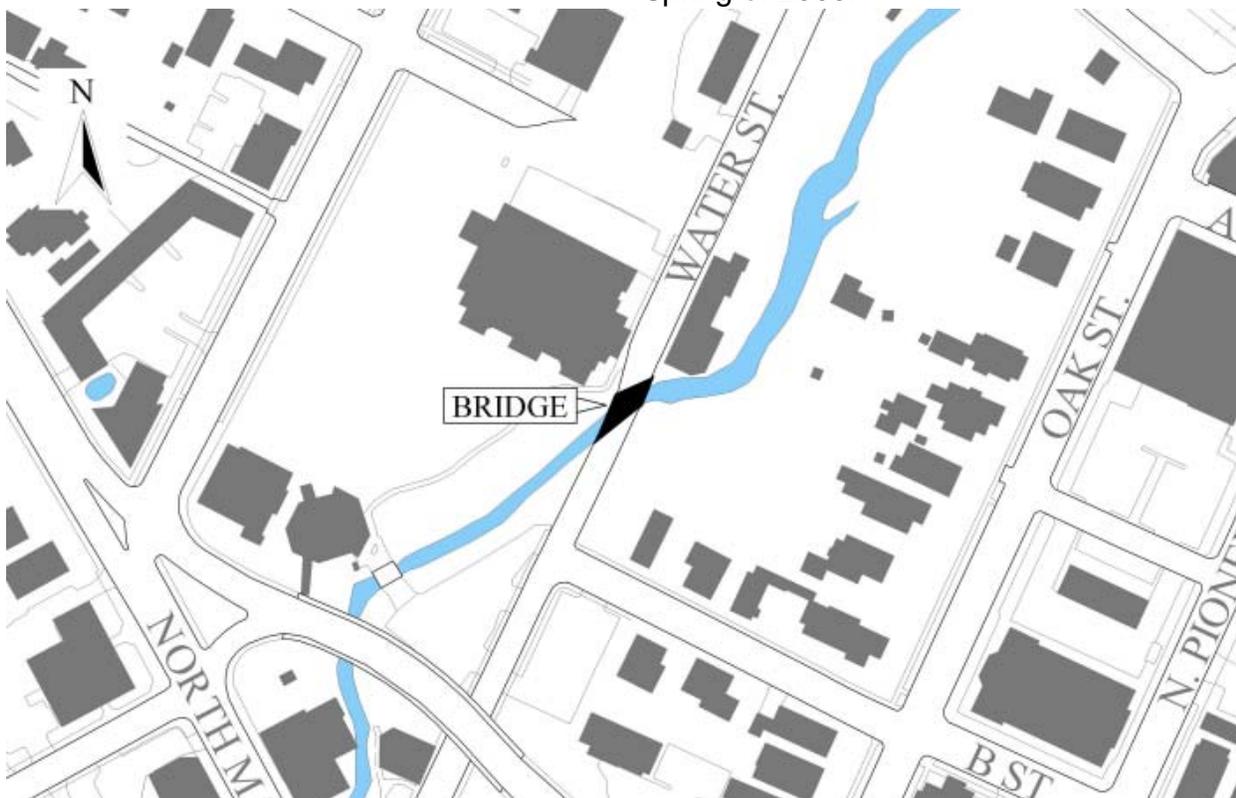
Project Description	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	FY01-10 TOTAL Cost
	FY06	FY07	FY08	FY09	FY10	FY11	Project Totals
<b>STORM DRAINS</b>							
Water Quality Improvements - Basins/Riparian	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$315,000
Walker Avenue SD (Parker to Holmes)	\$100,000						\$150,000
Morton - Siskiyou to Iowa (In House Project)	\$64,000						\$64,000
Iowa - Morton to Sherman	\$98,000						\$98,000
Iowa - Sherman to Gresham		\$90,000					\$90,000
Dewey - E. Main to Blaine				\$98,000			\$98,000
Liberty St- Iowa to Pracht			\$80,000				\$80,000
Beach Creek Drainage Improvements - (Master Plan)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
<b>TOTAL STORM DRAINS</b>	<b>\$397,000</b>	<b>\$225,000</b>	<b>\$215,000</b>	<b>\$233,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$1,560,000</b>
<b>ELECTRIC</b>							
Install New Services & Transformers	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$2,925,000
Upgrade Business District Feeder Line (Helman)	\$6,000						\$6,000
Upgrade Morton Street Feeder Line	\$60,000						\$60,000
Enclose Open Equipment Bldg at Service Center	\$120,000						\$120,000
Underground Elec/AFN - Various Locations	\$100,000	\$200,000	\$200,000		\$200,000	\$200,000	\$900,000
Underground Elec/AFN - Tolman Cr Road							\$0
<b>subtotal electric</b>	<b>\$611,000</b>	<b>\$525,000</b>	<b>\$525,000</b>	<b>\$325,000</b>	<b>\$525,000</b>	<b>\$525,000</b>	<b>\$4,011,000</b>
<b>TELECOMMUNICATIONS</b>							
Distribution / Cable Equipment	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$650,000
<b>Subtotal Telecommunications</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$650,000</b>
<b>TOTAL ELECTRIC / TELECOMMUNICATIONS</b>	<b>\$661,000</b>	<b>\$575,000</b>	<b>\$575,000</b>	<b>\$375,000</b>	<b>\$575,000</b>	<b>\$575,000</b>	<b>\$4,661,000</b>
<b>ADMINISTRATION</b>							
<b>City Facilities</b>							
Council Chamber's improvements	\$75,000		\$300,000				\$400,000
B Street Yard Covered Storage	\$75,000						\$75,000
Fire Station #2	\$400,000	\$3,000,000					\$3,400,000
Police Parking Lot		\$85,000					\$85,000
Police Building Improvements		\$180,000					\$180,000
City Facilities Upgrades (roof, windows, floors, etc)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$125,000	\$700,000
<b>Subtotal Facilities</b>	<b>\$650,000</b>	<b>\$3,365,000</b>	<b>\$400,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$125,000</b>	<b>\$4,840,000</b>
<b>Technology</b>							
Computer	\$45,000						\$65,000
GIS	\$50,000	\$50,000		\$50,000		\$50,000	\$225,000
<b>Subtotal Technology</b>	<b>\$95,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$290,000</b>
<b>TOTAL ADMINISTRATION</b>	<b>\$745,000</b>	<b>\$3,415,000</b>	<b>\$400,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$175,000</b>	<b>\$5,130,000</b>
<b>PARKS &amp; RECREATION</b>							
Open Space	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,800,000
<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,800,000</b>
<b>TOTAL CIP OVER TIME</b>	<b>\$7,896,400</b>	<b>\$9,780,000</b>	<b>\$6,195,000</b>	<b>\$3,558,000</b>	<b>\$7,540,000</b>	<b>\$7,634,000</b>	<b>\$48,575,000</b>
	FY06	FY07	FY08	FY09	FY10	FY11	

**TITLE: WATER STREET BRIDGE FLOOD RESTORATION**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$463,994 ODOT Grant \$179,006 Storm Drain Fees <u>\$ 91,000</u> Street Fees \$734,000	<b>Project Description:</b> The Water Street Bridge is undersized for the volume of water that must pass through based on the 100 year flood volumes in Ashland Creek. This project replaces the existing bridge with a new bridge that will include asphalt approaches, sidewalks, fish passage improvements and related storm drain system improvements. This project was identified in the 1998 OTAK report for post January 1997 flood improvements along Ashland Creek. Staff began design in FY02 using OTAK as the design engineer and secured agreements with ODOT for State Transportation Program (STP) funding through the fund exchange program. Construction is expected to begin in the Spring of 2005.
<b>Project Cost by Budget Year:</b> Prior Years: \$383,600 2006 \$350,400 2007 2008 2009 2010 2011 Total \$734,000	



**TITLE: EAST MAIN STREET-DEWEY STREET TO N. MOUNTAIN AVENUE OVERLAY PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <table> <tr> <td>\$ 13,000</td> <td>SDC Street Fees</td> </tr> <tr> <td>\$101,491</td> <td>STP ODOT Grants</td> </tr> <tr> <td><u>\$150,509</u></td> <td>Street Fees/ Rates</td> </tr> <tr> <td>\$265,000</td> <td></td> </tr> </table>	\$ 13,000	SDC Street Fees	\$101,491	STP ODOT Grants	<u>\$150,509</u>	Street Fees/ Rates	\$265,000		<p><b>Project Description:</b></p> <p>The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized East Main Street on its need for significant improvements and the fact that use of East Main Street will increase vehicle avoiding the construction on Siskiyou Boulevard. In essence, this street has failed and needs a complete pavement reconstruction and related curb, gutter and storm drain improvements. Work on this project began in FY02 between Lithia Way and Dewey Street and this section from Dewey to North Mountain will be completed in FY05 as part of the 2004 Street Improvement Project</p>								
\$ 13,000	SDC Street Fees																
\$101,491	STP ODOT Grants																
<u>\$150,509</u>	Street Fees/ Rates																
\$265,000																	
<p><b>Project Cost by Budget Year:</b></p> <table> <tr> <td>Prior Years:</td> <td>\$130,000</td> </tr> <tr> <td>2006</td> <td>\$135,000</td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>Total</td> <td>\$265,000</td> </tr> </table>	Prior Years:	\$130,000	2006	\$135,000	2007		2008		2009		2010		2011		Total	\$265,000	
Prior Years:	\$130,000																
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Total	\$265,000																

which included improvements to Hersey Street, the construction of the right turn lane on Walker Avenue and the widened east portion of Tolman Creek Road.



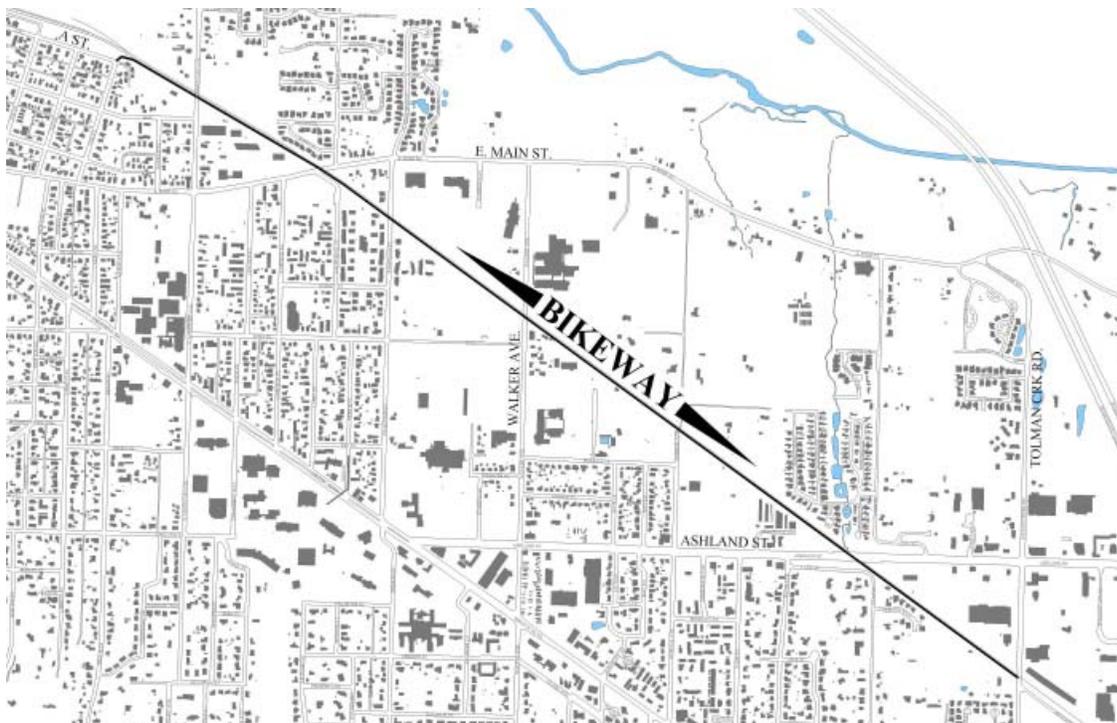
**TITLE: NORTH ASHLAND BIKEWAY PHASE 2; CENTRAL ASHLAND BIKEPATH**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$235,750 SDC Street \$580,000 ODOT STP Grants \$ 60,000 Developer Funds <u>\$ 67,250</u> Street Fees/ Rates \$943,000	<b>Project Description:</b> The Central Ashland Bikeway project began in 1997 with the first phase, a path from the corner of Eighth and A Streets to Tolman Creek Road near Mistletoe Road, that was completed in 1999.  The next phases of the project will extend the length of the bikepath to both the southeast and northwest city limits. A portion of the work was completed in FY01 for the section along A Street to Sixth Street along the Railroad Park. The North Ashland bikeway will extend from Laurel Street to Jackson Road and will be located along the railroad right of way. An easement for this portion of bikeway was acquired in 1998.
<b>Project Cost by Budget Year:</b> Prior Years: \$ 20,000 2006 \$100,000 2007 \$823,000 2008 2009 2010 2011 Total \$943,000	

A section of this bikeway is being built as part of the Billings Ranch Subdivision construction. The City was successful in obtaining a grant to fund the remaining portion of the project, design should begin in FY05.



**TITLE: B STREET-OAK STREET TO 5TH STREET OVERLAY PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 13,500 SDC Street Fees                  \$100,000 ODOT STP Grants  <u>\$191,500</u> Street Fees/ Rates                  \$305,000</p>	<p><b>Project Description:</b></p> <p>The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized B Street based on its need for significant improvements. This street needs major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:                  2006                  2007 \$305,000                  2008                  2009                  2010                  2011                  Total \$305,000</p>	



**TITLE: BUS SHELTER INSTALLATION AT THE HIGH SCHOOL**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$ 7,500 SDC Street Fees \$ 5,000 ODOT Fund Exchange <u>\$17,500</u> Street Fees/ Rates \$30,000	<b>Project Description:</b> This project includes construction of a bus shelter and site improvements adjacent to Ashland High School. This shelter was not included as part of the Siskiyou Boulevard project, but the site was retrofitted for an eventual shelter. The amenities such as lighting, benches, garbage receptacles and the shelter itself will need to be purchased and installed.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$30,000 2007 2008 2009 2010 2011 Total \$30,000	



**TITLE: A STREET-OAK STREET TO 1ST STREET RECONSTRUCTION / OVERLAY PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 33,000 SDC Street Fees</p> <p><u>\$187,000</u> Street Fees/ Rates</p> <p>\$220,000</p>	<p><b>Project Description:</b></p> <p>The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized A Street based on its need for significant improvements. This street needs major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007 \$220,000</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$220,000</p>	



**TITLE: RAILROAD CROSSING IMPROVEMENTS AT HERSEY, LAUREL & EAST MAIN STREET**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$123,750 SDC Street Fees Grants (TBD) <u>\$701,250</u> Street Fees/ Rates \$825,000	<b>Project Description:</b> This project includes the installation of automatic crossing gates on Laurel Street and Hersey Street at the railroad crossing and improvement at the East Main Street crossing. The angle of railroad crossing through the center of a four way street intersection makes the Laurel/Hersey crossing unusual and in need of additional safety measures. The crossing of East Main requires some new approaches and safety warnings. Staff has reviewed safety of all railroad crossings and staff will continue to look for funding opportunities from the ODOT Rail Division.
<b>Project Cost by Budget Year:</b> Prior Years: \$25,000 2006 \$ 75,000 2007 \$300,000 2008 \$425,000 2009 2010 2011 Total \$825,000	



**E. MAIN & RR X-ing**



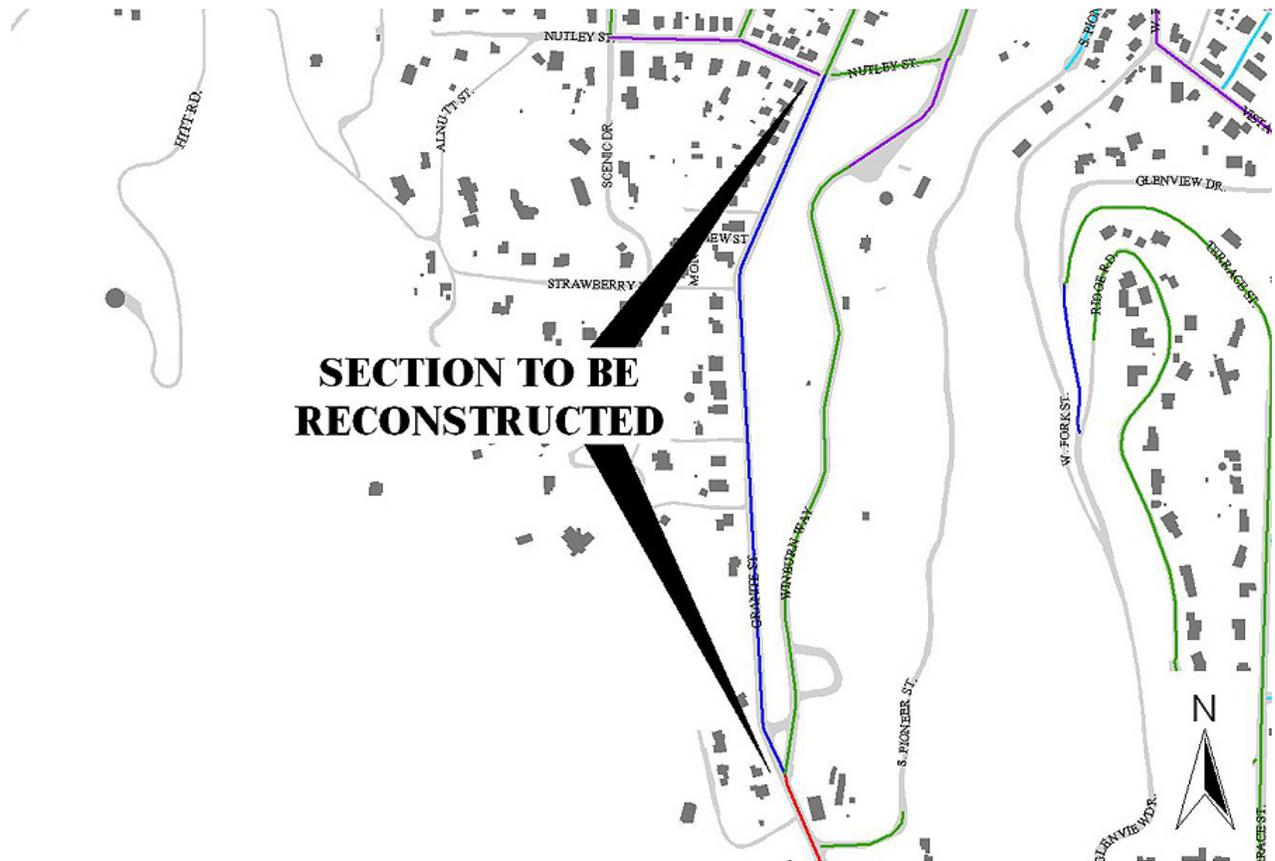
**LAUREL & HERSEY**

**TITLE: GRANITE STREET-NUTLEY STREET TO PIONEER STREET OVERLAY  
PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 48,750 SDC Street Fees  <u>\$276,250</u> Street Fees/ Rates          \$325,000</p>	<p><b>Project Description:</b></p> <p>With the completion of the Pavement Management System (PMS) plan, the condition of all streets within Ashland has been evaluated. Staff has prioritized Granite Street based on its need for significant improvements. In essence, this street has failed and needs a complete pavement reconstruction. As a component of this project, wastewater and water lines have been replaced. Engineering will begin in 2006 with construction in 2007.</p>														
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <table border="0"> <tr> <td>2006</td> <td>\$ 25,000</td> </tr> <tr> <td>2007</td> <td>\$300,000</td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>Total</td> <td>\$325,000</td> </tr> </table>	2006	\$ 25,000	2007	\$300,000	2008		2009		2010		2011		Total	\$325,000	
2006	\$ 25,000														
2007	\$300,000														
2008															
2009															
2010															
2011															
Total	\$325,000														



**TITLE: BEACH AVENUE & HARGADINE STREET IMPROVEMENT PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$ 25,000 SDC Street Fees \$200,000 ODOT STP Grants <u>\$ 25,000</u> Street Fees/ Rates \$250,000	<b>Project Description:</b> The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Beach Avenue and Hargadine Street based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 \$250,000 2008 2009 2010 2011 Total \$250,000	

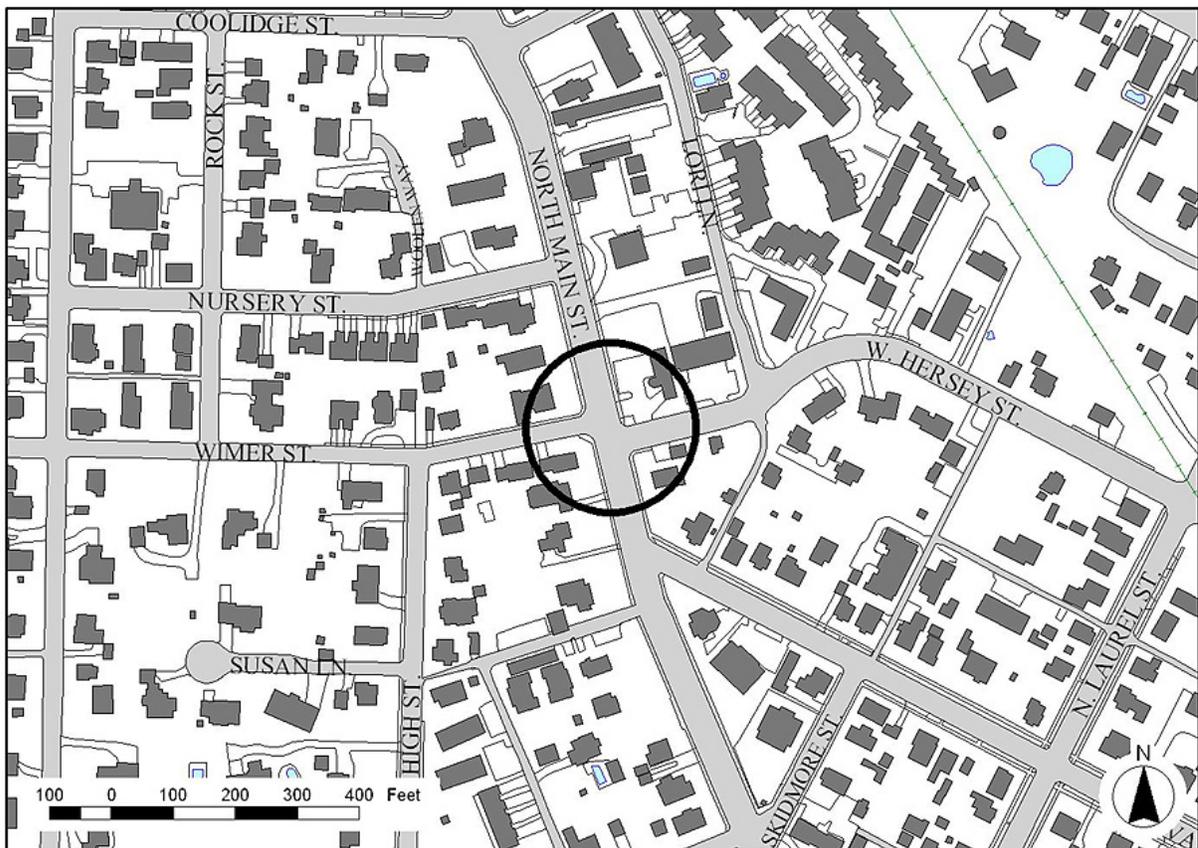


**TITLE: NORTH MAIN STREET & WIMER STREET INTERSECTION SAFETY IMPROVEMENTS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$300,000 SDC Street          \$300,000 ODOT STIP Grant  <u>\$150,000</u> Street Fees/ Rates          \$750,000</p>	<p><b>Project Description:</b>          Because of the offset design of the Hersey Street, Wimer Street, North Main Street intersection, it has become one of our most accident prone intersections. This project will realign the two minor streets to form a standard four leg intersection. This portion of North Main Street is within State Jurisdiction and this project is a Council priority. Staff will continue to pursue State funding though the STIP and other sources.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:          2006          2007          2008 \$750,000          2009          2010          2011          Total \$750,000</p>	

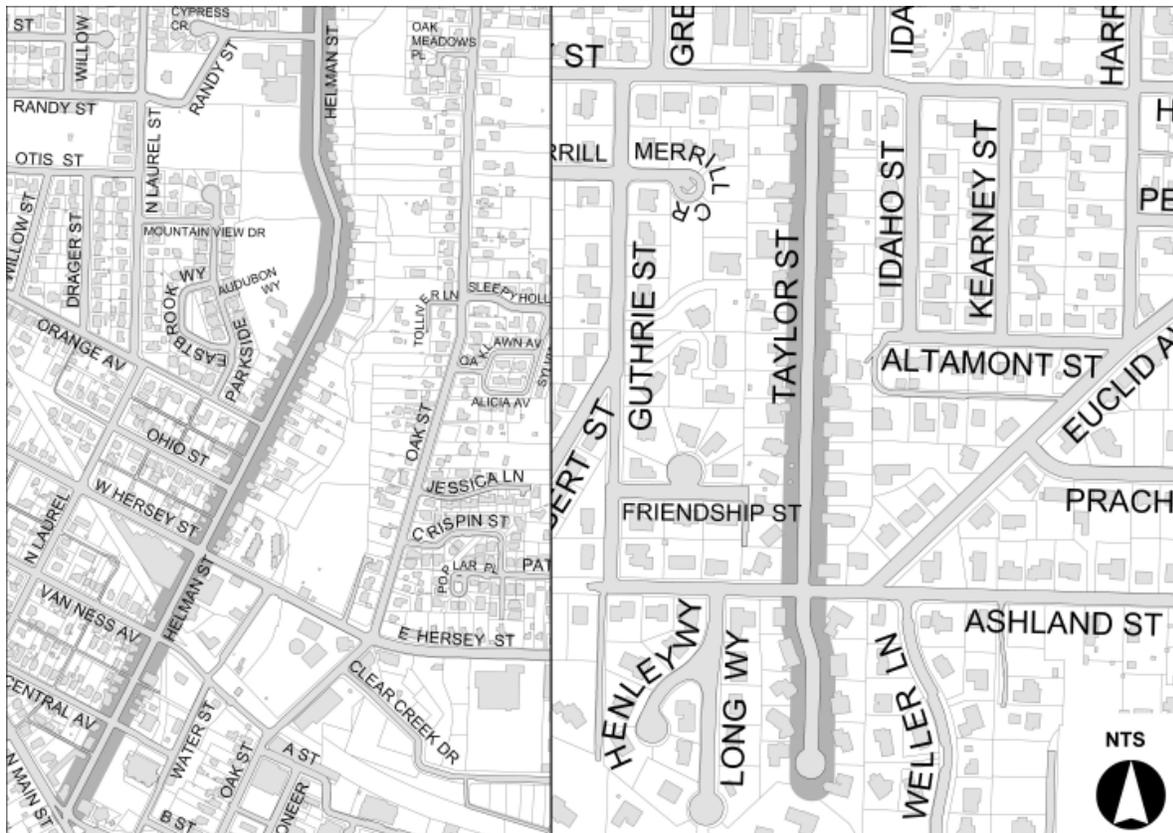


**TITLE: TAYLOR & HELMAN STREET IMPROVEMENTS PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 14,000 SDC Street Fees</p> <p>\$100,000 ODOT STP Grant</p> <p><u>\$ 26,000</u> Street Fees/ Rates</p> <p>\$140,000</p>	<p><b>Project Description:</b></p> <p>The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Taylor and Helman Streets based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008 \$140,000</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$140,000</p>	

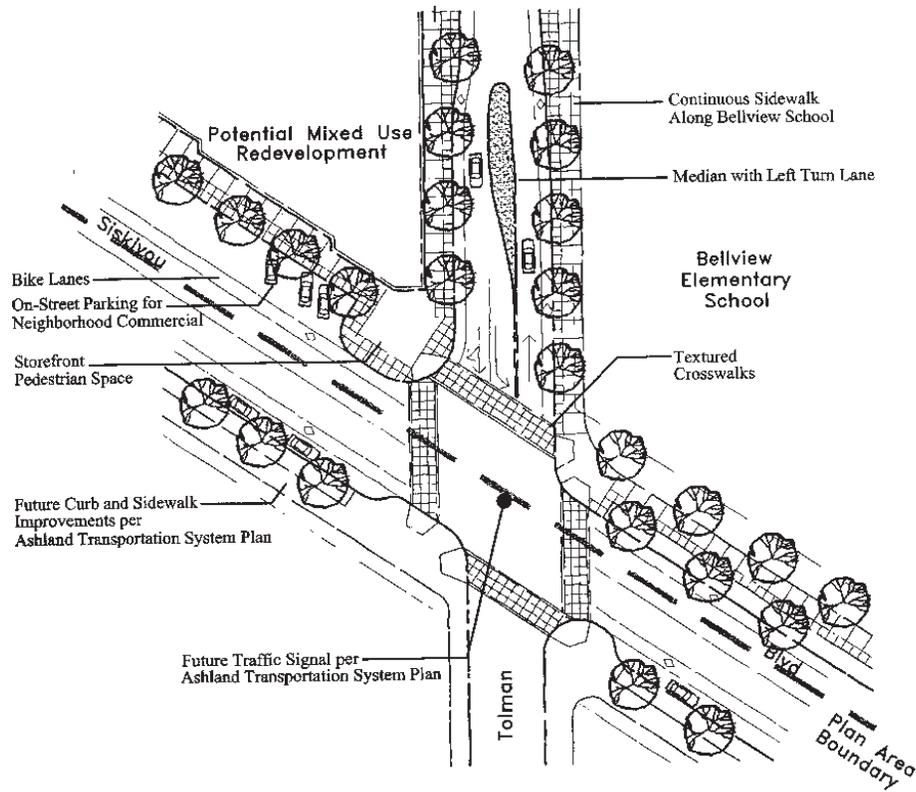


**TITLE: SIGNAL INSTALLATION AT TOLMAN CREEK ROAD & SISKIYOU BOULEVARD**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 72,000 SDC Street Fees</p> <p><u>\$ 88,000</u> Street Fees &amp; Rates</p> <p>\$160,000</p>	<p><b>Project Description:</b></p> <p>This intersection safety project will be completed in two phases; the first as a part of the Tolman Creek Local Improvement District completed in 2004. The second phase will include pedestrian safety improvements on the north side of Siskiyou Boulevard. This section of Siskiyou Boulevard remains within the State's jurisdiction.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008 \$160,000</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$160,000</p>	



**TITLE: INSTALL SIGNAL AT OAK & HERSEY STREET INTERSECTION**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$ 67,500 SDC Street Fees <u>\$ 82,500</u> Street Fees/ Rates \$150,000	<b>Project Description:</b> This project is planned as the traffic on both Oak Street and Hersey Street increases at a rapid rate. As proposed in the Transportation System Plan, it is projected that traffic warrants will be met for a fully signalized intersection in the year 2009. This is delayed from earlier projections of 2005. Staff will continue to monitor traffic volumes and safety at this intersection.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 2008 2009 \$150,000 2010 2011 Total \$150,000	



**TITLE: IOWA STREET & ALLISON STREET IMPROVEMENTS PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 14,000 SDC Street Fees                  \$100,000 ODOT STP Grant  <u>\$ 26,000</u> Street Fees/ Rates                  \$140,000</p>	<p><b>Project Description:</b></p> <p>The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Iowa and Allison Streets based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:                  2006                  2007                  2008                  2009 \$140,000                  2010                  2011                  Total \$140,000</p>	

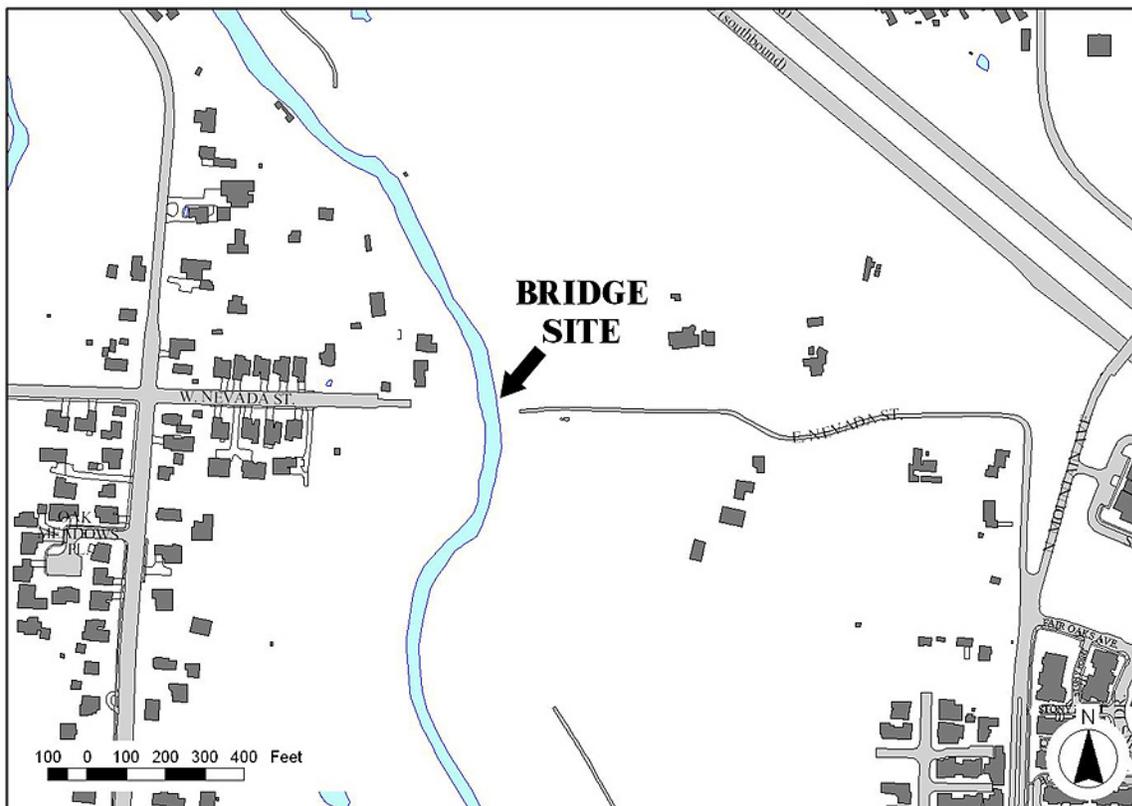


**TITLE: NEVADA STREET EXTENSION & BRIDGE CONSTRUCTION BEAR CREEK TO MOUNTAIN AVENUE**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$1,755,000 SDC Street Fees <u>\$ 945,000</u> ODOT STP Grant \$2,700,000</p>	<p><b>Project Description:</b></p> <p>The adopted City of Ashland Transportation System Plan (TSP) recommends an east/west connection to relieve traffic volumes on Oak Street and also provide a more direct access to Southern Oregon University, the high school, and south half of the City.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: 2006 2007 2008 2009 \$ 200,000 2010 \$1,500,000 2011 \$1,000,000 Total \$2,700,000</p>	<p>The project includes the construction of a bridge across Bear Creek providing a through connection on Nevada Street. All related storm drain, paving, bike lanes and sidewalks will be included in this project. Staff continues to pursue ODOT grant funding for a portion of this project as it will provide significant “off-system” improvements to the State’s Transportation System.</p>



TITLE: **DOWNTOWN PLAN PHASE II**

PROJECT TYPE: **TRANSPORTATION \PUBLIC SAFETY**

RESPONSIBLE DEPARTMENT: **Public Works Department/Engineering Division**

**Funding Sources:**

\$ 225,000	SDC Street Fees
\$1,000,000	ODOT STIP Grant
<u>\$ 275,000</u>	Street Fees/ Rates
\$1,500,000	

**Project Cost by Budget Year:**

Prior Years:

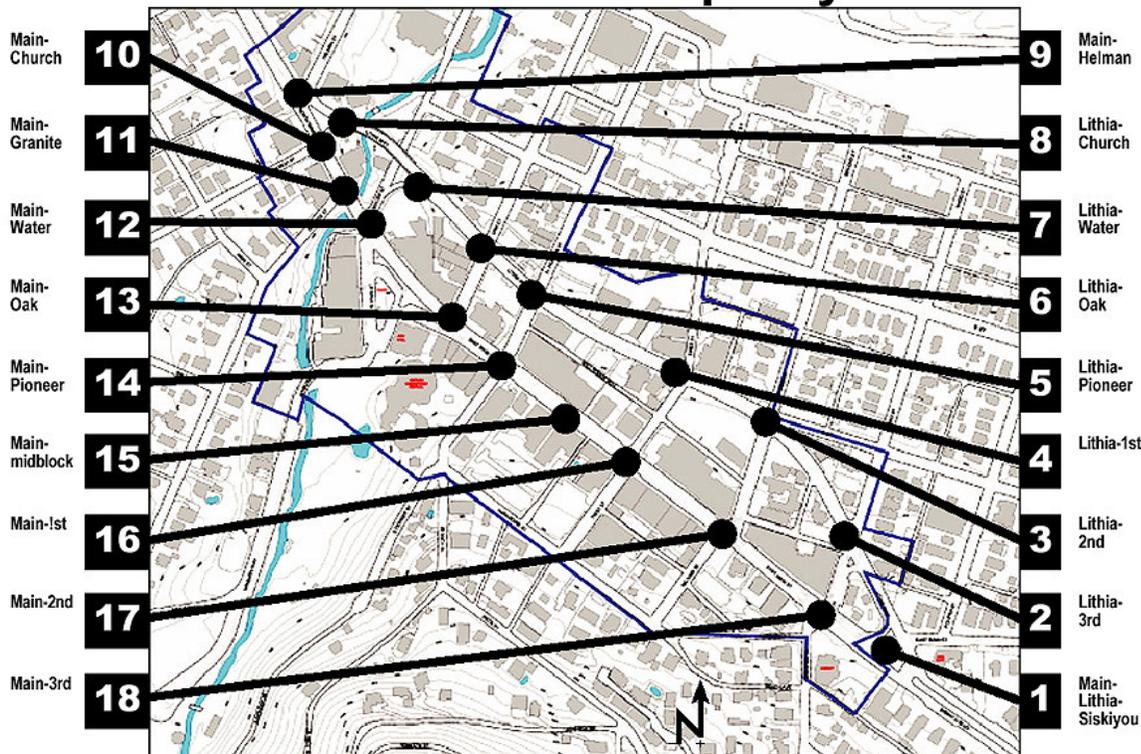
2006	
2007	
2008	
2009	
2010	\$ 750,000
2011	\$ 750,000
Total	\$1,500,000

**Project Description:**

This project would implement recommendations of the Ashland Downtown Plan Phase II. Initial work began in 2002 and includes numerous pedestrian and traffic safety improvements. The Ashland Downtown Plan is currently in draft form and will be reviewed and approved prior to final design and engineering drawings. Planning and Engineering staff members will work toward final completion of the Downtown Plan in FY05-06.

Staff will continue to pursue ODOT funding for this project under the State Transportation Improvement Program (STIP). These sections of East Main, North Main Street and Lithia Way will remain within State jurisdiction.

**Intersection Map Key**



**TITLE: NORMAL AVENUE-ASHLAND STREET TO SISKIYOU BOULEVARD PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 14,000 SDC Street Fees</p> <p>\$100,000 ODOT STP Grant</p> <p><u>\$ 26,000</u> Street Fees/ Rates</p> <p>\$140,000</p>	<p><b>Project Description:</b></p> <p>The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Normal Avenue between Ashland Street and Siskiyou Boulevard based on its need for significant improvements. This street needs major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010 \$140,000</p> <p>2011</p> <p>Total \$140,000</p>	

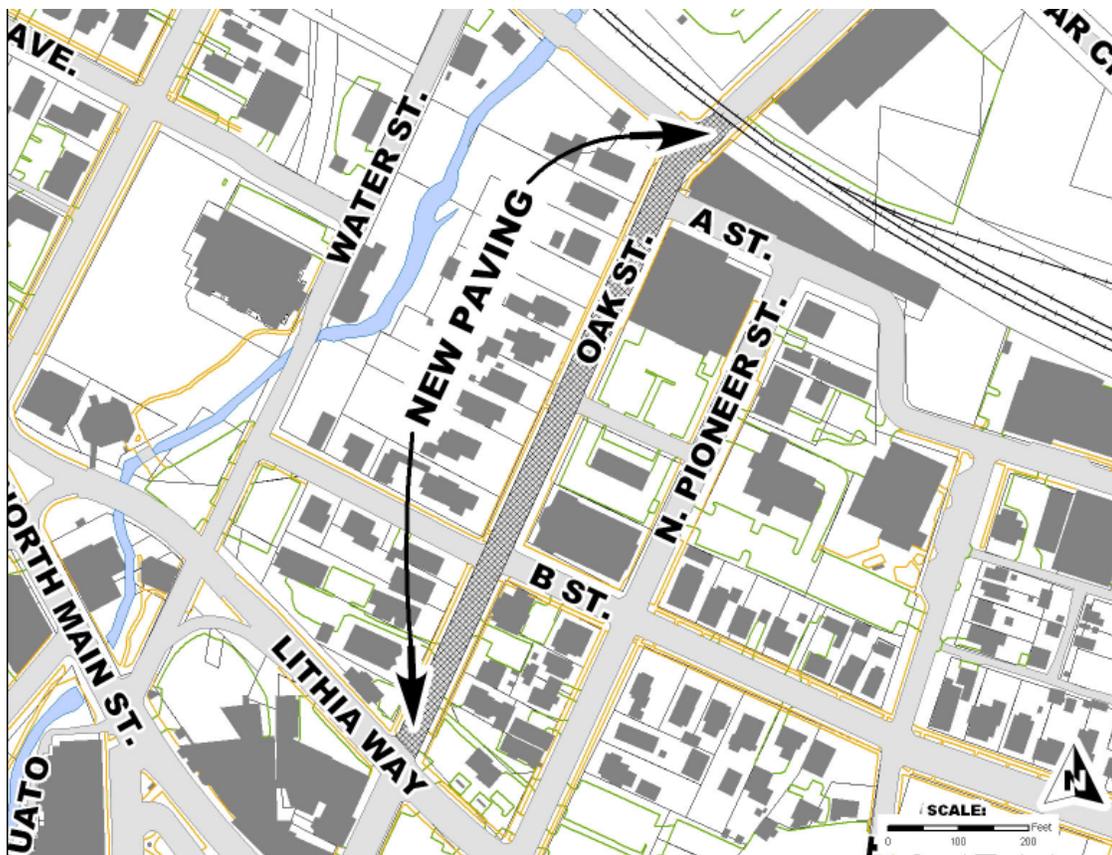


**TITLE: OAK STREET-LITHIA WAY TO RAILROAD TRACKS PER PMS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 25,000 SDC Street Fees</p> <p>\$105,000 ODOT STP Grants</p> <p><u>\$120,000</u> Street Fees/ Rates</p> <p>\$250,000</p>	<p><b>Project Description:</b></p> <p>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. In essence, this street has failed and needs a complete pavement reconstruction and related curb, gutter and storm drain improvements.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010 \$250,000</p> <p>2011</p> <p>Total \$250,000</p>	



**TITLE: SIDEWALK CONSTRUCTION FOR SCHOOL SAFETY LINK**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$15,000 SDC Street Fees <u>\$60,000</u> Street Fees/ Rates \$75,000	<b>Project Description:</b> The City's Transportation System Plan identified and prioritized the need for a complete sidewalk system particularly targeting pedestrian routes for schools. This project will complete a very necessary sidewalk and traffic calming plan in a residential area near Helman Elementary School. LID costs for sidewalks is split 60% City and 40% residents.  For a complete list of sidewalks to be constructed, refer to the City's Transportation System Plan.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$75,000 2007 2008 2009 2010 2011 Total \$75,000	



**TITLE: MISCELLANEOUS SIDEWALK IMPROVEMENTS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 50,250 SDC Street Fees  <u>\$284,750</u> Street Fees/ Rates          \$335,000</p>	<p><b>Project Description:</b></p> <p>Staff initiates the construction of approximately one mile of new sidewalk each year. Staff and various commissions have prioritized a list of sidewalks to update the Transportation System Plan's sidewalk inventory. Revisions to this list were coordinated through volunteer efforts of the Traffic Safety and Bicycle and Pedestrian Commissions during 2003. Priority will be set by evaluating safety issues, connections to schools and public gathering spaces, and engineering feasibility.</p> <p>There are several missing sidewalk connections along Beach Street from</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$35,000          2006          2007 \$ 75,000          2008 \$ 50,000          2009 \$ 50,000          2010 \$ 50,000          2011 \$ 75,000          Total \$335,000</p>	

Ashland to Henry Street and this important collector and local street network to reach the Library and Downtown. Construction will be coordinated with pavement work included in the Siskiyou Boulevard Project.



**TITLE: BEAVER SLIDE PEDESTRIAN SAFETY IMPROVEMENTS**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$35,000 SDC Street Fees	<b>Project Description:</b> In 2005, City Council tasked the Traffic Safety Commission and Engineering staff to consider a safer pedestrian access along the Beaver Slide. The Beaver Slide is a steep connection between Lithia Way and Water Street for vehicles to access the downtown area. Engineering traffic studies discovered an increase in traffic using the slide, which shifted Water Street as the major traffic generator to the Beaver Slide. A suggested pedestrian pathway along the south side of the Beaver Slide will need to be further engineered.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 \$35,000 2008 2009 2010 2011 Total \$35,000	



**TITLE: NEVADA STREET SIDEWALK & TRAFFIC CALMING PROJECT**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 43,500 SDC Street Fees</p> <p>\$ 76,000 LID</p> <p>\$ 40,000 Developer Fees</p> <p><u>\$130,500</u> Street Fees/ Rates</p> <p>\$290,000</p>	<p><b>Project Description:</b></p> <p>The City's Transportation System Plan identified and prioritized the need for a complete sidewalk system particularly targeting pedestrian routes for schools. This project will complete a very necessary sidewalk and traffic calming plan in a residential area near Helman Elementary School. A portion of this project will be paid by a local improvement district which will include the new Billings Ranch Subdivision. LID costs for sidewalks is split 60% City and 40% residents.</p> <p>For a complete list of sidewalks to be constructed, refer to the City's Transportation System Plan.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$ 85,000</p> <p>2006 \$205,000</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$290,000</p>	

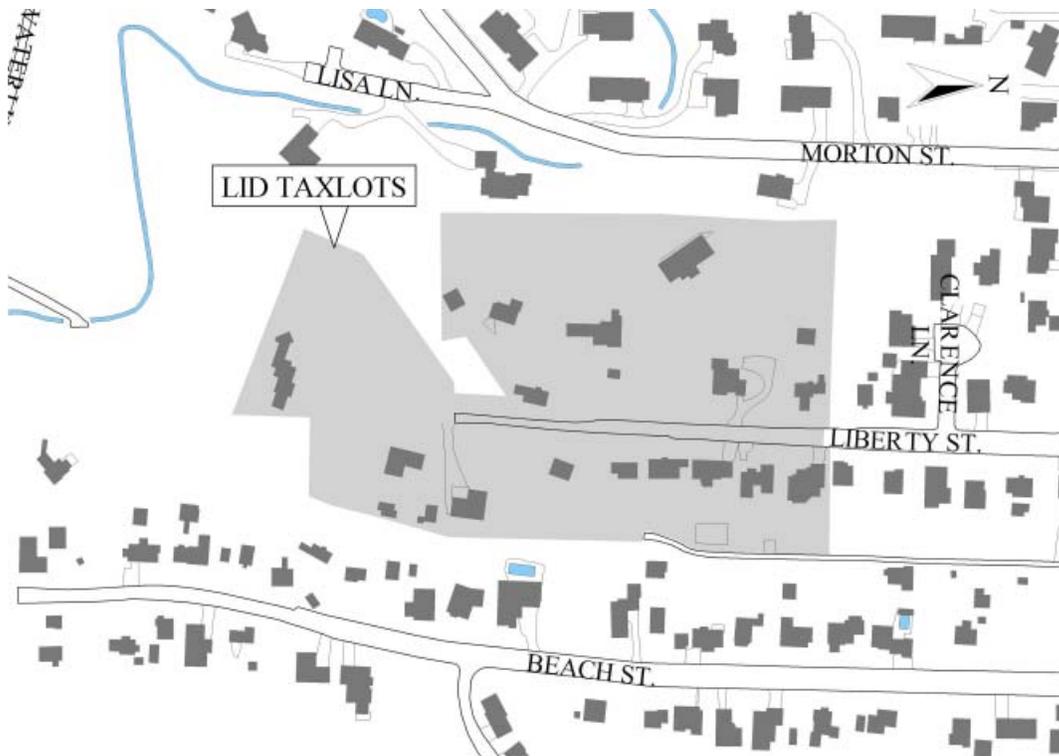


**TITLE: LIBERTY STREET LOCAL IMPROVEMENT DISTRICT**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$12,240 SDC Street Fees \$40,800 LID <u>\$14,960</u> Street Fees/ Rates \$68,000	<b>Project Description:</b> The upper portion of Liberty is currently an unimproved street from Ashland Street to the south. This project will require formation of a Local Improvement District to construct roadway improvements including regrading, asphalt paving, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$68,000 2007 2008 2009 2010 2011 Total \$68,000	

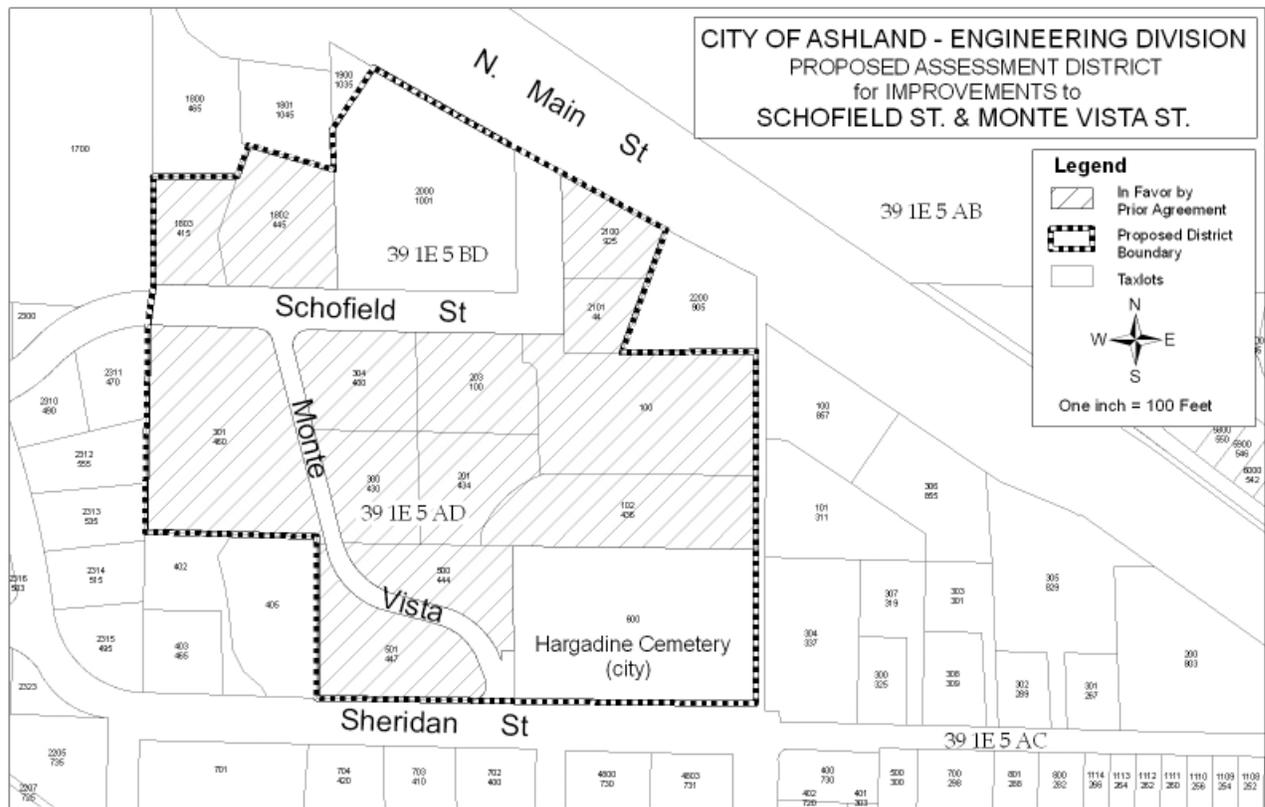


**TITLE: SHERIDAN & SCHOFIELD STREET LOCAL IMPROVEMENT DISTRICT**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 28,800 SDC Street Fees</p> <p>\$ 96,000 LID</p> <p><u>\$ 35,200</u> Street Fees/ Rates</p> <p>\$160,000</p>	<p><b>Project Description:</b></p> <p>The portion of Schofield Street from North Main to Sheridan Street is currently unimproved. Neighbors have looked into the possibility of forming a Local Improvement District from North Main to Sheridan and including Monte Vista Street. This project would initiate construction of regrading, paving curb and gutter, sidewalks, driveway improvements and related storm drain system to help reduce dust and air pollution.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006 \$160,000</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$160,000</p>	

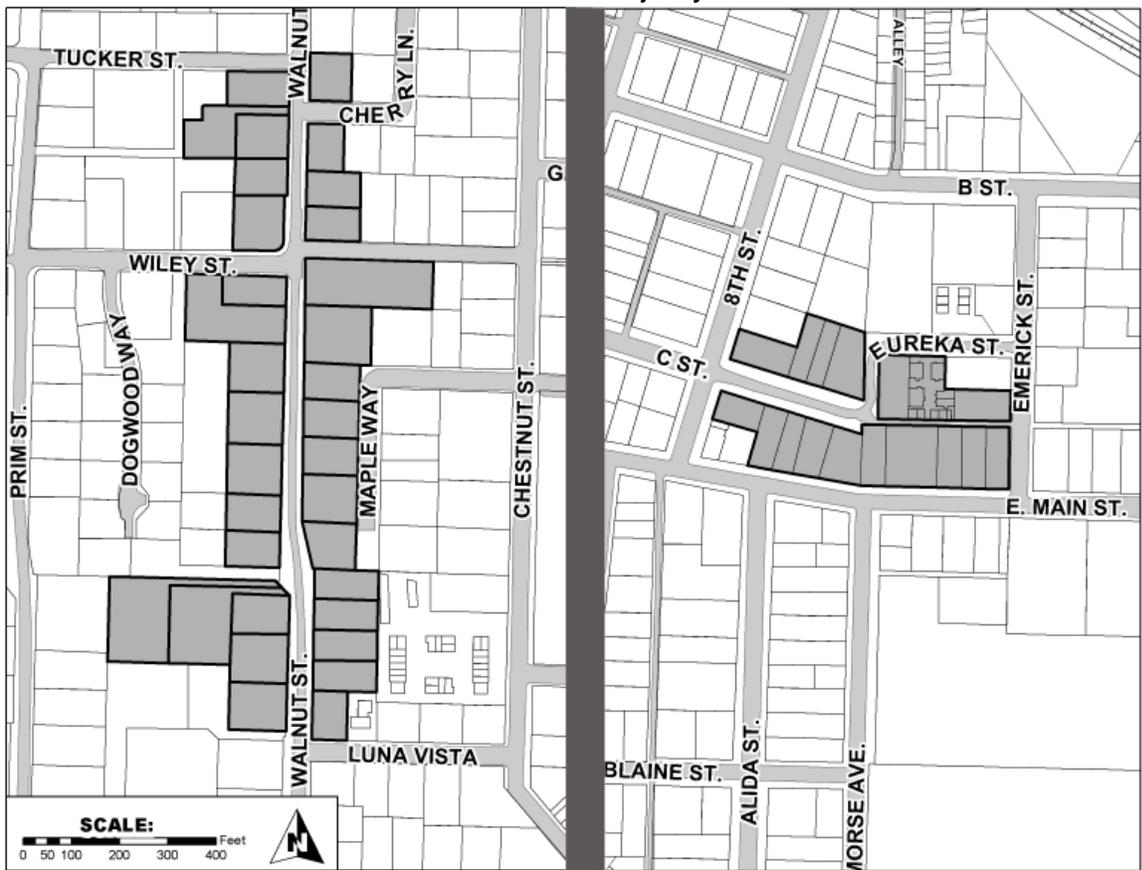


**TITLE: WALNUT STREET LOCAL IMPROVEMENT DISTRICT**

**PROJECT TYPE: TRANSPORTATION/PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 180,000 SDC Street Fees</p> <p>\$ 579,000 CMAQ Grant</p> <p><u>\$ 241,000</u> LID</p> <p>\$1,000,000</p>	<p><b>Project Description:</b></p> <p>Walnut Street from Luna Vista Street to Tucker Street and the link of C Street and Emerick Street are currently unimproved dirt roads. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution. This project will require the formation of a Local Improvement District to construct roadway improvements including, regrading, asphalt paving and pavement overlay, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements. A Congestion Mitigation Air Quality grant has been acquired to fund the majority of the construction.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$ 75,000</p> <p>2006 \$ 100,000</p> <p>2007 \$ 600,000</p> <p>2008 \$ 225,000</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$1,000,000</p>	

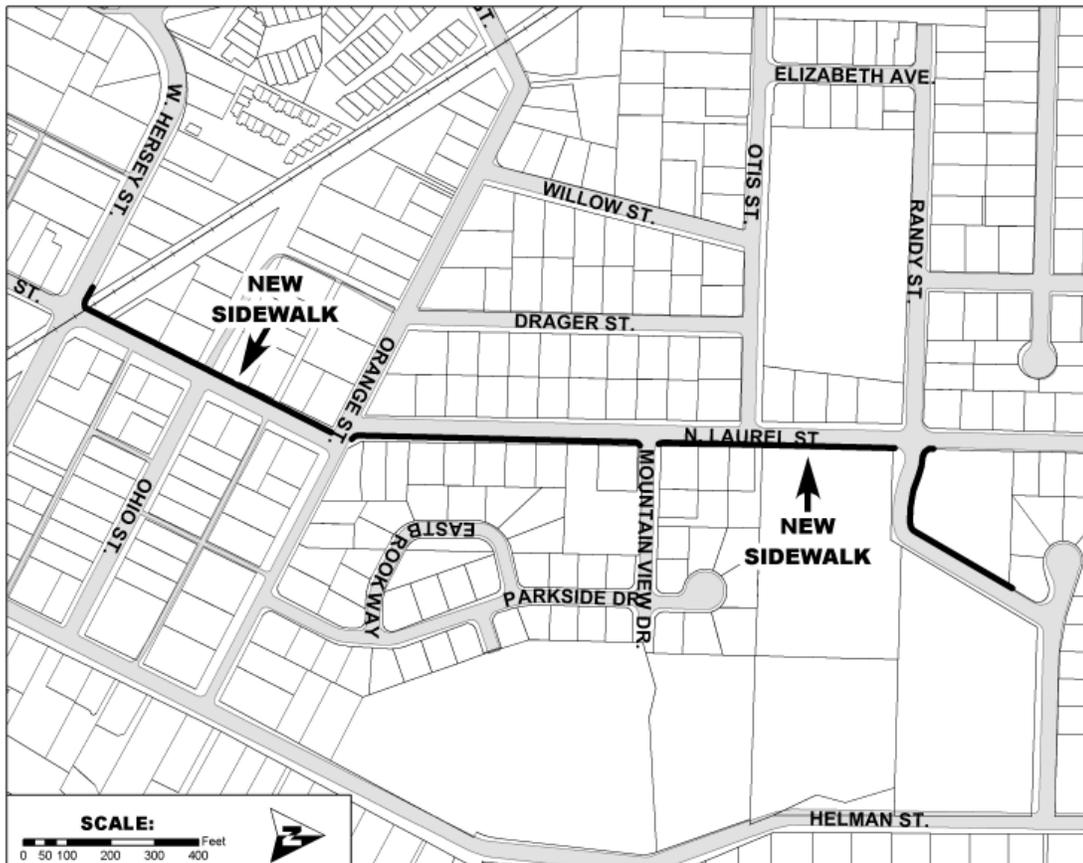


**TITLE: LAUREL STREET SIDEWALK INSTALLATION**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 28,500 SDC Street Fees</p> <p>\$ 76,000 LID</p> <p><u>\$ 85,500</u> Street Fees/ Rates</p> <p>\$190,000</p>	<p><b>Project Description:</b></p> <p>This project will construct sidewalks, driveway improvements, related minor storm drain improvements and traffic calming features on North Laurel Street from Nevada Street to Hersey Street.</p> <p>There are several missing sidewalk connections along this important collector and local street network to reach Helman School. This will also serve as a connection to the City's Dog Park and Greenway bicycle trail system and to Downtown.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006 \$ 40,000</p> <p>2007 \$150,000</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$190,000</p>	



**TITLE: UPPER BEACH STREET LOCAL IMPROVEMENT DISTRICT**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$12,600 SDC Street Fees \$42,000 LID <u>\$15,400</u> Street Fees/ Rates \$70,000	<b>Project Description:</b> The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Beach Street and Hargadine Street based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 \$70,000 2008 2009 2010 2011 Total \$70,000	

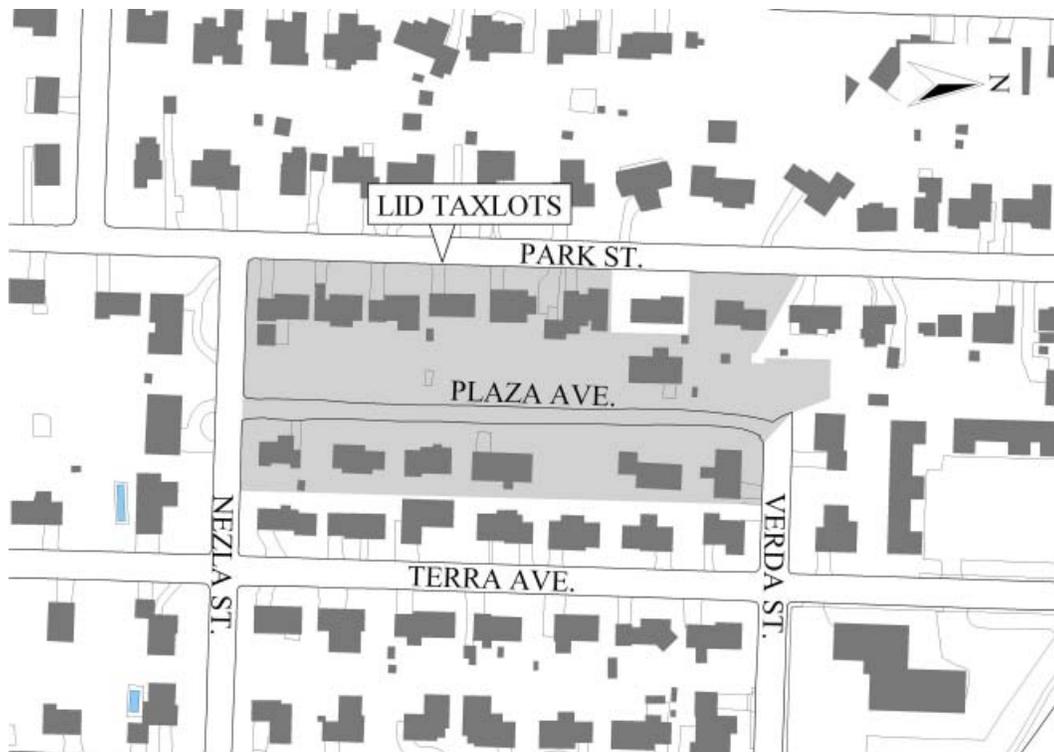


TITLE: **PLAZA AVENUE LOCAL IMPROVEMENT DISTRICT**

PROJECT TYPE: **TRANSPORTATION \PUBLIC SAFETY**

RESPONSIBLE DEPARTMENT: **Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <table> <tr> <td>\$12,960</td> <td>SDC Street Fees</td> </tr> <tr> <td>\$43,200</td> <td>LID</td> </tr> <tr> <td><u>\$15,840</u></td> <td>Street Fees/ Rates</td> </tr> <tr> <td>\$72,000</td> <td></td> </tr> </table>	\$12,960	SDC Street Fees	\$43,200	LID	<u>\$15,840</u>	Street Fees/ Rates	\$72,000		<p><b>Project Description:</b></p> <p>Plaza Avenue is currently an unimproved street. Neighbors have looked at the possibility of forming a Local Improvement District from Verda Street to Nezla Street several times in the past without success. This project would initiate a Local Improvement District to construct roadway improvements including regrading, asphalt paving, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution.</p>						
\$12,960	SDC Street Fees														
\$43,200	LID														
<u>\$15,840</u>	Street Fees/ Rates														
\$72,000															
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <table> <tr> <td>2006</td> <td></td> </tr> <tr> <td>2007</td> <td>\$72,000</td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>Total</td> <td>\$72,000</td> </tr> </table>	2006		2007	\$72,000	2008		2009		2010		2011		Total	\$72,000	
2006															
2007	\$72,000														
2008															
2009															
2010															
2011															
Total	\$72,000														



**TITLE: MISCELLANEOUS LOCAL IMPROVEMENT DISTRICTS**

**PROJECT TYPE: TRANSPORTATION/PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 50,400 SDC Street Fees</p> <p>\$168,000 LID</p> <p><u>\$ 61,600</u> Street Fees/ Rates</p> <p>\$280,000</p>	<p><b>Project Description:</b></p> <p>One of Council's goals is water quality improvements resulting from paving unpaved streets. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution. Although not yet specifically defined, these projects will require formation of Local Improvement Districts to construct roadways primarily on dirt or unimproved roads to improve air and water quality. These improvements could include regrading, asphalt paving, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008 \$ 70,000</p> <p>2009 \$ 70,000</p> <p>2010 \$ 70,000</p> <p>2011 \$ 70,000</p> <p>Total \$280,000</p>	

Possible street improvements include Peachy Road, Larkin Lane, Ohio, Sunrise, Glenview and Granite Streets.



**TITLE: CLAY STREET LOCAL IMPROVEMENT DISTRICT**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

**Funding Sources:**

\$105,300	SDC Street Fees
\$351,000	LID
\$ 75,000	Jackson County Juris-Exchange
<u>\$128,700</u>	Street Fees/ Rates
\$660,000	

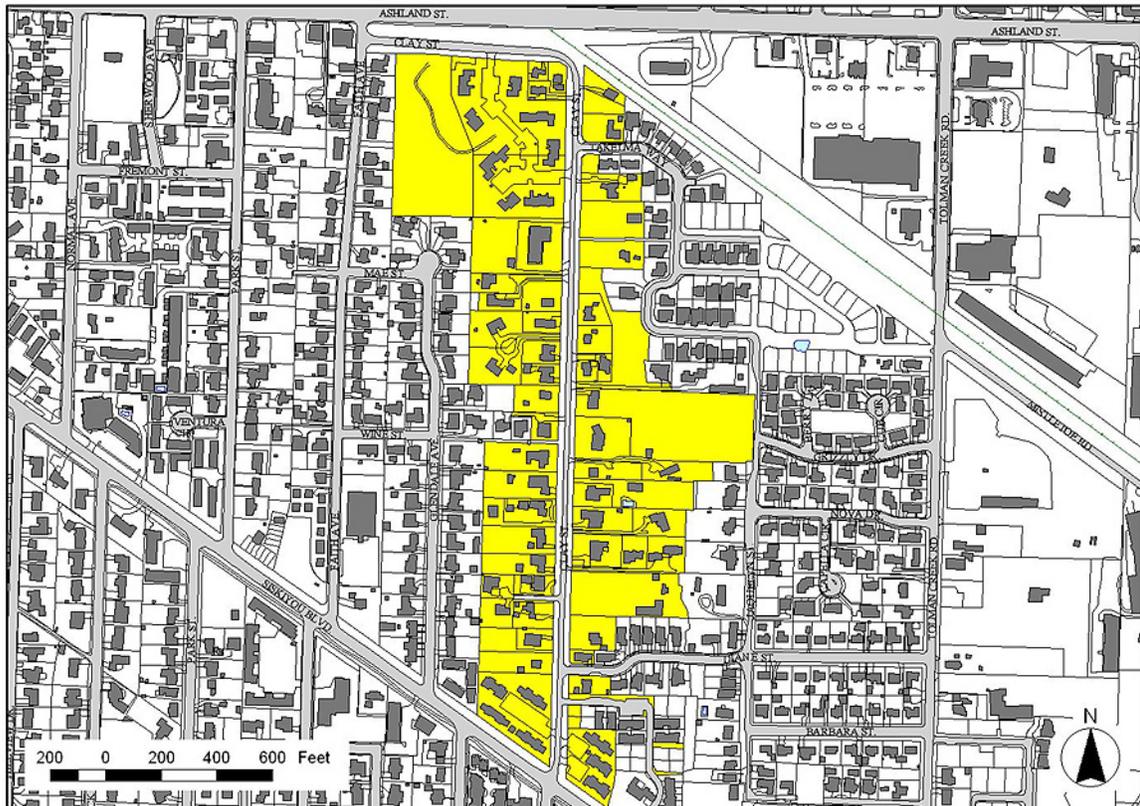
**Project Description:**  
 Clay Street north of Siskiyou Boulevard is currently under the jurisdiction of Jackson County. Improvement of this street to full City standards would require a transfer of jurisdiction requiring the City to maintain this section.

**Project Cost by Budget Year:**

Prior Years:

2006	
2007	
2008	\$260,000
2009	\$400,000
2010	
2011	
Total	\$660,000

This project looks at improvements between Siskiyou Boulevard and Ashland Street and would require formation of a Local Improvement District to help fund the construction of curb and gutters, paving, sidewalks on both sides, parking bays, storm drainage facilities and traffic calming features.

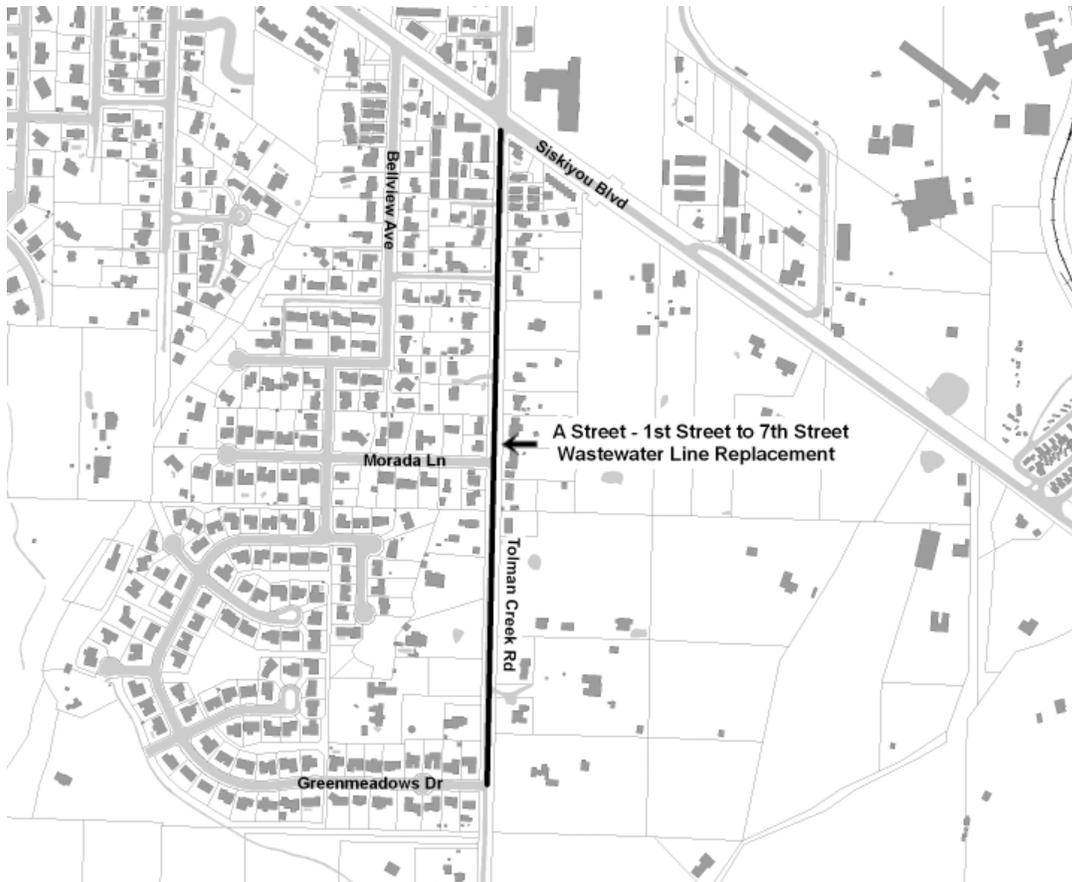


**TITLE: TOLMAN CREEK ROAD-GREENMEADOWS TO SISKIYOU BOULEVARD  
SIDEWALK INSTALLATION**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$ 60,000 SDC Street Fees \$ 80,000 LID <u>\$260,000</u> Street Fees/ Rates \$400,000	<b>Project Description:</b>  Construct sidewalks, driveway improvements and related minor storm drain improvements to Tolman Creek Road from Greenmeadows Drive to Siskiyou Boulevard.  There are several missing sidewalk connections along this important collector and local street network to reach Bellview School.
<b>Project Cost by Budget Year:</b>  Prior Years: 2006 2007 2008 2009 2010 \$400,000 2011 Total \$400,000	

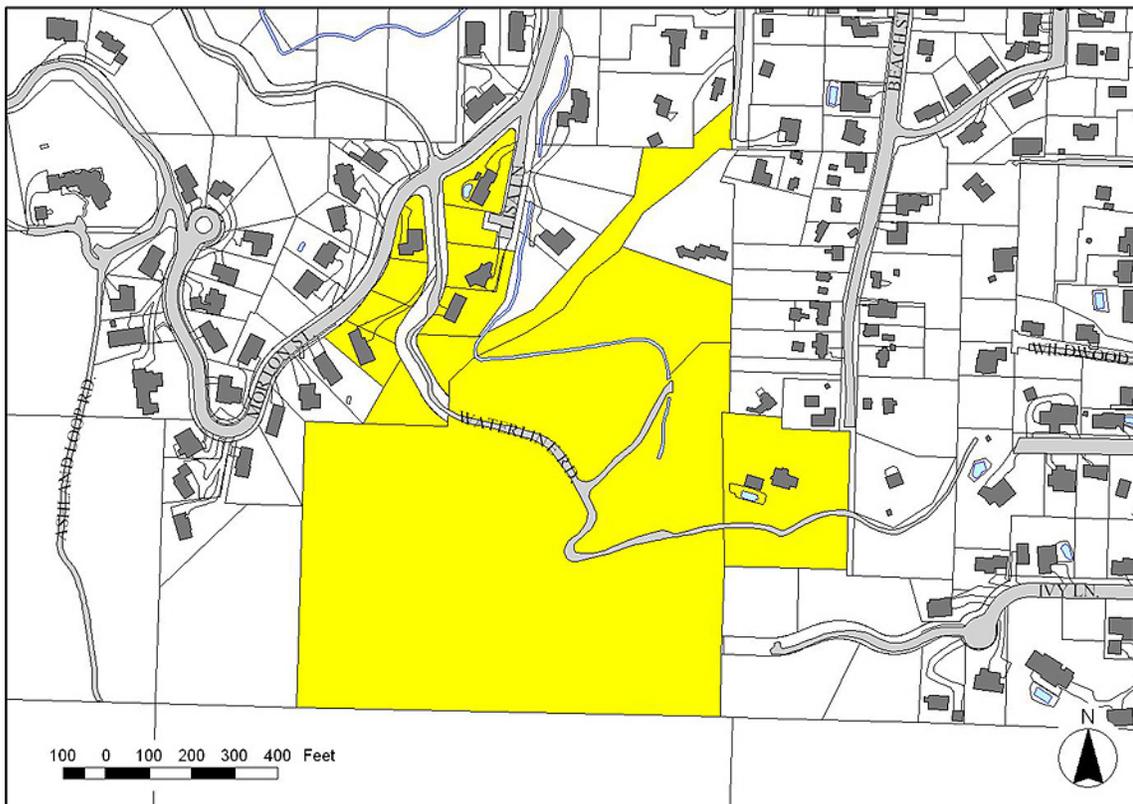


**TITLE: WATERLINE ROAD LOCAL IMPROVEMENT DISTRICT**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <table> <tr> <td>\$ 36,720</td> <td>SDC Street Fees</td> </tr> <tr> <td>\$122,400</td> <td>LID</td> </tr> <tr> <td><u>\$ 44,880</u></td> <td>Street Fees/ Rates</td> </tr> <tr> <td><b>\$204,000</b></td> <td></td> </tr> </table>	\$ 36,720	SDC Street Fees	\$122,400	LID	<u>\$ 44,880</u>	Street Fees/ Rates	<b>\$204,000</b>		<p><b>Project Description:</b></p> <p>Waterline Road is an unpaved, unimproved local street. City Council has approved the formation of a Local Improvement District to improve Waterline Road from Morton Street southeasterly dependent upon the approval of a residential development to be accessed from Waterline Road which would require the improving of the street. The extent of timing this project is dependent upon development.</p> <p>Roadway improvements include regrading, asphalt paving, retaining walls, curb and gutters, sidewalks, driveway improvements, and related storm drain system improvements.</p>						
\$ 36,720	SDC Street Fees														
\$122,400	LID														
<u>\$ 44,880</u>	Street Fees/ Rates														
<b>\$204,000</b>															
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <table> <tr> <td>2006</td> <td></td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td>\$204,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$204,000</b></td> </tr> </table>	2006		2007		2008		2009		2010		2011	\$204,000	<b>Total</b>	<b>\$204,000</b>	
2006															
2007															
2008															
2009															
2010															
2011	\$204,000														
<b>Total</b>	<b>\$204,000</b>														



**TITLE: ENTITLEMENT GRANT- FAA/ ODA FEDERAL AID TO MUNICIPALITIES**

**PROJECT TYPE: TRANSPORTATION \PUBLIC SAFETY**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$150,000 FAA/ODA Grants <u>\$150,000</u> Airport Fees/ Rates \$300,000	<b>Project Description:</b> The Oregon Department of Aviation reinstated the Airport Entitlement Grants to the benefit of many small general aviation airports. It is our goal to continue to expand the infrastructure of the Ashland Airport to increase revenue. These grants are instrumental in giving small municipalities opportunities to update services and equipment making the airport increasingly attractive to businesses as well as private pilots. Projects will be identified through the Master Plan and funds requested through the State of Oregon Department of Aviation. Anticipated projects include: <ul style="list-style-type: none"><li>• Purchase of SuperUnicom system</li><li>• Airplane tie-down apron reconstruction</li><li>• Taxilane extension</li><li>• Easement acquisition</li></ul>
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 2008 \$150,000 2009 2010 \$150,000 2011 Total \$300,000	



**TITLE: TALENT, ASHLAND, PHOENIX PIPELINE BEYOND TALENT TO ASHLAND**

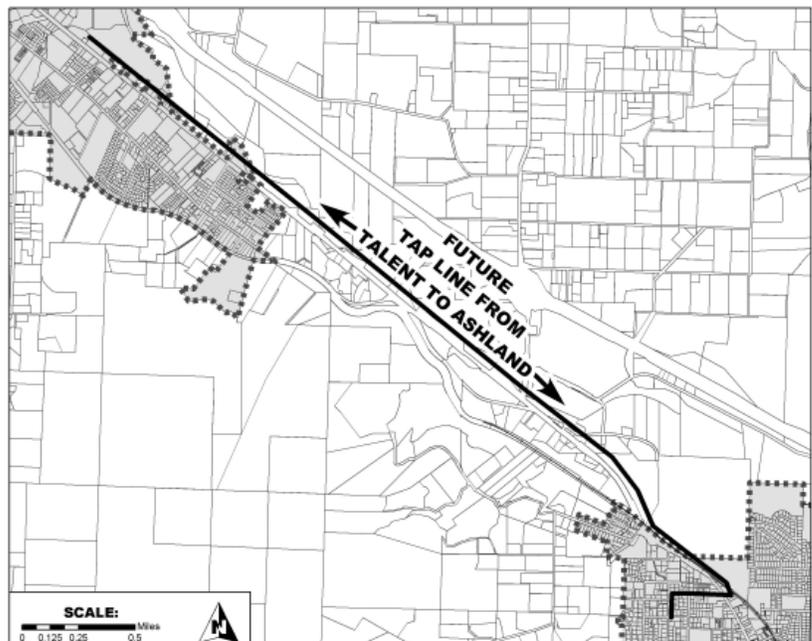
**PROJECT TYPE: WATER SUPPLY**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$4,068,750 SDC Water Fees  <u>\$1,356,250</u> Water Fees/ Rates                  \$5,425,000</p>	<p><b>Project Description:</b></p> <p>Based on the Council's decision in December 1998, Ashland participated with the Cities of Talent and Phoenix in the design and construction of the TAP intertie water pipeline (24-inch line) to the City of Talent. In addition, Staff purchased 1000 acre feet of Lost Creek Water Rights.</p> <p>This project includes the following actions:                  -Review the process of exchanging the City's Talent Irrigation District (TID) water rights from the City's "Imperatrice Property" for beneficial use;                  -Began discussions with the City of Talent regarding their TID municipal water rights and future use of those rights; and,</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$75,000                  2006 \$150,000                  2007                  2008 \$200,000                  2009                  2010 \$2,500,000                  2011 \$2,500,000                  Total \$5,425,000</p>	<p>-Continue with conservation programs to meet the goals for 20% peak day summer time reductions.</p>

The City has contracted with Carollo Engineering in developing the preliminary engineering for the TAP line from Talent to Ashland. Our next step will be to secure easements for the pipeline and to identify other needs for this future project. Water has, and will continue to be, a concern for Ashland and the Rogue Valley.

Although construction is shown in 2010, the Council has not finalized construction start dates. The 1998 report shows a water supply deficit in 2016.



**TITLE: HOSLER DAM TRANSMISSION LINE REPLACEMENT-REEDER RESERVOIR TO WATER PLANT**

**PROJECT TYPE: WATER SUPPLY**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$1,026,000 SDC Water Fees <u>\$1,824,000</u> Water Fees/ Rates \$2,850,000</p>	<p><b>Project Description:</b></p> <p>The main transmission line from Reeder Reservoir to the Water Treatment Plant was built in the early 1900's and, given its age, replacement is inevitable. The project replaces the existing one-mile length of 24-inch waterline and supporting structures with 30-inch cast iron pipeline, as well as improving drainage related to the support structures. The evaluation of the system was completed in FY02 and recommend relocating the line to the roadway.</p> <p>Design of the project began in FY04 with construction spanning two years, FY05/06.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$140,000 2006 \$1,900,000 2007 \$810,000 2008 2009 2010 2011 Total \$2,850,000</p>	



**TITLE: HOSLER DAM STABILITY GEOTECH ANALYSIS**

**PROJECT TYPE: WATER SUPPLY**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b>                  \$30,000      Water Fees/ Rates</p>	<p><b>Project Description:</b>                  As part of a required Federal Energy Regulatory Commission (FERC) requirement, a Part 12 Safety Inspection must be performed on the dam to ensure stability. The same FERC Part 12 Inspection required the City to install the audible early warning system and flood zone warning signs. The next evaluation of Hosler Dam will be an on-site inspection to determine the stability of the core geology surrounding the dam by taking samples of surrounding rock and soil from areas adjacent to Hosler Dam. This inspection will be performed by Acres International who has been the contract engineer for the Part 12 Inspection in its entirety.</p>															
<p><b>Project Cost by Budget Year:</b></p> <table> <tr> <td colspan="2">Prior Years:</td> </tr> <tr> <td>2006</td> <td>\$30,000</td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>Total</td> <td>\$30,000</td> </tr> </table>		Prior Years:		2006	\$30,000	2007		2008		2009		2010		2011		Total
Prior Years:																
2006	\$30,000															
2007																
2008																
2009																
2010																
2011																
Total	\$30,000															

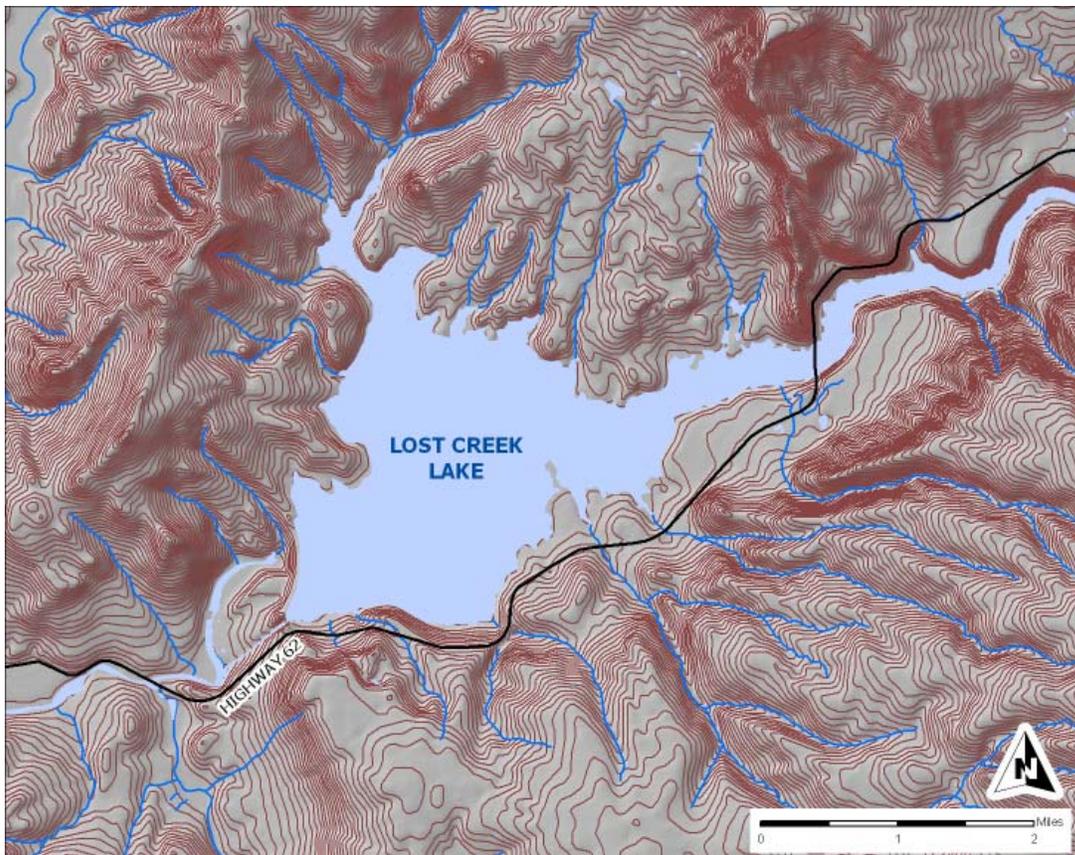


TITLE: **ADDITIONAL LOST CREEK WATER RIGHTS**

PROJECT TYPE: **WATER SUPPLY**

RESPONSIBLE DEPARTMENT: **Public Works Department/ Engineering**

<b>Funding Sources:</b> \$500,000 SDC Water Fees	<b>Project Description:</b> In FY01, the City purchased the initial portion of Lost Creek Water from the US Army Corps of Engineers. The Carollo Water Supply Master Plan completed in December 1998 identified a deficit of 1,420 acre feet. The initial purchase of water rights did not include interest charges and the City purchased only 1,000 acre feet of new water. This remaining amount will satisfy the full deficit.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 2008 2009 \$500,000 2010 2011 Total \$500,000	



**TITLE: HOSLER DAM SECURITY & TELEMTRY**

**PROJECT TYPE: WATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<b>Funding Sources:</b> \$75,000      Water Fees/ Rates	<b>Project Description:</b> The Water Treatment Plant is facing several improvements over the next few years. This project evaluates and improves the security system at Hosler Dam to reduce vandalism and increase security of public facilities in the watershed.
<b>Project Cost by Budget Year:</b> Prior Years: \$25,000 2006            \$50,000 2007 2008 2009 2010 2011 Total            \$75,000	



**TITLE: SLUDGE LAGOON IMPROVEMENTS**

**PROJECT TYPE: WATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<b>Funding Sources:</b> \$ 12,000 SDC Water Fees <u>\$108,000</u> Water Fees/ Rates \$120,000	<b>Project Description:</b> The Water Treatment Plant is facing several improvements over the next few years. This project evaluates and improves the treatment plant's backwash sludge lagoons to be more protective of water quality in Ashland Creek. Improvements include adjustment to sluice gates and increases capacity of the lagoon, and piping of the backwash water. Design work will begin in FY06.
<b>Project Cost by Budget Year:</b> Prior Years: \$20,000 2006 \$100,000 2007 2008 2009 2010 2011 Total \$120,000	



**TITLE: WATER TREATMENT PLANT FILTER IMPROVEMENTS**

**PROJECT TYPE: WATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<b>Funding Sources:</b> \$ 60,000 SDC Water Fees <u>\$240,000</u> Water Fees/ Rates \$300,000	<b>Project Description:</b> The Water Treatment Plant is facing several improvements over the next few years. This project evaluates and improves the filter aid system of the existing water treatment plant filter system to improve treatment capabilities. The ongoing project scheduled for FY05 and FY06 implement the recommended improvements including filter media replacement.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$300,000 2007 2008 2009 2010 2011 Total \$300,000	



**TITLE: CHLORINE / HYPOCHLORITE REQUIREMENT REVIEW**

**PROJECT TYPE: WATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<b>Funding Sources:</b> \$ 75,000 SDC Water Fees <u>\$300,000</u> Water Fees/ Rates \$375,000	<b>Project Description:</b> The Ashland Water Treatment Plant (WTP) currently uses gaseous chlorine for disinfection. The purpose of the Pre-design Report is to evaluate sodium hypochlorite as an alternative to gaseous chlorine. The main reasons the City is considering the change from gaseous chlorine liquid to liquid hypochlorite are as follows:  -A new scrubber system could be required for the existing gaseous system. -Handling chlorine gas is inherently dangerous to plant staff. -Continued use of chlorine gas could require the City to implement a new Risk Management Plan (RMP) per the EPA Clean Air Act. However, at this time, the City is meeting the requirements by utilizing one-ton cylinders.
<b>Project Cost by Budget Year:</b>  Prior Years: 2006 \$25,000 2007 \$350,000 2008 2009 2010 2011 Total \$375,000	  The long-term solution is to go to sodium hypochlorite to reduce the risk to staff and our community. Sodium hypochlorite can be used in liquid form (bleach) or tablet form.  A preliminary study of alternatives was completed in 1999.



**TITLE: WATER TREATMENT PLANT PROCESS IMPROVEMENTS**

**PROJECT TYPE: WATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$240,000 SDC Water Fees</p> <p><u>\$ 80,000</u> Water Fees/ Rates</p> <p>\$320,000</p>	<p><b>Project Description:</b></p> <p>The City's Water Treatment Plant upgrade was completed in 1995. The design capacity of the plant was increased to 12 million gallons per day (MGD). As the plant begins to see peaks as high as 8 MGD, there are several projects that are necessary to implement prior to daily peaks in the 8-10 MGD range. These include headloss evaluations and other pipeline considerations, chemical use and alternatives within the treatment plant process. These are scheduled to be designed in FY07 and constructed between FY07 and FY09.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009 \$160,000</p> <p>2010</p> <p>2011 \$160,000</p> <p>Total \$320,000</p>	



**TITLE: WATER TREATMENT PLANT FILTER 7 & 8 CONSTRUCTION**

**PROJECT TYPE: WATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<b>Funding Sources:</b> \$438,750 SDC Water Fees <u>\$146,250</u> Water Fees/ Rates \$585,000	<b>Project Description:</b> The Water Treatment Plant is facing several improvements over the next few years. This project designs and constructs two new filter systems to add to the plant's capacity to treat water.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 2008 2009 2010 \$85,000 2011 \$500,000 Total \$585,000	





**TITLE: LOOP ROAD RESERVOIR**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<b>Funding Sources:</b> \$ 517,500 SDC Water Fees <u>\$1,207,500</u> Water Fees/ Rates \$1,725,000	<b>Project Description:</b> Two areas in the southern sections of the City are served by constant operation pumps with multiple pump staging to meet fireflow demands. To provide a more efficient, safer and more economical method of increasing water pressure and flow, a reservoir is proposed to be constructed in the southwest section south of Ashland. This project will include validating the need, conducting a sighting study, reservoir design and construction. It is anticipated that this process will encompass three years beginning in FY06. Funded through Water Bonds.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$25,000 2007 \$200,000 2008 \$1,500,000 2009 2010 2011 Total \$1,725,000	

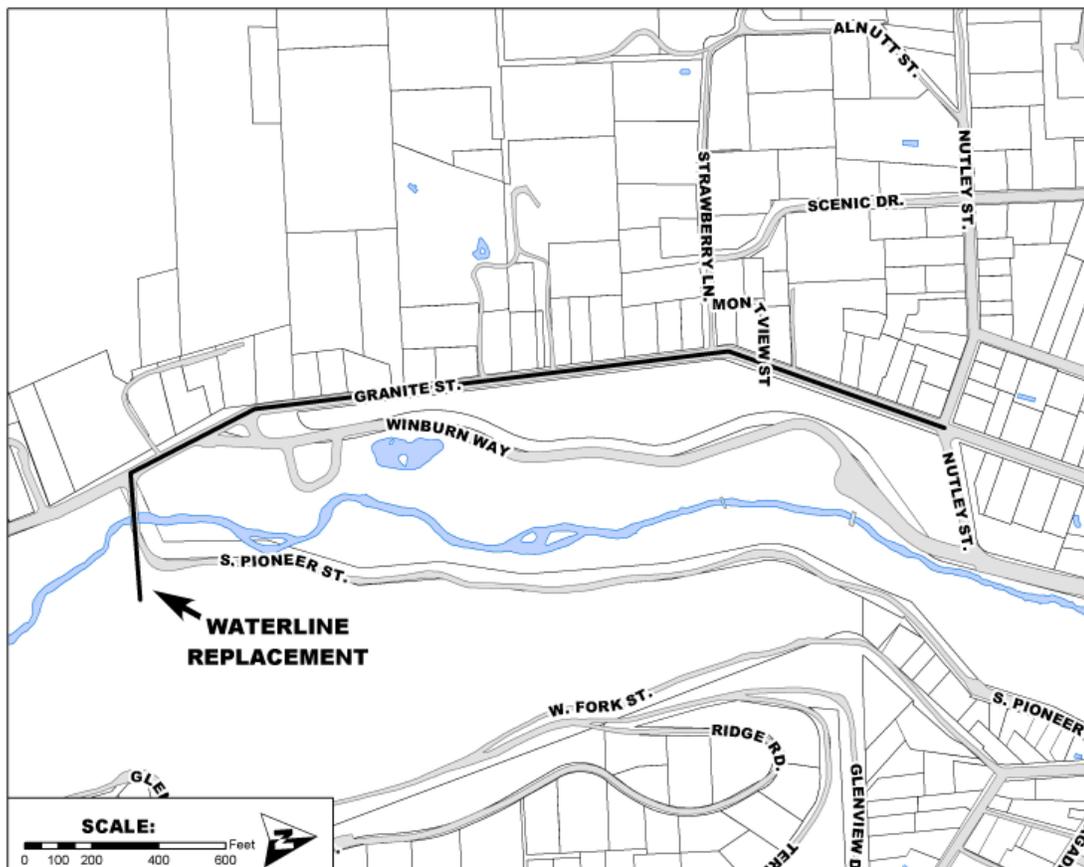


**TITLE: GRANITE STREET-NUTLEY TO PARKS OFFICE WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$138,250 SDC Water Fees</p> <p><u>\$256,750</u> Water Fees/ Rates</p> <p>\$395,000</p>	<p><b>Project Description:</b></p> <p>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 the Granite Street reservoir.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$45,000</p> <p>2006 \$350,000</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$395,000</p>	

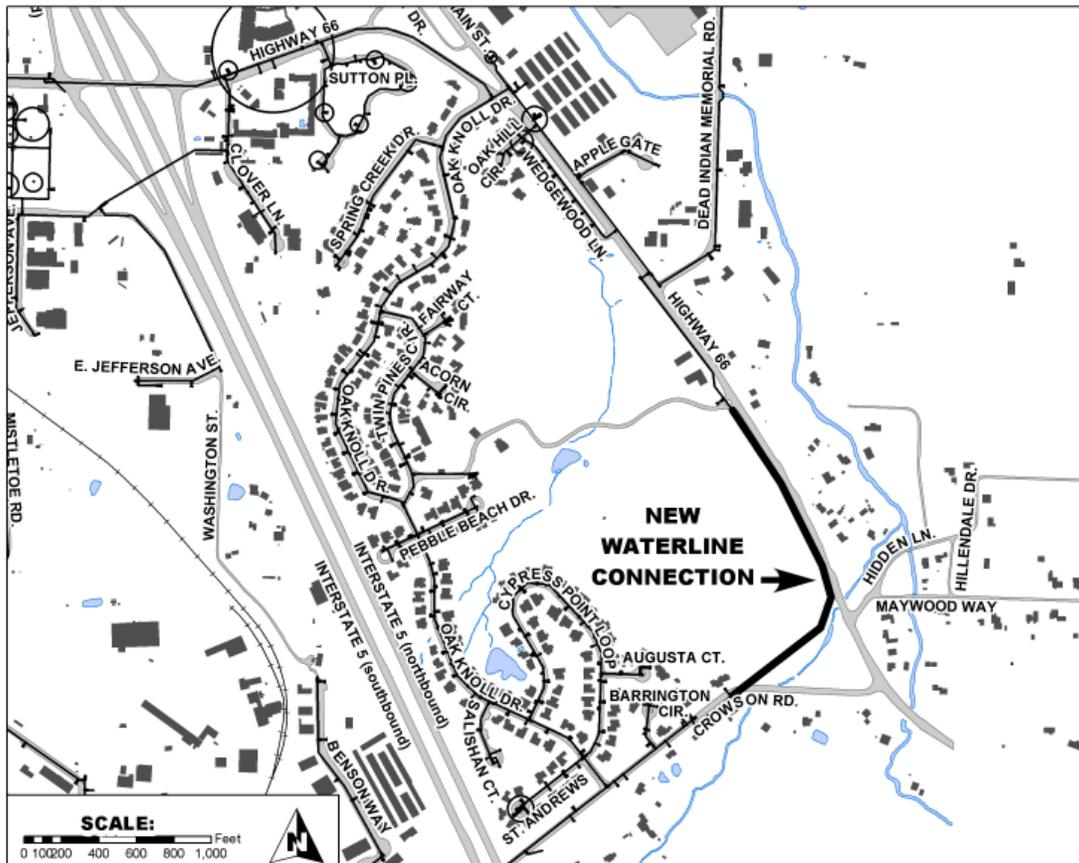


**TITLE: CROWSON ROAD, AIRPORT & E. MAIN STREET LOOP WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 49,000 SDC Water Fees</p> <p><u>\$ 91,000</u> Water Fees/ Rates</p> <p>\$140,000</p>	<p><b>Project Description:</b></p> <p>This project extends the waterline from Crowson Road to the water main at the golf course to provide a looped system to the new feed at the airport. This loop improves water quality and consistent quantity to these areas.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007 \$140,000</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$140,000</p>	

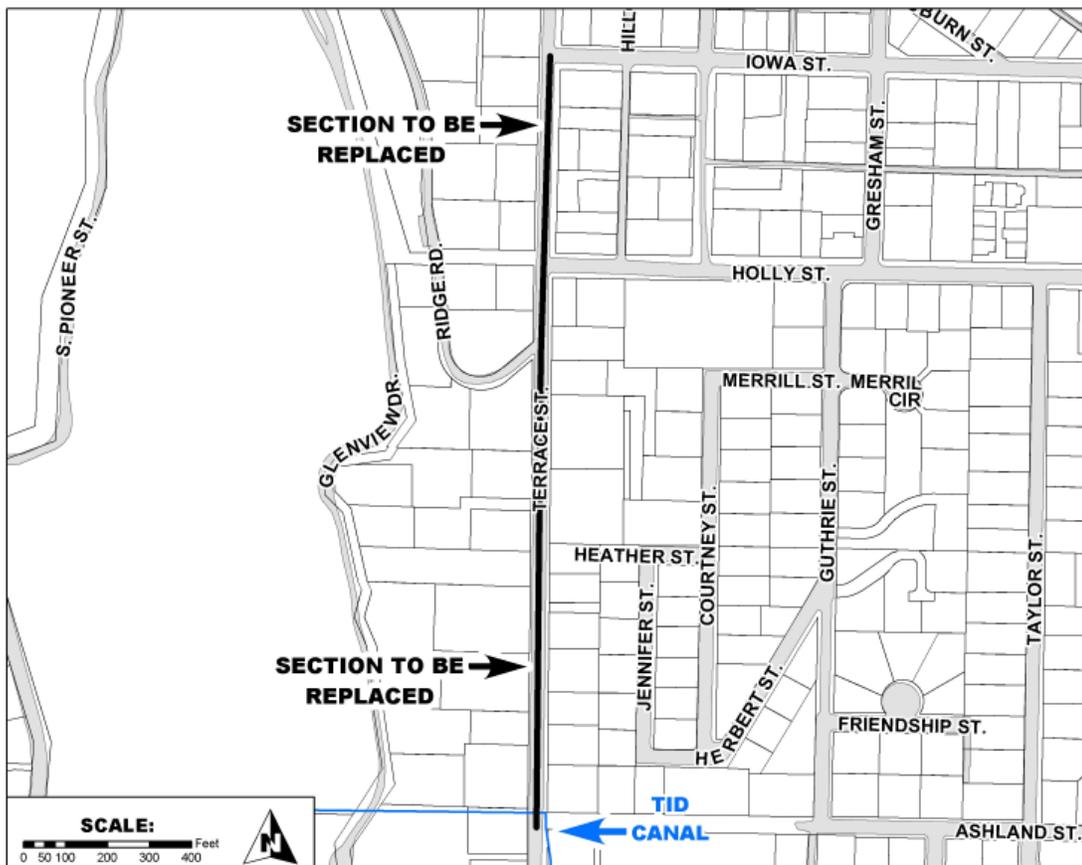


**TITLE: TERRACE STREET-IOWA STREET TO TID DITCH WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 35,000 SDC Water Fees</p> <p><u>\$315,000</u> Water Fees/ Rates</p> <p>\$350,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution plan prioritized pipe replacements based on inadequate size and disrepair. The section from Iowa Street to the Talent Irrigation Ditch along Terrace Street replaces 1,850 feet of 12 inch diameter steel pipe with 12 inch ductile iron pipe. The replacement of deteriorating steel pipe with ductile iron pipe is a proactive step to increase flow rates through the water lines. The obsolete steel pipes are no longer maintainable and can become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007 \$350,000</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$350,000</p>	



**TITLE: WATERLINE UPSIZING-MAPLE STREET, SCENIC DRIVE & CHESTNUT STREET**

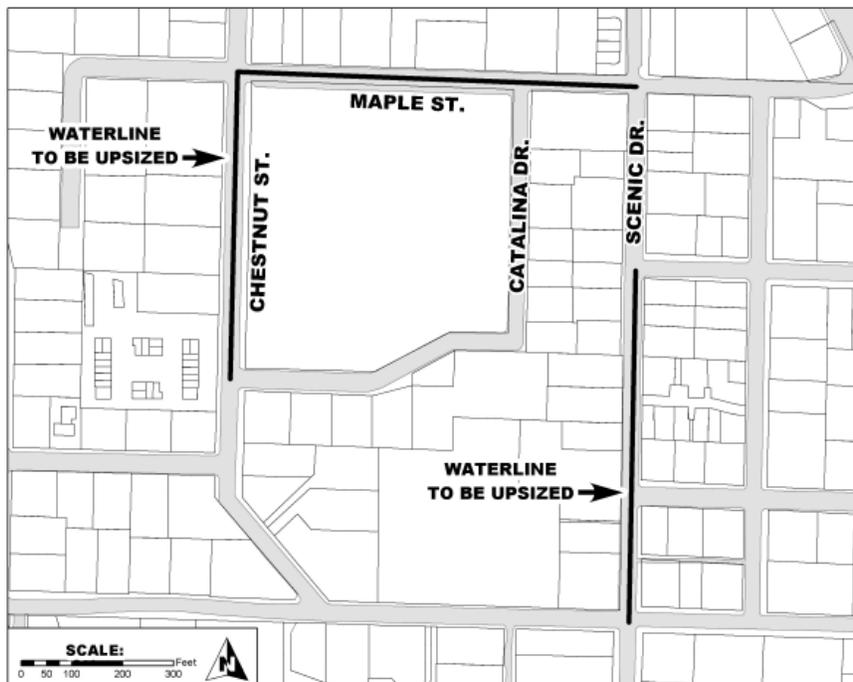
**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 62,500 SDC Water Fees</p> <p><u>\$187,500</u> Water Fees/ Rates</p> <p>\$250,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution plan prioritized pipe replacements based on inadequate size and disrepair. These waterlines are being replaced due to inadequate pipe size to meet demand. The increased capacity will supply residents with adequate flow.</p> <p>The replacement of deteriorating steel pipe with ductile iron pipe is a proactive step to increase flow rates through the water lines. The obsolete steel pipes are no longer maintainable and could become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008 \$250,000</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$250,000</p>	

Maple Street is scheduled for replacement of 787 feet of 6 inch steel pipe with an 8 inch ductile iron pipe from Scenic Drive to Chestnut Street.

Scenic Drive is scheduled for replacement of 700 feet of 6 inch steel pipe to an 8 inch ductile iron pipe from Coolidge Street to Wimer Street.

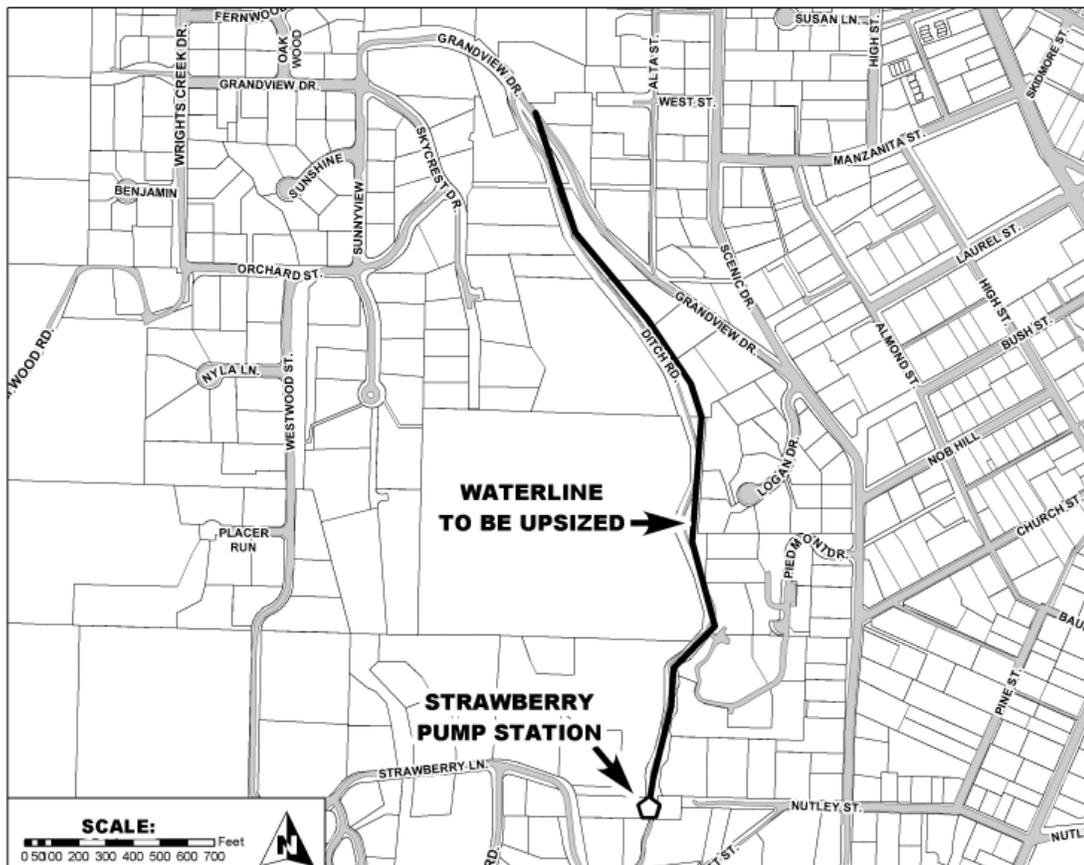


**TITLE: STRAWBERRY PUMP STATION TO GRANDVIEW DRIVE WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 25,000 SDC Water Fees</p> <p><u>\$475,000</u> Water Fees/ Rates</p> <p>\$500,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution plan prioritized pipe replacements based on inadequate size and disrepair. The section from the Strawberry Lane Pump Station to Grandview Drive replaced 2,950 feet of 16 inch diameter steel pipe with 16 inch ductile iron pipe. The replacement of deteriorating steel pipe with ductile iron is a proactive step to increase flow rates through the water lines. The obsolete steel pipes are no longer maintainable and could become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008 \$500,000</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$500,000</p>	

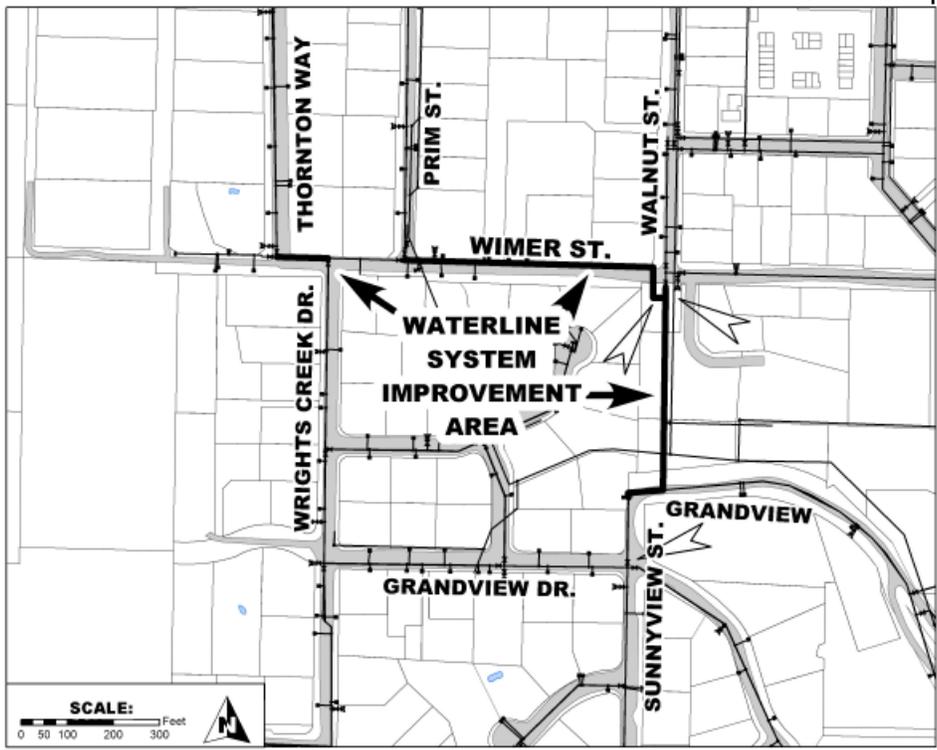


**TITLE: WIMER STREET & SUNNYVIEW STREET WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 62,500 SDC Water Fees</p> <p><u>\$187,500</u> Water Fees/ Rates</p> <p>\$250,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution Plan prioritized pipe replacements based on inadequate size and disrepair. Two sections on Wimer Street; one from Prim Street to Sunnyview Street, and another from Thornton Way to Wrights Creek Drive replaces 2,700 feet of 6 inch diameter steel pipe with 10-inch ductile iron pipe. Sunnyview Street will have 6- inch steel replaced with 10-inch ductile iron pipe from Grandview Drive to the pressure reduction valve junction which is approximately 150 feet.</p> <p>The replacement of deteriorating steel pipe with ductile iron pipe is a proactive step to increase flow rates though the water lines. The obsolete steel pipes are no longer</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009 \$250,000</p> <p>2010</p> <p>2011</p> <p>Total \$250,000</p>	<p>maintainable and could become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p>

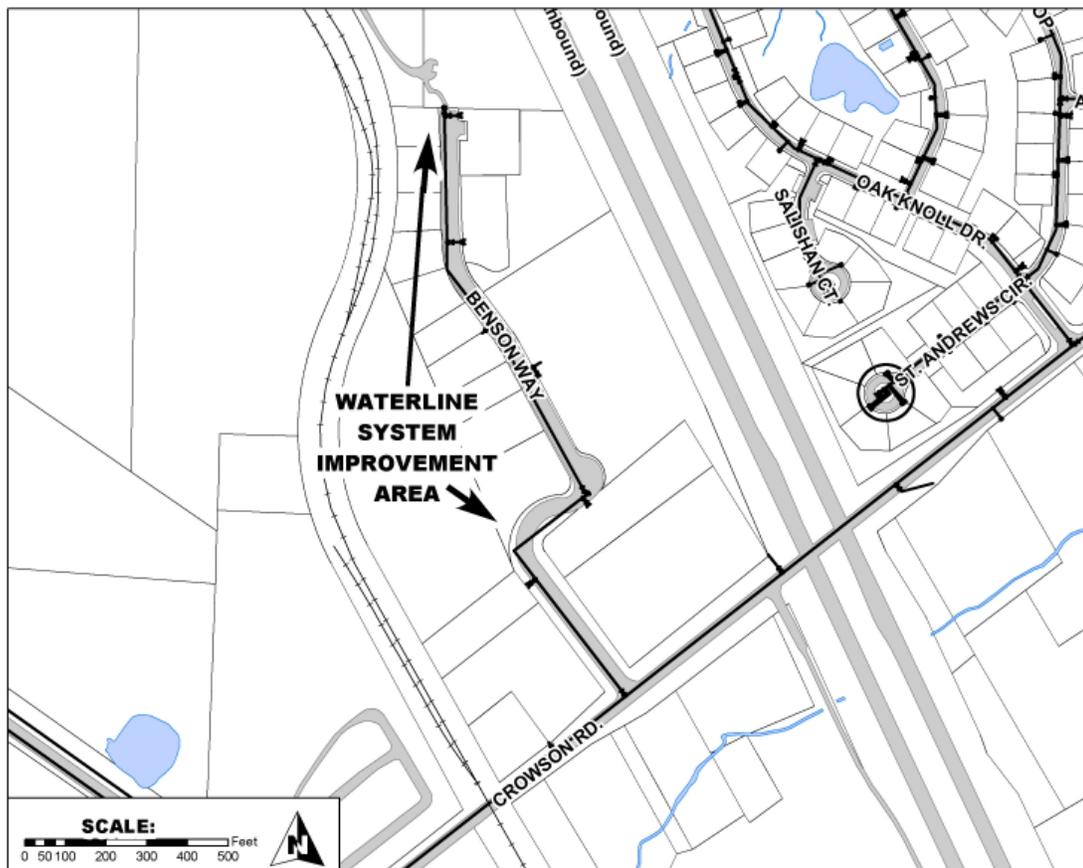


**TITLE: BENSON WAY LOOP WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 49,000 SDC Water Fees</p> <p><u>\$ 91,000</u> Water Fees/ Rates</p> <p>\$140,000</p>	<p><b>Project Description:</b></p> <p>The City's water distribution system was evaluated and modeled by Lee Engineering. Improvements to the model were completed by Carollo Engineering and staff. Several line improvements, volume increases and replacements were recommended. This project will provide a "looped" water line system to equalize pressure and allow redundancy in the system.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009 \$140,000</p> <p>2010</p> <p>2011</p> <p>Total \$140,000</p>	

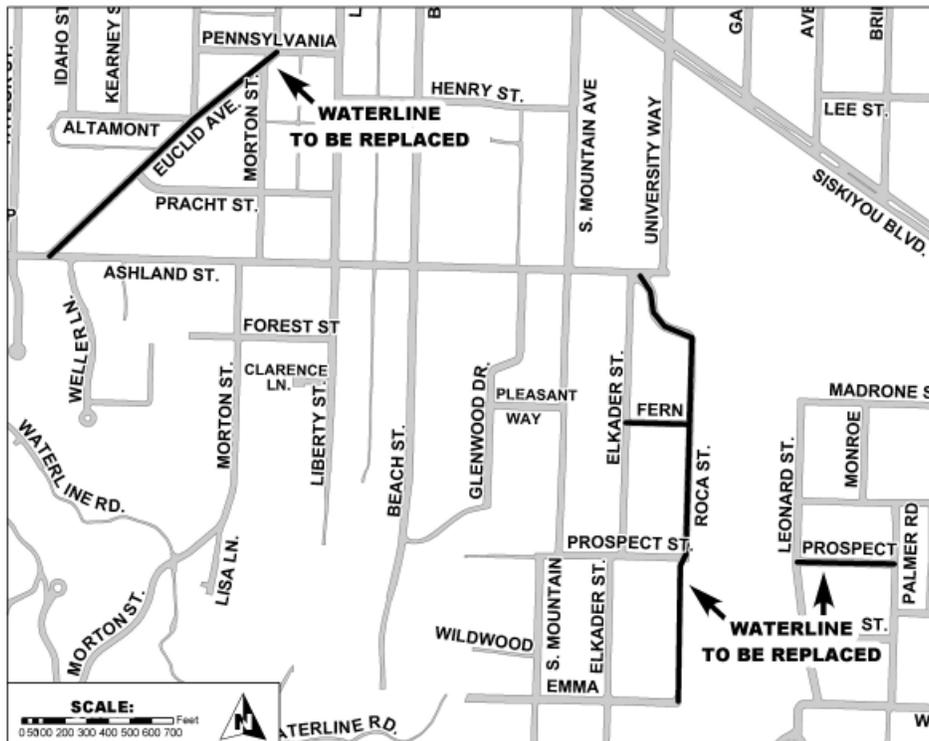


**TITLE: EUCLID AVENUE, PROSPECT STREET, FERN STREET, & ROCA STREET WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 68,750 SDC Water Fees</p> <p><u>\$206,250</u> Water Fees/ Rate</p> <p>\$275,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution plan prioritized pipe replacements based on inadequate size and disrepair. The replacement of deteriorating steel pipe with ductile iron pipe is a proactive step to increase flow rates through the water lines. The obsolete steel pipes are no longer maintainable and could become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p> <p>Euclid Avenue is scheduled for replacement of 1,450 feet of 4 and 6 inch steel pipe with 8 inch ductile iron pipe.</p> <p>Prospect Street, Fern Street and Roca Street will all have 1,200 feet of 6 inch steel pipe replaced with 8 inch ductile iron pipe.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009 \$275,000</p> <p>2010</p> <p>2011</p> <p>Total \$275,000</p>	

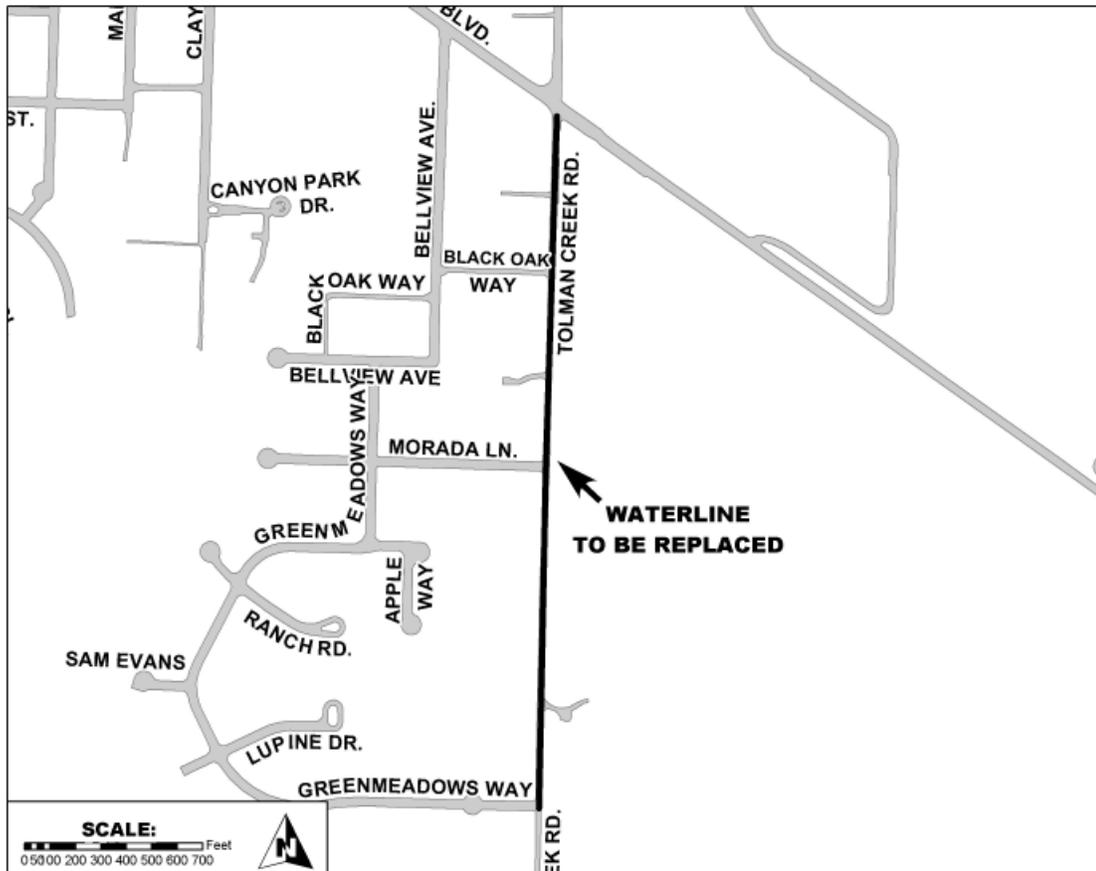


**TITLE: TOLMAN CREEK ROAD-SISKIYOU BOULEVARD TO GREENMEADOWS WAY  
WATERLINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 93,750 SDC Water Fees  <u>\$281,250</u> Water Fees/ Rates          \$375,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution plan prioritized pipe replacements based on inadequate size and disrepair. The section from Siskiyou Boulevard to Greenmeadows Way along Tolman Creek Road replaces 2,750 feet of 8 inch diameter steel pipe with 12 inch ductile iron pipe. The replacement of deteriorating steel pipe with ductile iron pipe is a proactive step to increase flow rates through the water lines. The obsolete steel pipes are no longer maintainable and could become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:          2006          2007          2008          2009          2010 \$375,000          2011          Total \$375,000</p>	

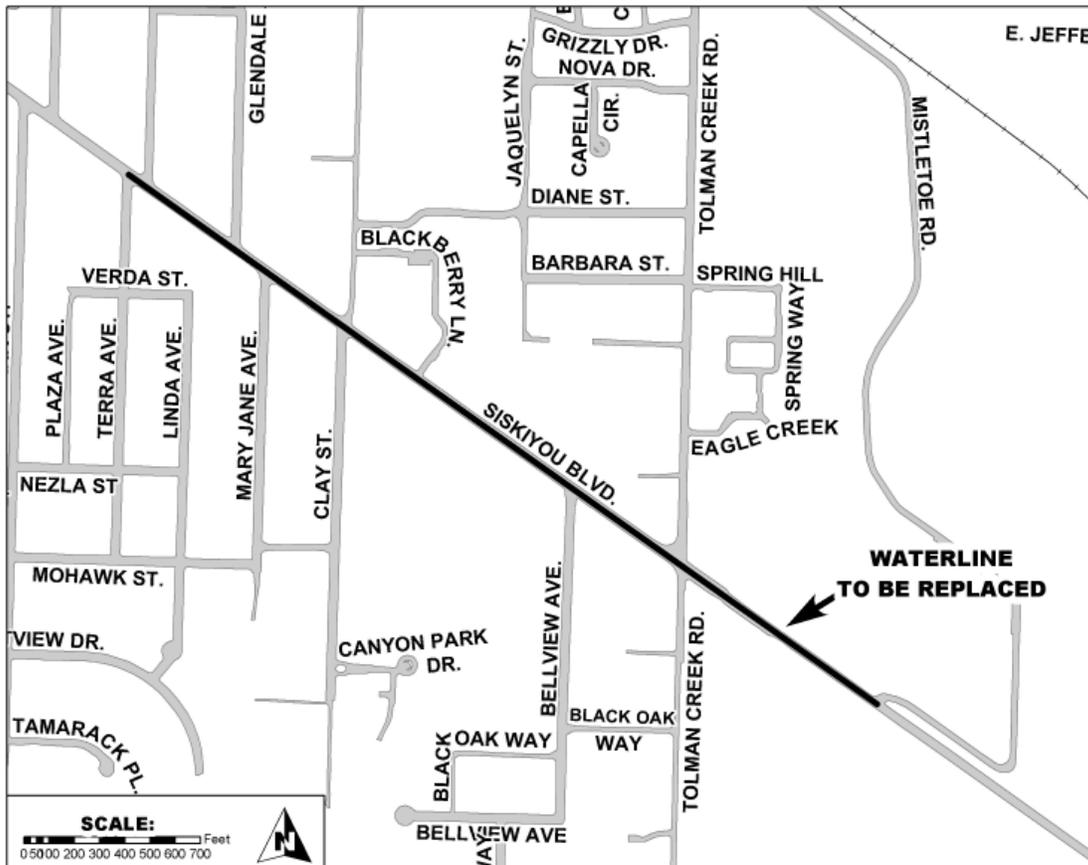


**TITLE: SISKIYOU BOULEVARD-TERRA STREET TO MISTLETOE ROAD WATER-LINE REPLACEMENT**

**PROJECT TYPE: WATER DISTRIBUTION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering**

<p><b>Funding Sources:</b></p> <p>\$ 40,000 SDC Water Fees</p> <p><u>\$760,000</u> Water Fees/ Rates</p> <p>\$800,000</p>	<p><b>Project Description:</b></p> <p>The updated Water Distribution Plan prioritized pipe replacements based on inadequate size and disrepair. The section from Terra Street to Mistletoe Road along Siskiyou Boulevard replaces 3,640 feet of 12 inch diameter steel pipe with 12 inch ductile iron pipe. The replacement of deteriorating steel pipe with ductile iron pipe is a proactive step to increase flow rates through the water lines. The obsolete steel pipes are no longer maintainable and could become corroded and inhibit water flow. They will be systematically replaced throughout the City.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011 \$800,000</p> <p>Total \$800,000</p>	



**TITLE: WASTEWATER TREATMENT PLANT PROCESS IMPROVEMENTS**

**PROJECT TYPE: WASTEWATER TREATMENT PLANT**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

**Funding Sources:**

\$ 125,000 SDC Wastewater Fees  
 \$ 925,000 Wastewater Fees/ Rates  
 \$1,050,000

**Project Cost by Budget Year:**

Prior Years: \$50,000  
 2006 \$305,000  
 2007 \$300,000  
 2008  
 2009 \$150,000  
 2010 \$100,000  
 2011 \$150,000  
 Total \$1,050,000

**Project Description:**

The wastewater treatment plant was under construction from September 1998 through September 2003.

The highlights of this facility include a new pump station at Ashland Creek, dual-train Eimco oxidation ditches to process the waste, an ultraviolet disinfection system that is environmentally safe and provides thorough disinfection and three clarifiers. The plant also includes a new membrane facility, a first in Oregon, that cleans the final wastewater to better than the 0.08 mg/l phosphorous standard. Biosolids are processed through the waste activated sludge system and will go directly to the storage tank as a lime mixing facility in the event that Ashland chooses to make a Class A sludge in the future. Currently the biosolids are processed in the centrifuge facility and residues are hauled off to the landfill.



**TITLE: BEAR CREEK INTERCEPTOR**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b> \$685,000 SDC Wastewater Fees</p>	<p><b>Project Description:</b> Install 24-inch line parallel to the existing undersized sewer main trunk lines along Bear Creek. The existing lines will be available for use along with the new line, should the need arise. The use of the parallel lines will prevent any interruption in flow throughout the process.</p>															
<p><b>Project Cost by Budget Year:</b></p> <table> <tr><td>Prior Years:</td><td>\$230,000</td></tr> <tr><td>2006</td><td>\$200,000</td></tr> <tr><td>2007</td><td></td></tr> <tr><td>2008</td><td></td></tr> <tr><td>2009</td><td></td></tr> <tr><td>2010</td><td>\$30,000</td></tr> <tr><td>2011</td><td>\$225,000</td></tr> <tr><td>Total</td><td>\$685,000</td></tr> </table>		Prior Years:	\$230,000	2006	\$200,000	2007		2008		2009		2010	\$30,000	2011	\$225,000	Total
Prior Years:	\$230,000															
2006	\$200,000															
2007																
2008																
2009																
2010	\$30,000															
2011	\$225,000															
Total	\$685,000															



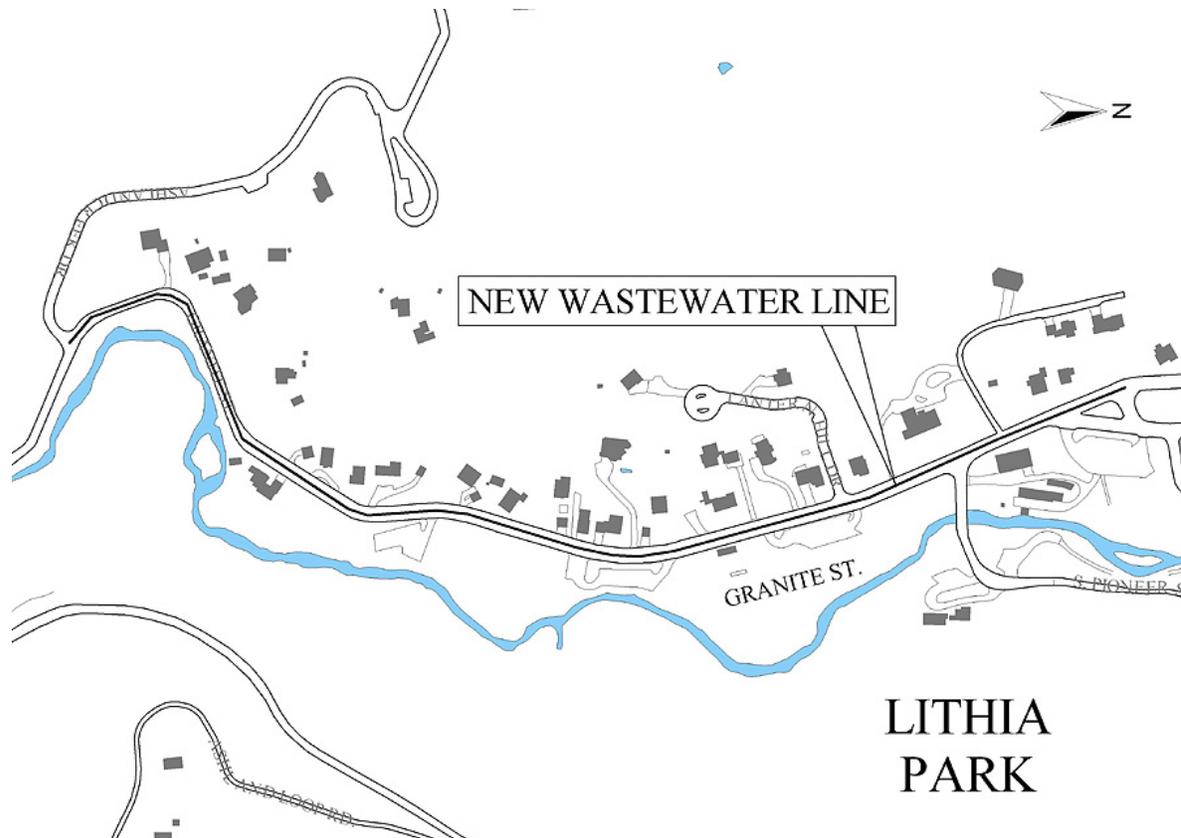
- Phase III begins near Nevada Street and runs to the area north of Carol Street; completed FY02;
- Phase IV is located near the wastewater treatment plant and runs to Oak Street; completed in FY02;
- Phase V begins near the North Mountain Park at Fordyce Street and extends to Walker Avenue, design began in FY03 and construction will begin in FY06;
- Phase VI includes the section of Tolman Creek Road to Walker Avenue.

**TITLE: GRANITE STREET-NUTLEY STREET TO PARKS OFFICE WASTEWATER LINE REPLACEMENT**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 16,500 SDC Wastewater Fees</p> <p><u>\$ 93,500</u> Wastewater Fees/ Rates</p> <p>\$110,000</p>	<p><b>Project Description:</b></p> <p>This project will replace the existing 8-inch concrete and clay sanitary sewer line in Granite Street between Nutley Street and Strawberry Lane, approximately 750 linear feet. Granite Street is scheduled for reconstruction in 2006 and this work is required prior to repaving. Due to utility conflicts, the removal and replacement of the existing sewer in place is the best option for this work.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$40,000</p> <p>2006 \$70,000</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$110,000</p>	



**TITLE: NORTH MAIN PUMP STATION REPLACEMENT**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$ 21,500 SDC Wastewater Fees <u>\$113,500</u> Wastewater Fees/ Rates \$135,000	<b>Project Description:</b> Replace wet/dry sanitary sewer station with new submersible pump and improved controls. The existing electrical system is outdated and the pump station has major rust issues.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$135,000 2007 2008 2009 2010 2011 Total \$135,000	



**TITLE: WALNUT STREET-GRANT STREET TO WIMER STREET WASTEWATER LINE UPGRADE**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

**Funding Sources:**

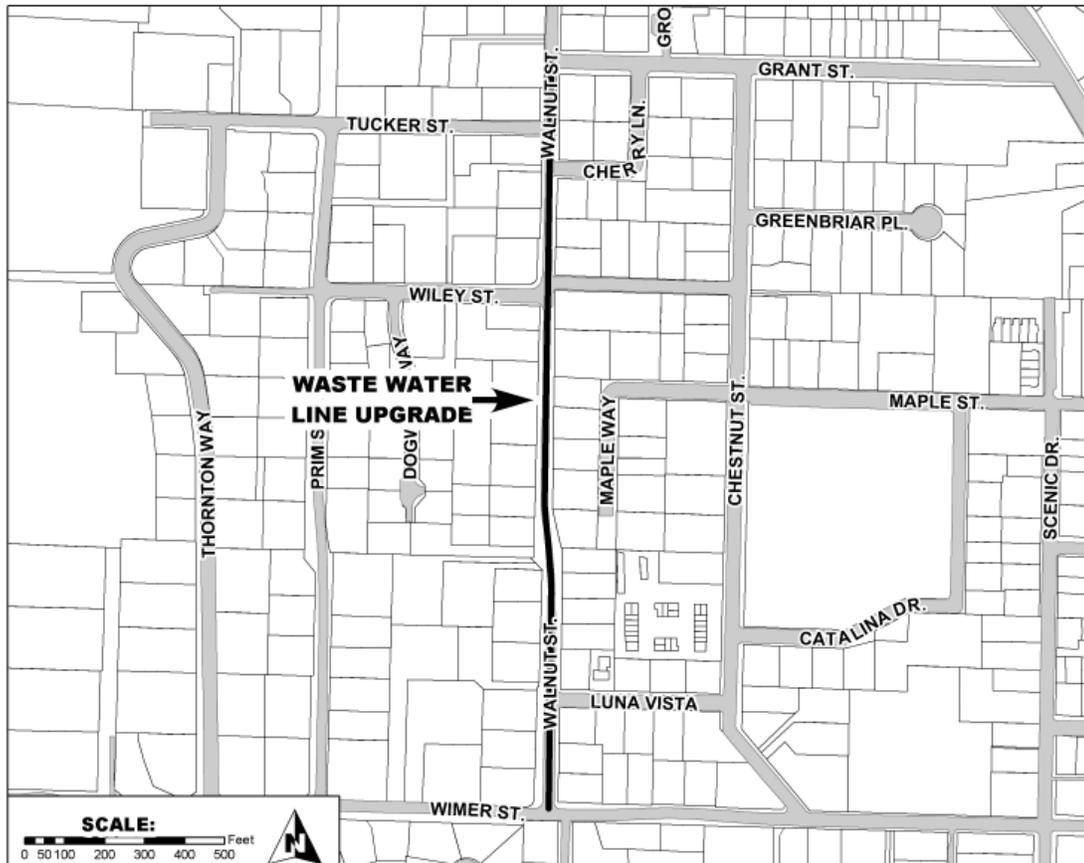
\$ 23,700	SDC Wastewater Fees
<u>\$134,300</u>	Wastewater Fees/ Rates
\$158,000	

**Project Description:**

This project will replace the existing 6-inch concrete sanitary sewer in Walnut Street between Grant Street and Wimer Street. Walnut Street is unimproved, but is scheduled for paving in 2006. Removal of the existing sewer and replacement in place is likely the best option for this project due to utility conflicts and physical constraints.

**Project Cost by Budget Year:**

Prior Years:	\$58,000
2006	\$100,000
2007	
2008	
2009	
2010	
2011	
Total	\$158,000

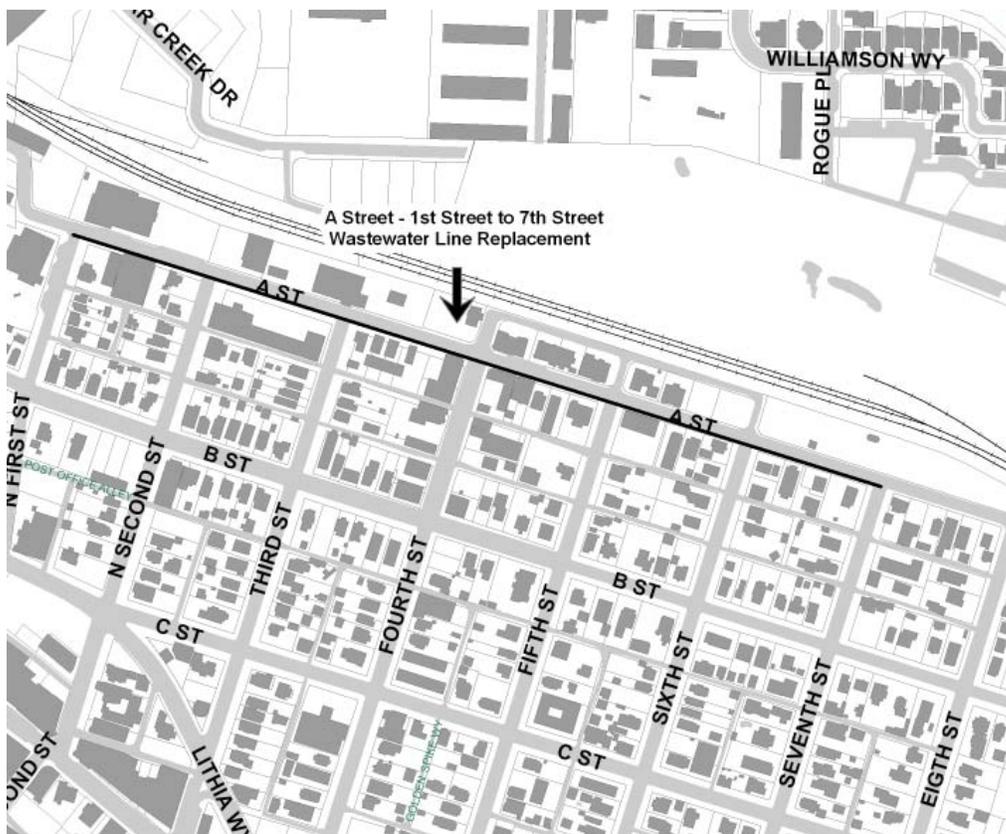


**TITLE: A STREET-1ST STREET TO 7TH STREET WASTEWATER LINE REPLACEMENT**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$136,500 SDC Wastewater Fees</p> <p><u>\$253,500</u> Wastewater Fees/ Rates</p> <p>\$390,000</p>	<p><b>Project Description:</b></p> <p>In January 2005, Carollo Engineers completed the Sanitary Sewer Collection System Master Plan. The plan identified several Capital Improvement Projects which focus on alleviating the collection system capacity deficiencies. The Plan will help to prioritize the capacity deficient sections in the collection system and set criteria to develop a priority list of improvements. The City plans to rehabilitate and replace their smaller diameter pipelines, primarily the 6-inch and 8-inch diameter pipelines.</p> <p>A Street from 1<sup>st</sup> Street to 7<sup>th</sup> Street is in need of upsizing from an 8-inch line to a 15-inch line. This increase in capacity will better serve the needs of the residents.</p>														
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <table border="0"> <tr> <td>2006</td> <td>\$390,000</td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>\$390,000</b></td> </tr> </table>	2006	\$390,000	2007		2008		2009		2010		2011		<b>Total</b>	<b>\$390,000</b>	
2006	\$390,000														
2007															
2008															
2009															
2010															
2011															
<b>Total</b>	<b>\$390,000</b>														

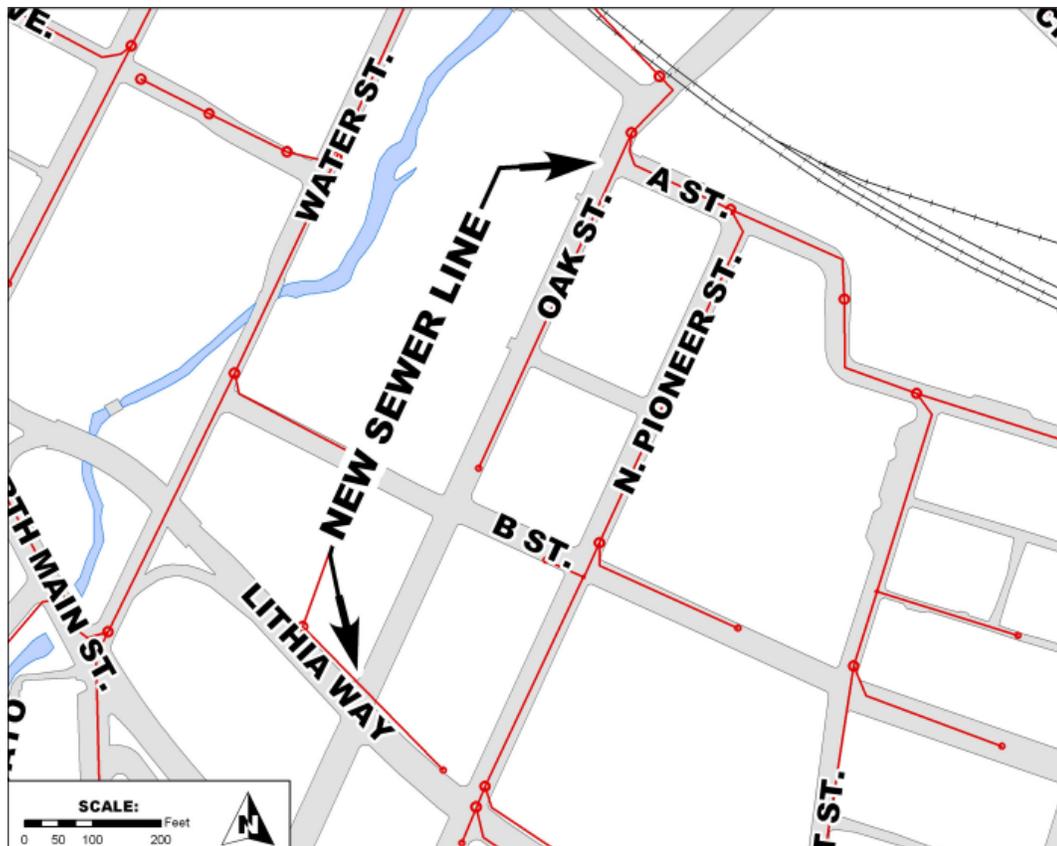


**TITLE: OAK STREET-LITHIA WAY TO B STREET WASTEWATER LINE REPLACEMENT**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 42,000 SDC Wastewater Fees</p> <p><u>\$ 98,000</u> Wastewater Fees/ Rates</p> <p>\$140,000</p>	<p><b>Project Description:</b></p> <p>This project upgrades approximately 400 feet of deteriorated six-inch clay sanitary sewer pipe to an eight-inch PVC pipe. Construction will begin early in FY07.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007 \$15,000</p> <p>2008 \$125,000</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$140,000</p>	



**TITLE: MOUNTAIN AVENUE-HERSEY STREET TO BEAR CREEK TRUNK WASTE-WATER LINE REALIGNMENT**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 57,500 SDC Wastewater Fees</p> <p><u>\$ 57,500</u> Wastewater Fees/ Rates</p> <p>\$115,000</p>	<p><b>Project Description:</b></p> <p>In January 2005, Carollo Engineers completed the Sanitary Sewer Collection System Master Plan. The plan identified several Capital Improvement Projects which focus on alleviating the collection system capacity deficiencies. The Plan will help to prioritize the capacity deficient sections in the collection system and set criteria to develop a priority list of improvements. The City plans to rehabilitate and replace their smaller diameter pipelines, primarily the 6-inch and 8-inch diameter pipelines.</p> <p>This project replaces 800 feet of 6-inch in South Mountain Avenue from Hersey Street to the Bear Creek Trunk Line with a new 8-inch line. This increase in capacity will better serve the needs of the residents.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009 \$115,000</p> <p>2010</p> <p>2011</p> <p>Total \$115,000</p>	

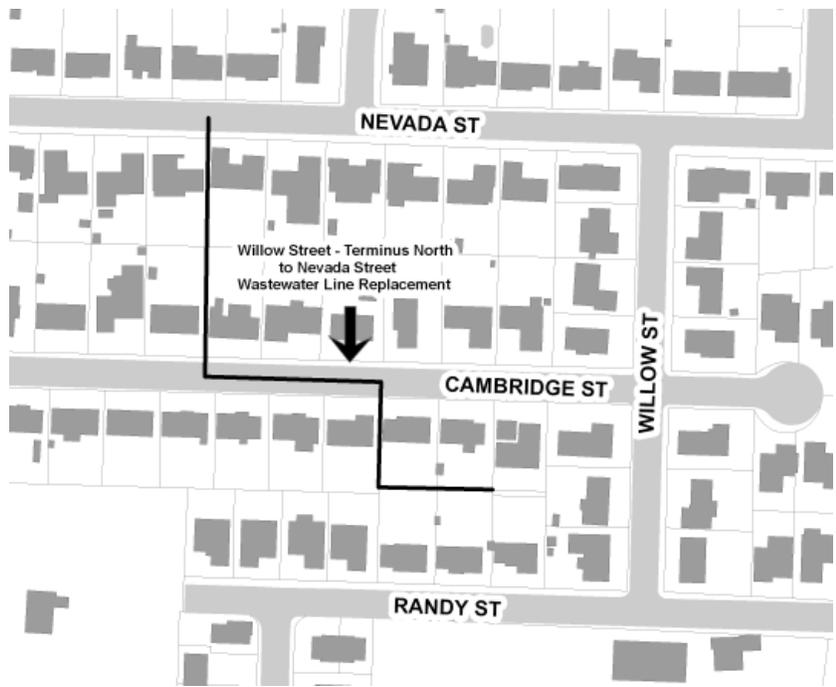


**TITLE: WILLOW STREET-TERMINUS NORTH TO NEVADA STREET WASTEWATER LINE REPLACEMENT**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 23,000 SDC Wastewater Fees</p> <p><u>\$107,000</u> Wastewater Fees/ Rates</p> <p>\$130,000</p>	<p><b>Project Description:</b></p> <p>In January 2005, Carollo Engineers completed the Sanitary Sewer Collection System Master Plan. The plan identified several Capital Improvement Projects which focus on alleviating the collection system capacity deficiencies. The Plan will help to prioritize the capacity deficient sections in the collection system and set criteria to develop a priority list of improvements. The City plans to rehabilitate and replace their smaller diameter pipelines, primarily the 6-inch and 8-inch diameter pipelines.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010 \$130,000</p> <p>2011</p> <p>Total \$130,000</p>	<p>This project replaces 816 feet of 6-inch diameter pipeline in Willow Street to the Nevada Street terminus with a new 8-inch line and replaces 6-inch diameter pipeline with a new 12-inch diameter line from Willow Street to Randy Street. This increase in capacity will better serve the needs of the residents.</p>

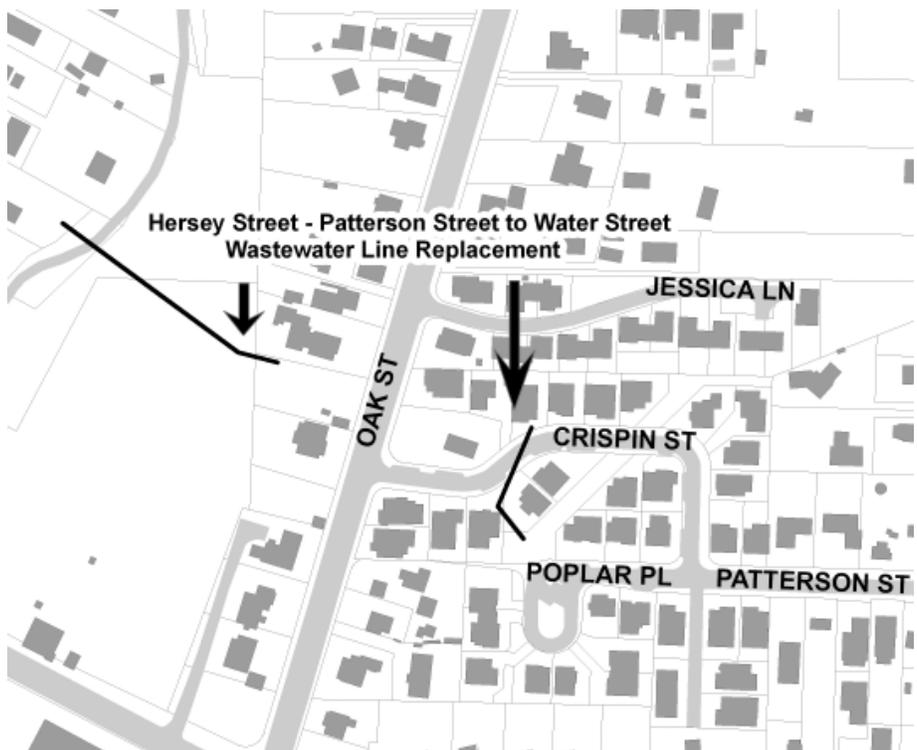


**TITLE: HERSEY STREET-PATTERSON STREET TO WATER STREET**

**PROJECT TYPE: WASTEWATER TREATMENT COLLECTION SYSTEM**

**RESPONSIBLE DEPARTMENT: Public Works Department/Engineering Division**

<b>Funding Sources:</b> \$ 23,000 SDC Wastewater Fees <u>\$ 92,000</u> Wastewater Fees/ Rates \$115,000	<b>Project Description:</b> In January 2005, Carollo Engineers completed the Sanitary Sewer Collection System Master Plan. The plan identified several Capital Improvement Projects which focus on alleviating the collection system capacity deficiencies. The Plan will help to prioritize the capacity deficient sections in the collection system and set criteria to develop a priority list of improvements. The City plans to rehabilitate and replace their smaller diameter pipelines, primarily the 6-inch and 8-inch diameter pipelines.  This project replaces 1,983 feet of 12-inch diameter pipeline in Hersey Street from Patterson Street east with a new 15-inch line. This increase in capacity will better serve the needs of the residents.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007 2008 2009 2010 2011 \$115,000 Total \$115,000	



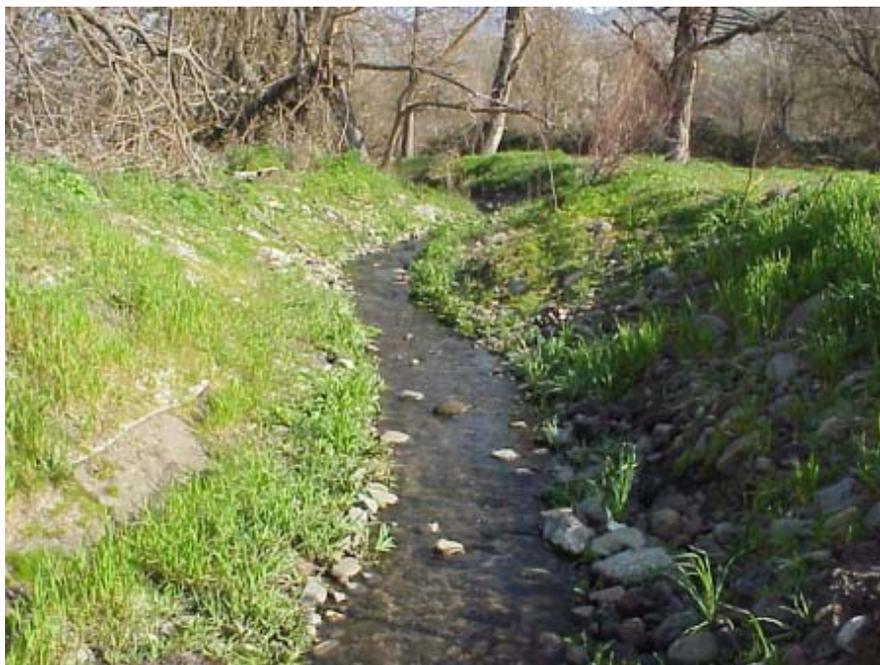
**TITLE: WATER QUALITY IMPROVEMENTS BASINS/ RIPARIAN AREAS**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<p><b>Funding Sources:</b>                  \$157,500 SDC Fees  <u>\$157,500</u> Storm Drain Fees &amp; Rates                  \$315,000</p>	<p><b>Project Description:</b>                  The Storm Water and Drainage Master Plan recommended that the City complete non-traditional water quality improvements along our creeks and waterways. These funds have augmented the Roca Creek Project, North Mountain Park and Elks Parking Lot drainage project. Recently the Parks Department purchased land within the Riverwalk Subdivision along Bear Creek. This land was purchased to protect water quality utilizing these funds.                   These projects will provide water quality enhancements by improving surface drainage areas, detention basins or</p>																
<p><b>Project Cost by Budget Year:</b></p> <table> <tr><td>Prior Years:</td><td>\$105,000</td></tr> <tr><td>2006</td><td>\$35,000</td></tr> <tr><td>2007</td><td>\$35,000</td></tr> <tr><td>2008</td><td>\$35,000</td></tr> <tr><td>2009</td><td>\$35,000</td></tr> <tr><td>2010</td><td>\$35,000</td></tr> <tr><td>2011</td><td>\$35,000</td></tr> <tr><td>Total</td><td>\$315,000</td></tr> </table>	Prior Years:	\$105,000	2006	\$35,000	2007	\$35,000	2008	\$35,000	2009	\$35,000	2010	\$35,000	2011	\$35,000	Total	\$315,000	
Prior Years:	\$105,000																
2006	\$35,000																
2007	\$35,000																
2008	\$35,000																
2009	\$35,000																
2010	\$35,000																
2011	\$35,000																
Total	\$315,000																

landscaping features to retain and treat water prior to discharge into streams. Projects are planned for additional bioswale or wetlands treatment systems along with detention / retention basins and trees to help cool the water temperatures and filter out sediment and petroleum products. Although specific projects have not been identified, \$35,000 per year will be allocated.

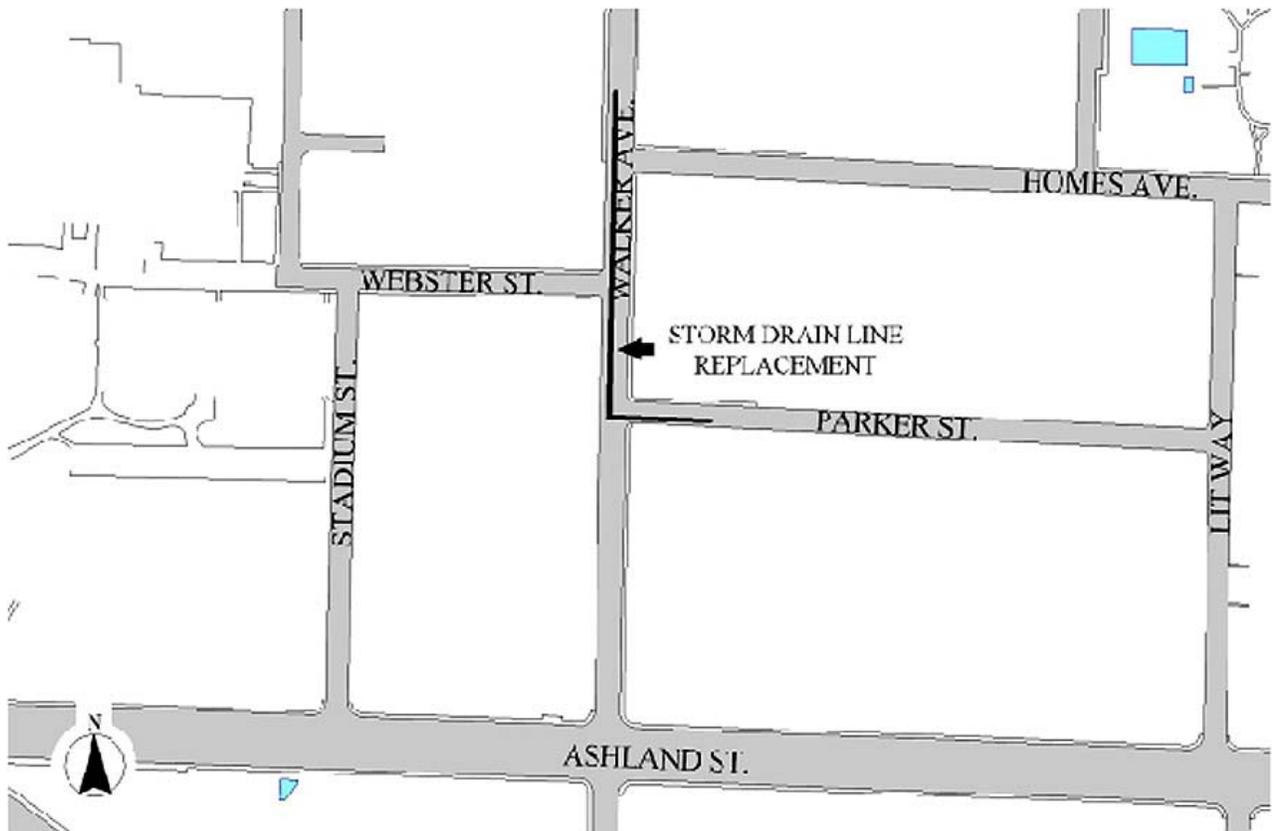


**TITLE: WALKER AVENUE-PARKER STREET TO HOMES AVENUE STORM DRAIN LINE REPLACEMENT**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$ 52,500 SDC Storm Drain Fees</p> <p>\$ <u>97,500</u> Storm Drain Fees/Rates</p> <p>\$150,000</p>	<p><b>Project Description:</b></p> <p>The existing storm drain line is currently located through various backyards and other areas that provide severe access problems. The existing storm drain is of various sizes from 12 inch to 24 inches and includes areas of open ditch. This project would re-route the storm drain into the existing 24 inch concrete pipeline on Walker which currently ends just north of Homes Avenue intersection. The current storm drain route will be maintained with a low flow diversion to provide water as a landscape feature through several properties. The anticipated length of this project is approximately 600 feet.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years: \$50,000</p> <p>2006 \$100,000</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$150,000</p>	

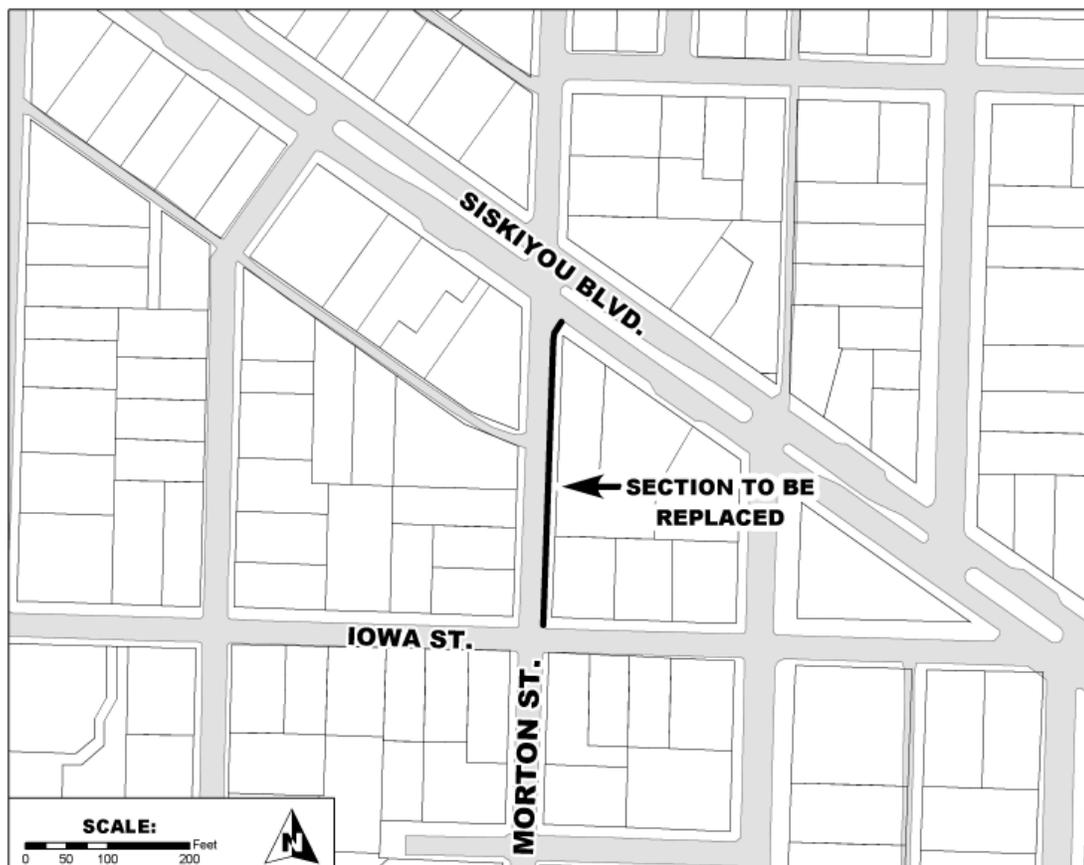


**TITLE: MORTON STREET-SISKIYOU BOULEVARD TO IOWA STREET  
STORM DRAIN LINE REPLACEMENT**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$38,400 SDC Storm Drain Fees</p> <p><u>\$25,600</u> Storm Drain Fees/ Rates</p> <p>\$64,000</p>	<p><b>Project Description:</b></p> <p>The City of Ashland has made significant commitment to improving water quality in the Rogue Valley. Installation of storm drainage lines increases water conservation and greatly decreases erosion to roads and private properties.</p> <p>A 12-inch storm drain line installation of 413 feet on Morton Street from Siskiyou Boulevard to Iowa Street is scheduled for FY06. Currently there are no storm drain lines in this location.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006 \$64,000</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>2010</p> <p>2011</p> <p>Total \$64,000</p>	



**TITLE: IOWA STREET-MORTON STREET TO SHERMAN STREET STORM DRAIN  
LINE REPLACEMENT**  
**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<b>Funding Sources:</b> \$19,600 SDC Storm Drain Fees <u>\$78,400</u> Storm Drain Fees/ Rates \$98,000	<b>Project Description:</b> The City of Ashland has made a significant commitment to improving water quality in the Rogue Valley. Installation of storm drainage lines increases water conservation and greatly decreases erosion to roads and private properties.  A 12 inch storm drain line installation of 651 feet on Iowa Street from Morton Street to Sherman Street is scheduled for FY06.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$98,000 2007 2008 2009 2010 2011 Total \$98,000	

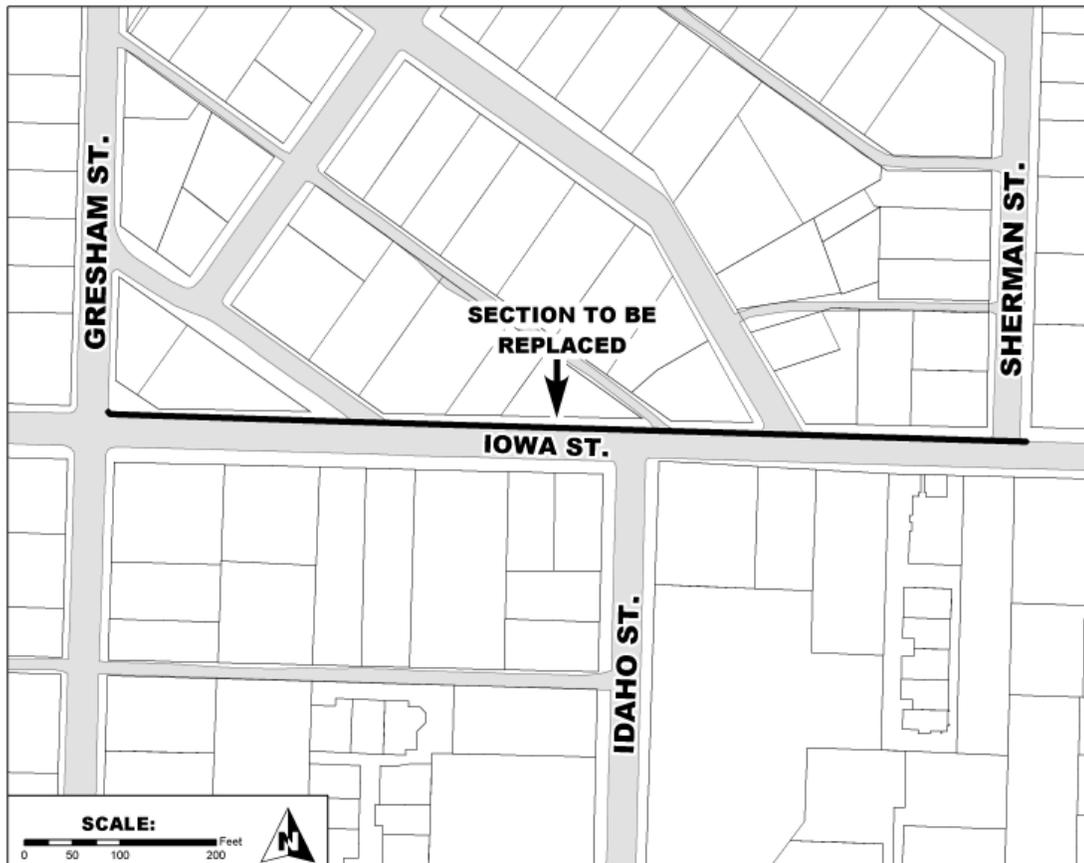


**TITLE: IOWA STREET-SHERMAN STREET TO GRESHAM STREET STORM DRAIN LINE REPLACEMENT**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$18,000 SDC Strom Drain Fees</p> <p><u>\$72,000</u> Storm Drain Fees/ Rates</p> <p>\$90,000</p>	<p><b>Project Description:</b></p> <p>The City of Ashland has made a significant commitment to improving water quality in the Rogue Valley. Installation of storm drainage lines increases water conservation and greatly decreases erosion to roads and private properties.</p> <p>A 12 inch storm drain line installation of 957 feet on Iowa Street from Sherman Street to Gresham Street is scheduled for FY07.</p>														
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <table border="0"> <tr> <td>2006</td> <td></td> </tr> <tr> <td>2007</td> <td>\$90,000</td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>Total</td> <td>\$90,000</td> </tr> </table>		2006		2007	\$90,000	2008		2009		2010		2011		Total	\$90,000
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2007	\$90,000														
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2010															
2011															
Total	\$90,000														

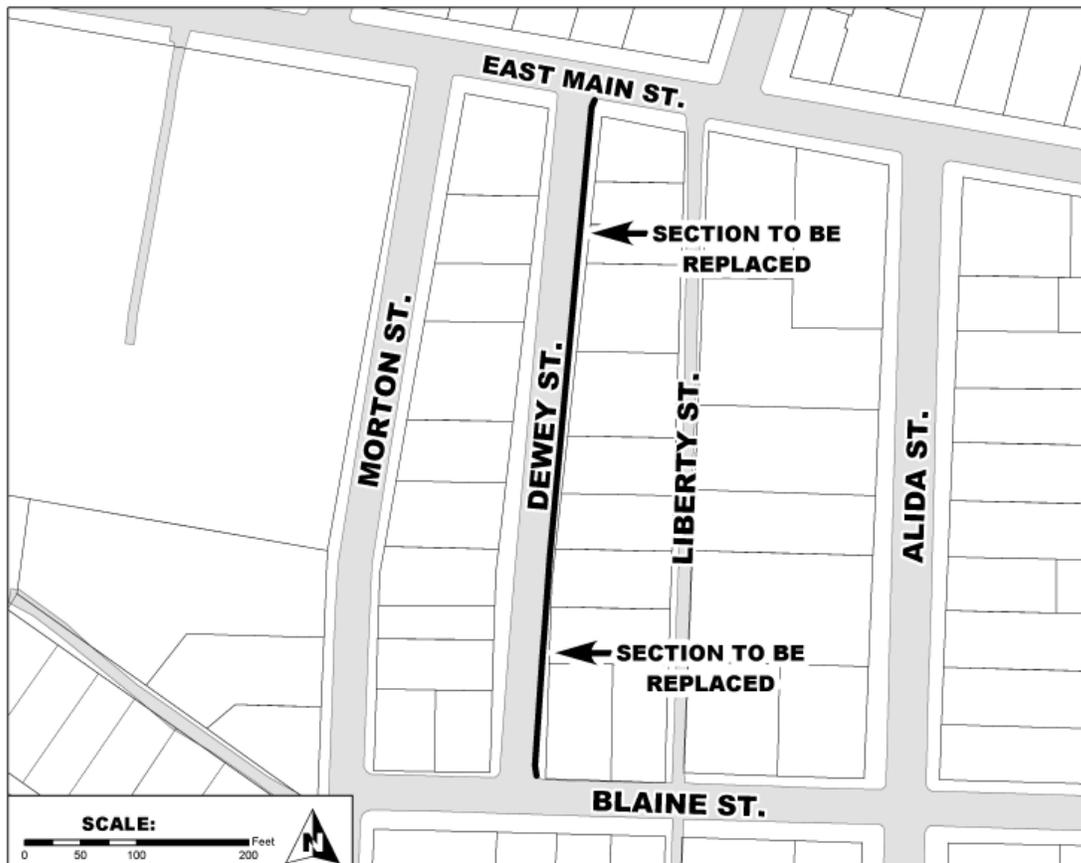


**TITLE: DEWEY STREET-EAST MAIN STREET TO BLAINE STREET STORM DRAIN LINE INSTALLATION**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$19,600 SDC Storm Drain Fees</p> <p><u>\$78,400</u> Storm Drain Fees/ Rates</p> <p>\$98,000</p>	<p><b>Project Description:</b></p> <p>The City of Ashland has made significant commitments to improving water quality in the Rogue Valley. Installation of storm drainage lines increases water conservation and greatly decreases erosion to roads and private properties.</p> <p>A 15 inch storm drain line upgrade replacing 643 feet of pipe on Dewey Street from East Main Street to Blaine Street is scheduled for FY08. The current storm drain line is no longer capable of handling the capacity of water runoff in this area.</p>
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009 \$98,000</p> <p>2010</p> <p>2011</p> <p>Total \$98,000</p>	

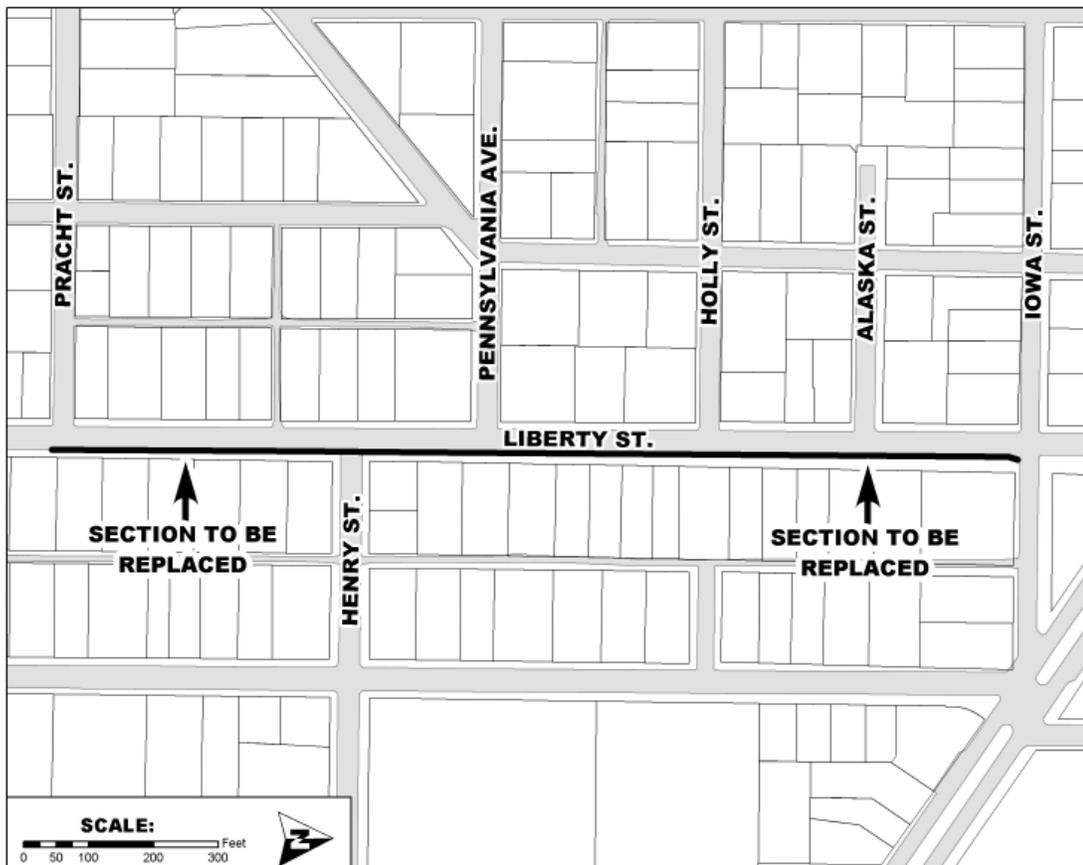


**TITLE: LIBERTY STREET-IOWA STREET TO PRACTH STREET STORM DRAIN LINE  
INSTALLATION**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<p><b>Funding Sources:</b></p> <p>\$16,000 SDC Storm Drain Fees  <u>\$64,000</u> Storm Drain Fees/ Rates                  \$80,000</p>	<p><b>Project Description:</b></p> <p>The City of Ashland has made a significant commitment to improving water quality in the Rogue Valley. Installation of storm drainage lines increases water conservation and greatly decreases erosion to roads and private properties.</p> <p>A 12 inch storm drain line installation on Liberty Street from Iowa Street to Pracht Street is scheduled for FY10. A total of 1,489 feet of line will be installed.</p>														
<p><b>Project Cost by Budget Year:</b></p> <p>Prior Years:</p> <table border="0"> <tr> <td>2006</td> <td></td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2008</td> <td>\$80,000</td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>Total</td> <td>\$80,000</td> </tr> </table>		2006		2007		2008	\$80,000	2009		2010		2011		Total	\$80,000
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2007															
2008	\$80,000														
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Total	\$80,000														

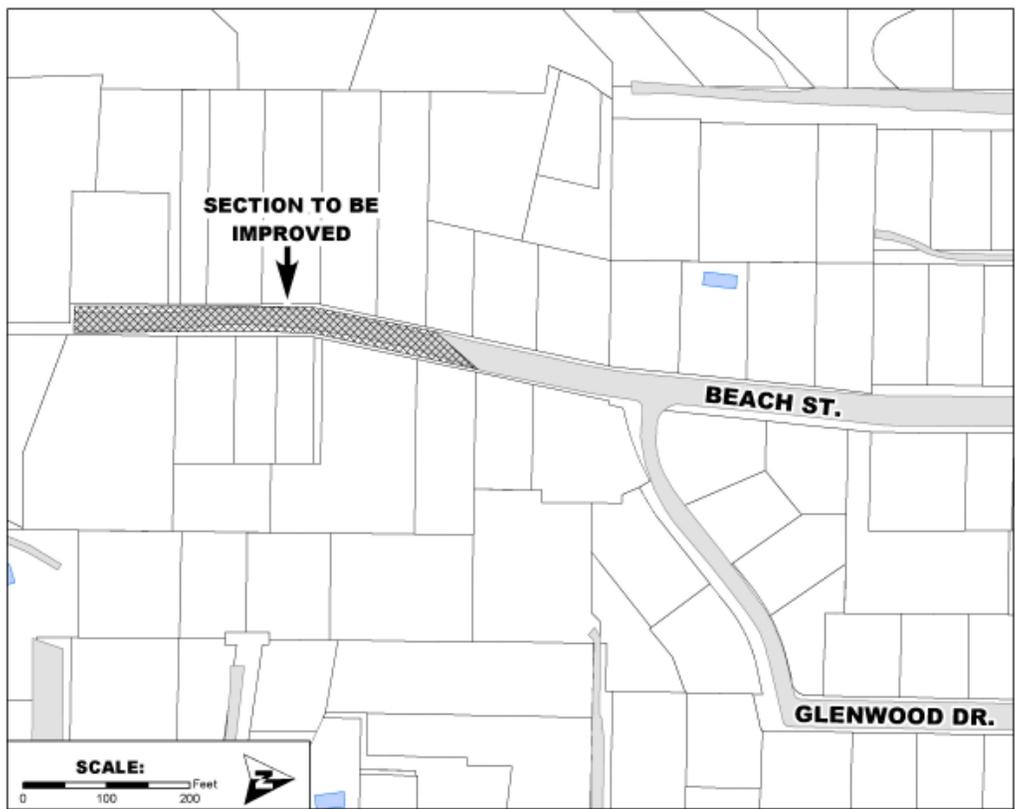


**TITLE: BEACH CREEK DRAINAGE IMPROVEMENTS**

**PROJECT TYPE: STORM DRAINS**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<b>Funding Sources:</b> \$240,000 SDC Storm Drain SDC Fees <u>\$360,000</u> Storm Drain Fees/ Rates \$600,000	<b>Project Description:</b>  The City's Storm Water and Drainage Master Plan recommended significant improvements to the Beach Creek Drainage system. The project is eligible for 40% SDC funding.  Major system upgrades are necessary to the Mountain and Beach Creek drainage areas. This "project" is actually a series of pipe upgrades and retention facilities to accommodate the recommendations in the Storm Water Drainage Master Plan. Along with these upgrades, water quality enhancements are also needed. Initial improvements will be included in the new developments off North Mountain Avenue and off Hersey Street.
<b>Project Cost by Budget Year:</b>  Prior Years: 2006 \$100,000 2007 \$100,000 2008 \$100,000 2009 \$100,000 2010 \$100,000 2011 \$100,000 Total \$600,000	



**TITLE: INSTALL NEW SERVICES & TRANSFORMERS**

**PROJECT TYPE: ELECTRIC UTILITY UPGRADE**

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

<b>Funding Sources:</b> \$2,925,000    Fees/ Rates	<b>Project Description:</b> This project represents all of the 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 overhead conductors and devices to replace underground lines and the replacement and repair of existing underground lines.
<b>Project Cost by Budget Year:</b> Prior Years:    \$975,000 2006            \$325,000 2007            \$325,000 2008            \$325,000 2009            \$325,000 2010            \$325,000 2011            \$325,000 Total            \$2,925,000	

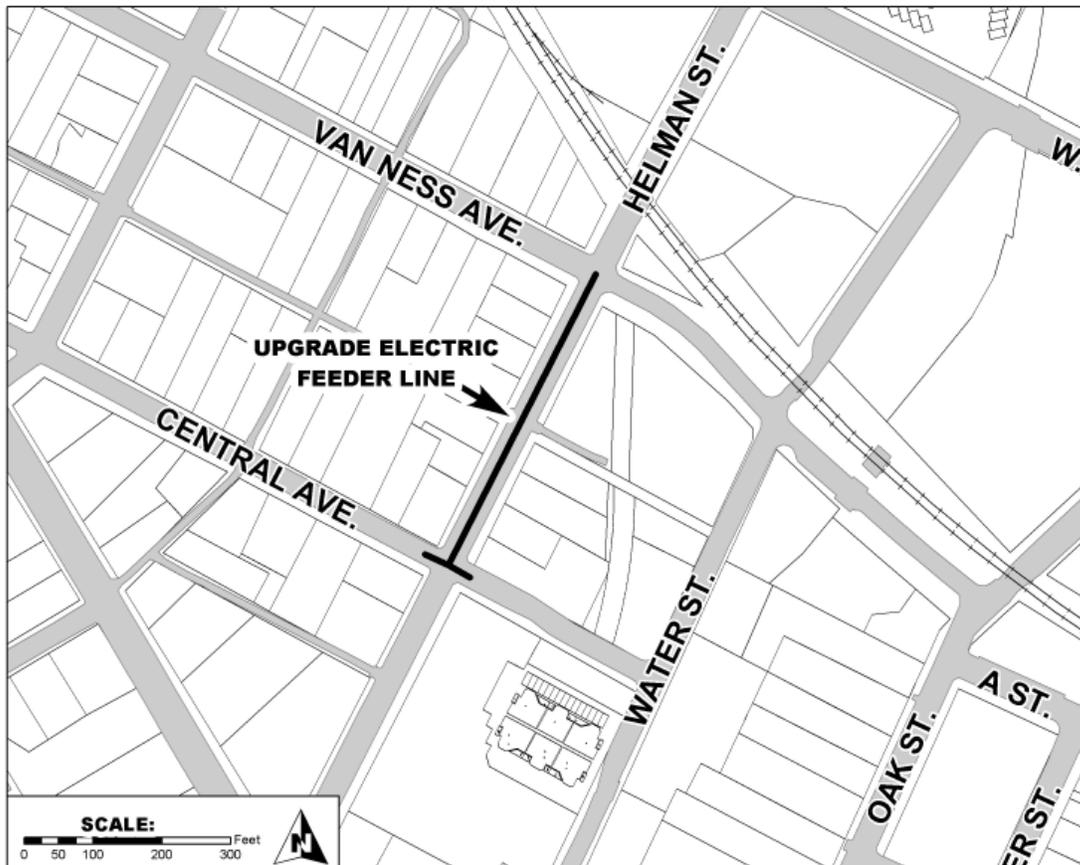


**TITLE: UPGRADE BUSINESS DISTRICT FEEDER LINE**

**PROJECT TYPE: ELECTRIC UTILITY UPGRADE**

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

<b>Funding Sources:</b> \$6,000 Electric Fees/Rates	<b>Project Description:</b> These projects will upgrade line voltage capacity levels to meet current and future electrical needs. <ul style="list-style-type: none"><li>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 FY06.</li><li>Helman Street and Central Avenue intersection replacement of 75 feet of #6 copper line to 1/0 or 4/0 AAC. Approximate cost for this replacement is \$1,250 scheduled for installation in FY06.</li></ul>
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$6,000 2007 2008 2009 2010 2011 Total \$6,000	

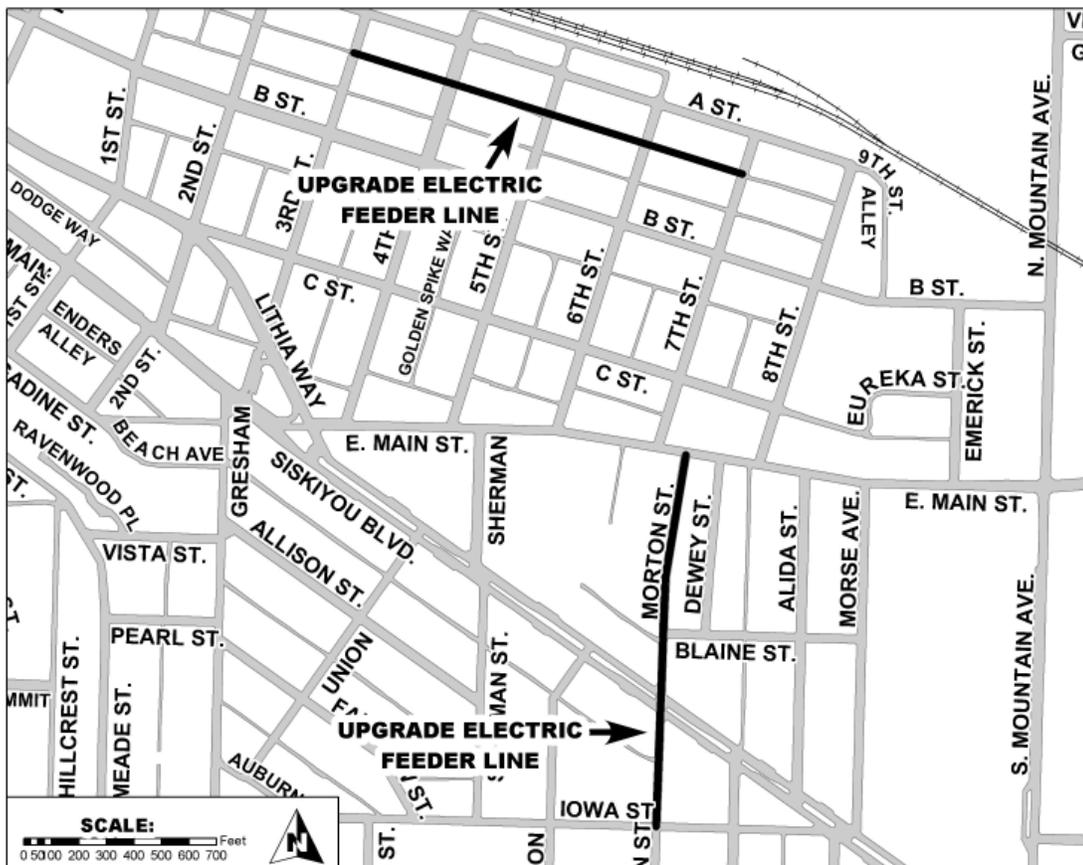


**TITLE: UPGRADE MORTON STREET FEEDER LINE**

**PROJECT TYPE: ELECTRIC UTILITY UPGRADE**

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

<b>Funding Sources:</b>		<b>Project Description:</b> The Morton Street feeder line is scheduled for replacement in FY06. Upgrades will include replacement of #2 copper line to 336 MCM AAC line south of A Street and along the back alley lots between Third and Seventh Street; and to replace 1/0 AAC to 336 MCM AAC along Morton Street between East Main Street and Iowa Street.
\$60,000	Fees/ Rates	
<b>Project Cost by Budget Year:</b>		
Prior Years:		
2006	\$60,000	
2007		
2008		
2009		
2010		
2011		
Total	\$60,000	



**TITLE: ENCLOSE OPEN VEHICLE STORAGE BUILDING AT THE SERVICE CENTER**

**PROJECT TYPE: ADMINISTRATION - ELECTRIC DEPARTMENT**

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

<b>Funding Sources:</b> \$120,000 Fees/ Rates	<b>Project Description:</b> Public Works and Electric Departments share a large open vehicle parking building. This facility has an open truss roof that is inviting to birds that often roost in the covered area.  This facility is being turned over to the Electrical Department and it is suggested that the entire building be enclosed with roll up doors to allow access for vehicles.  This improvement will better protect the equipment from the weather and bird droppings, which not only cause corrosion, but health issues.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$120,000 2007 2008 2009 2010 2011 Total \$120,000	



**TITLE: UNDERGROUND ELECTRIC & AFN UTILITY LINE INSTALLATION  
IN VARIOUS LOCATIONS**

**PROJECT TYPE: ELECTRIC UTILITY UPGRADE**

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

<b>Funding Sources:</b> \$360,000 Fees/ Rates <u>\$540,000</u> Local Improvement District \$900,000	<b>Project Description:</b> This project will incorporate the installation of Ashland Fiber Network and relocation of overhead electric lines into underground utility easements. Relocating utility lines to underground easements frees visual clutter and extends the life cycle cost of the lines.  Strawberry Lane was completed in FY04, Siskiyou Boulevard was completed in FY05. Future projects include: FY06 – Tolman Creek Road FY07 – Oak Street FY08 – Oak Knoll Drive  Staff is researching funding options and may propose shared funding through rates and Local Improvement Districts for Council consideration for these costly projects.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$100,000 2007 \$200,000 2008 \$200,000 2009 2010 \$200,000 2011 \$200,000 Total \$900,000	



**TITLE: DISTRIBUTION & CABLE EQUIPMENT**

**PROJECT TYPE: TELECOMMUNICATIONS**

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

<b>Funding Sources:</b> \$650,000      Fees /Rates	<b>Project Description:</b> This is an existing and ongoing project, which provides for the installation of new fiber lines and repair of existing telecommunication utilities. Locations for new fiber installation are scheduled by predetermined sections of nodes throughout the City.
<b>Project Cost by Budget Year:</b> Prior Years: \$350,000 2006            \$50,000 2007            \$50,000 2008            \$50,000 2009            \$50,000 2010            \$50,000 2011            \$50,000 Total            \$650,000	



**TITLE: COUNCIL CHAMBERS IMPROVEMENTS**

**PROJECT TYPE: ADMINISTRATION**

**RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division**

<b>Funding Sources:</b> \$400,000      Fees/Rates	<b>Project Description:</b> The City of Ashland Council Chambers houses many of the Committees, Commissions and Boards. The Chambers is currently set up for some multi-media functions such as audio and visual equipment as well as television broadcasting. The Council Chambers needs to be upgraded to better accommodate various multi-media functions that have become more prevalent over the last several years. The interior furniture and décor is due for upgrading as it has become worn and in some cases suffers from disrepair. An interior remodel has been identified as a needed project.
<b>Project Cost by Budget Year:</b> Prior Years: \$25,000 2006            \$75,000 2007 2008            \$300,000 2009 2010 2011 Total            \$400,000	



**TITLE: B STREET YARD COVERED STORAGE**

**PROJECT TYPE: ADMINISTRATION**

**RESPONSIBLE DEPARTMENT: Public Works Department/ Engineering Division**

<b>Funding Sources:</b> \$75,000 Fees / Rates	<b>Project Description:</b> As the Public Works Department relocates Street Department vehicles and equipment to the B Street Yard there will be a need for covered vehicle storage. The Fire Department temporarily occupied the B Street Yard Buildings during construction of Fire Station No. 1 and now have located to the new Fire Station. Currently, much of the Street Department equipment is parked in the open and is subjected to the dew, frost, rain and snow. The covered storage will remove City equipment from these adverse conditions.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$75,000 2007 2008 2009 2010 2011 Total \$75,000	



**TITLE: FIRE STATION NO. 2 RECONSTRUCTION**

**PROJECT TYPE: ADMINISTRATION**

**RESPONSIBLE DEPARTMENT: Ashland Fire & Rescue Department**

<b>Funding Sources:</b> \$3,400,000 General Bond	<b>Project Description:</b> Purchase of additional property, building design and construction for replacement of Fire Station No. 2, located at 1860 Ashland Street. The current facility has insufficient garage and workspace, does not meet ADA requirements and presents health and safety issues for employees. Project funds will need to be approved by Ashland voters in a general obligation bond election held in November 2005. The new facility will consist of a 12,000 square foot fire station designed to provide emergency vehicle garage space, training facilities and firefighter living quarters necessary to provide emergency service to the City of Ashland.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 \$400,000 2007 \$3,000,000 2008 2009 2010 2011 Total \$3,400,000	



**TITLE: POLICE PARKING LOT EXPANSION**

**PROJECT TYPE: ADMINISTRATION**

**RESPONSIBLE DEPARTMENT: Public Works Department / Engineering Division**

<b>Funding Sources:</b> \$85,000      Fees/Rates	<b>Project Description:</b> This project provides additional parking for the Police Department behind the Civic Center and will provide a new walkway, storm drain installation and limited covered parking.
<b>Project Cost by Budget Year:</b> Prior Years: 2006 2007            \$85,000 2008 2009 2010 2011 Total            \$85,000	



**TITLE: POLICE DEPARTMENT BUILDING IMPROVEMENTS**

**PROJECT TYPE: ADMINISTRATION**

**RESPONSIBLE DEPARTMENT: City of Ashland Police Department**

<b>Funding Sources:</b>  \$180,000      Fees/Rates	<b>Project Description:</b>  The Police Department Building is quickly becoming overcrowded. This project is intended to provide a small 1,000 square foot addition and reconfigure the interior of the existing building layout.
<b>Project Cost by Budget Year:</b>  Prior Years: 2006 2007            \$180,000 2008 2009 2010 2011 Total            \$180,000	



**TITLE: CITY FACILITY UPGRADES & MAINTENANCE**

**PROJECT TYPE: ADMINISTRATION**

**RESPONSIBLE DEPARTMENT: Public Works Department**

<b>Funding Sources:</b> \$625,000      Fees/ Rates	<b>Project Description:</b> The City owns and maintains approximately 50 occupied and unoccupied facilities; staff is in the process of evaluating the condition and maintenance requirements of each facility. These requirements would include anything from roof repairs, window replacement, HVAC upkeep, electrical upgrades, carpet replacement, painting and office moves to accommodate staffing changes. As this evaluation is not fully complete this provides a budgetary placeholder. A completed facilities plan will be provided at next year's budget.
<b>Project Cost by Budget Year:</b> Prior Years: 2006      \$100,000 2007      \$100,000 2008      \$100,000 2009      \$100,000 2010      \$100,000 2011      \$125,000 Total      \$625,000	



**TITLE: WATER PLANT PHONE, COMPUTER & AFN CONNECTIONS**

**PROJECT TYPE: TECHNOLOGY**

**RESPONSIBLE DEPARTMENT: Public Works Department**

<b>Funding Sources:</b> \$65,000      Fees/Rates	<b>Project Description:</b> Due to its location outside City limits, data sharing with the Water Treatment Plant has been difficult. The installation of AFN and the Coral phone system will make personnel and computer information sharing more accessible and reliable with the treatment plant.
<b>Project Cost by Budget Year:</b> Prior Years: \$20,000 2006            \$45,000 2007 2008 2009 2010 2011 Total            \$65,000	

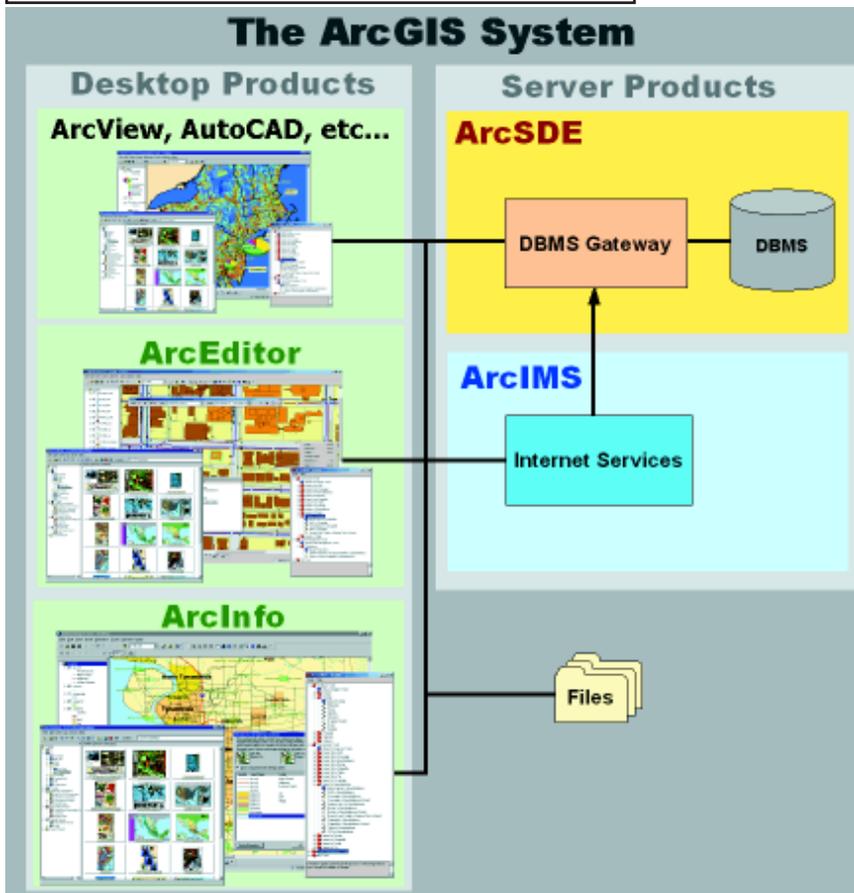


**TITLE: GEOGRAPHIC INFORMATION SYSTEM UPDATES**

**PROJECT TYPE: TECHNOLOGY**

**RESPONSIBLE DEPARTMENT: Public Works Department**

<b>Funding Sources:</b> \$225,000 Fees/ Rates	<b>Project Description:</b> This GIS and Computing Services Departments, in a joint effort will develop both a Spatial Database Engine (SDE) and a Web-based Interactive Mapping Application (WIM). The SDE will integrate City data, which is currently stored in various formats, enabling departments to access one another's data. The WIM will enable citizens and City Staff to access spatial data via the internet in a fully interactive mode. The ultimate goal of this project is to facilitate information access while minimizing staff time.
<b>Project Cost by Budget Year:</b> Prior Years: \$25,000 2006 \$50,000 2007 \$50,000 2008 2009 \$50,000 2010 2011 \$50,000 Total \$225,000	



**TITLE: OPEN SPACE ACQUISITION**

**PROJECT TYPE: PARKS & RECREATION**

**RESPONSIBLE DEPARTMENT: Parks & Recreation Department**

<p><b>Funding Sources:</b></p> <p style="text-align: center;">\$1,800,000 Parks Fees / Rates</p>	<p><b>Project Description:</b>                  The City of Ashland, in conjunction with the Ashland Parks &amp; 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 have been purchased. This portion of the Park's budget is devoted to land acquisition for new park space.</p> <p>A continued commitment to the acquisition of open space parkland is shown in this project. Specific property acquisition is dependent on market factors. The Open Space Plan and corresponding maps provide further detail on the types and location of land that has been identified as vital for Ashland's future.</p>																
<p><b>Project Cost by Budget Year:</b></p> <table border="0"> <tr> <td>Prior Years:</td> <td style="text-align: right;">\$600,000</td> </tr> <tr> <td>2006</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td>2007</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td>2008</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td>2009</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td>2010</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td>2011</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,800,000</b></td> </tr> </table>	Prior Years:	\$600,000	2006	\$200,000	2007	\$200,000	2008	\$200,000	2009	\$200,000	2010	\$200,000	2011	\$200,000	<b>Total</b>	<b>\$1,800,000</b>	
Prior Years:	\$600,000																
2006	\$200,000																
2007	\$200,000																
2008	\$200,000																
2009	\$200,000																
2010	\$200,000																
2011	\$200,000																
<b>Total</b>	<b>\$1,800,000</b>																



City of Ashland  
 Selection of Capital Improvement Projects  
 2006 Adopted Budget

	2006 Adopted	Category
Bus Shelters	\$ 30,000	Council Goal
Railroad Crossing Improvements	75,000	Council Goal
Granite Street- Nutley to Parks office	25,000	Maintenance
Nevada Street LID	205,000	Council Goal
Liberty Street LID	68,000	Council Goal
Schofield Street LID	160,000	Council Goal
TAP- beyond Talent to Ashland	150,000	Safety
Transmission Line- Reeder to Plant	1,900,000	Maintenance
Hosler Dam- Stability Analysis	30,000	Legal Compliance
Sludge Lagoon Improvements	100,000	Legal Compliance
Water Treatment Plant Filter Improvements	300,000	Legal Compliance
Main Feeder Line Plant to Crowson	400,000	Maintenance
Granite Street- Nutley to Strawberry	70,000	Maintenance
Morton- Siskiyou to Iowa	64,000	Safety

**Council Goals:** Projects specifically identified by City Council to meet the community's needs.

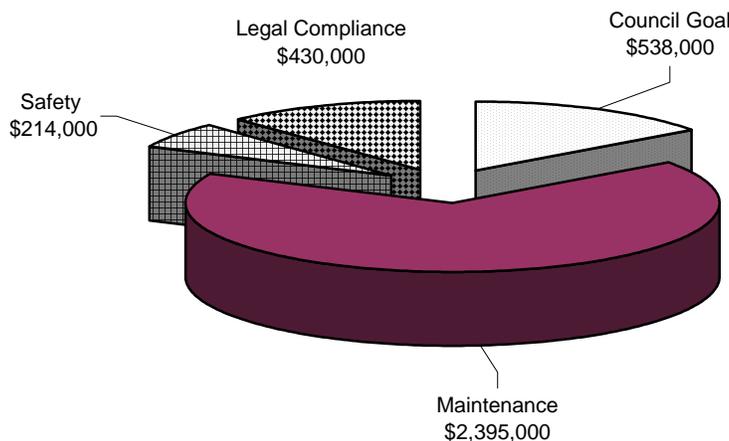
**Maintenance:** Projects necessary to minimize annual maintenance costs.

**Legal Compliance:** Projects that facilitate the City meeting State and Federal regulations.

**Safety:** Projects that are necessary to safeguard citizens and the community's well being.

The following table is a selection of Capital Improvement Projects that are budgeted for 2005-06. It compares the cost of the project to the reasoning for the project.

**Comparison of Select Projects**

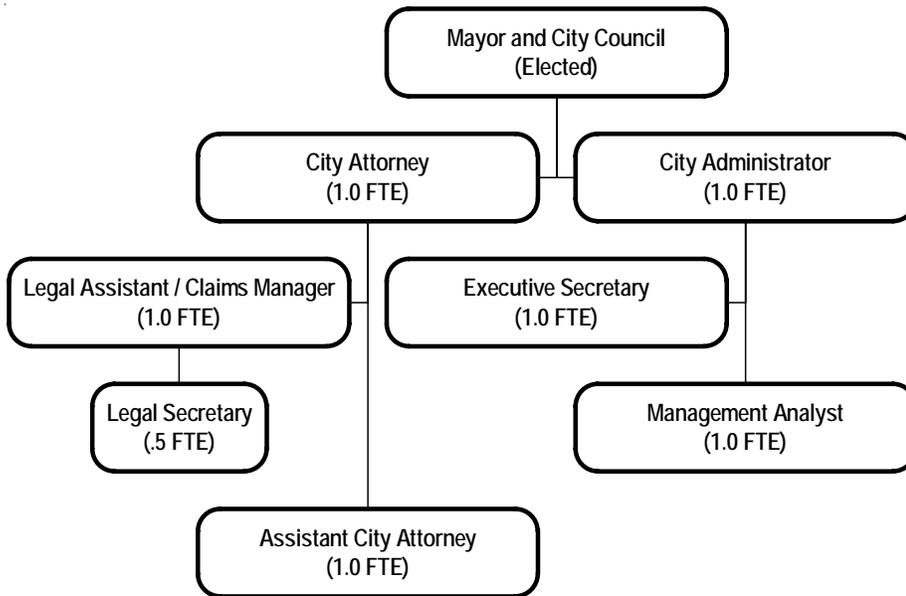


## Departments

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# administration 6.5 FTE



## **Overview**

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

**ADMINISTRATION DEPARTMENT**

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 532,676	\$ 734,094	\$ 764,560	\$ 748,870
600 Materials and Services	\$ 296,014	\$ 367,094	\$ 381,300	\$ 346,155
	<b>\$ 828,690</b>	<b>\$ 1,101,188</b>	<b>\$ 1,145,860</b>	<b>\$ 1,095,025</b>
<b>Department Total By Fund</b>				
110 General Fund	\$ 205,045	\$ 209,959	\$ 225,145	\$ 107,865
710 Central Services Fund	623,645	891,229	920,715	987,160
	<b>\$ 828,690</b>	<b>\$ 1,101,188</b>	<b>\$ 1,145,860</b>	<b>\$ 1,095,025</b>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Administrator	1.00	1.00	1.00	1.00
Human Resources Director	-	-	1.00	-
Administrative Services/HR Manager	1.00	1.00	-	-
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	-	1.00	1.00	1.00
Legal Assistant/Claims Manager	-	1.00	1.00	1.00
Legal Assistant	1.00	-	-	-
Legal Secretary	-	0.50	0.50	0.50
Management Analyst	-	-	1.00	1.00
Marketing & Communications Manager	1.00	1.00	-	-
Personnel Assistant	-	-	-	-
Administrative Assistant	-	1.00	1.00	-
Administrative Secretary	0.75	-	-	-
Senior Program Director	0.80	0.80	0.80	-
Senior Center Specialist	0.70	0.95	0.70	-
Sr Center Information & Referral Specialist	0.25	-	0.25	-
Municipal Judge	0.50	0.50	-	-
Account Clerk II	1.75	2.00	-	-
Account Clerk I	1.00	0.50	-	-
Executive Secretary	1.00	1.00	1.00	1.00
	<b>11.75</b>	<b>13.25</b>	<b>10.25</b>	<b>6.50</b>

\* 2003 and 2004 Includes Courts Division

\* 2006 Move Senior Program to Parks and Recreation  
and Human Resources to Administrative Services

## **Mayor & Council**

The Administration budget includes expenditures for the Mayor and Council. The Mayor and Councilors are elected officials responsible for setting city policy. The Mayor and Council adopt goals annually which provide the framework for city operations and establish priorities for all departments.

### **Division Goals**

- Provide leadership and direction to City Staff through the goal-setting process.
- Foster public input and participation in city programs and services.

### **Significant Budget Changes**

- Increased benefit costs due to change in Elected Officials during 2004 election.

*administration department - mayor and council*

CENTRAL SERVICE FUND  
ADMINISTRATION DEPARTMENT  
MAYOR AND COUNCIL DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 2,629	\$ 2,600	\$ 2,250	\$ 2,600
520 Fringe Benefits	40,401	43,971	56,700	81,580
<b>Total Personal Services</b>	<b>43,031</b>	<b>46,571</b>	<b>58,950</b>	<b>84,180</b>
601 Supplies	3,131	2,641	9,800	3,800
603 Communications	583	664	300	300
604 Contractual Services	1,389	957	4,500	5,500
605 Misc. Charges and Fees	-			
606 Other Purchased Services	35,894	39,864	47,025	53,225
608 Commissions	2,794	1,891	2,000	2,000
<b>Total Materials and Services</b>	<b>43,792</b>	<b>46,017</b>	<b>63,625</b>	<b>64,825</b>
	<b>\$ 86,823</b>	<b>\$ 92,588</b>	<b>\$ 122,575</b>	<b>\$ 149,005</b>

## **Administration**

The City Administrator is responsible for the supervision and coordination of all city departments and administering those policies, with the exception of the Parks and Recreation Department. Administration supports the communication needs of all departments and divisions as well as web development, graphic standards and the monthly newsletter *City Source*. Administration promotes open communication and education about city programs, projects, issues and services and provides staff assistance to the Public Arts commission and other ad hoc committees.

Administration tracks state and federal legislative issues and reviews regulations and pending legislation for impact on city programs and serves as the primary liaison with community organizations and other agencies. Administration oversees broad interdepartmental, intergovernmental, public projects and communication in accordance with city or state policies, codes or regulations and develops and implements the city's overall communication outreach.

## **Division Goals**

- Implement the City Council's goals.
- Implement no-cost and low-cost strategies within the Health and Human Services Plan.
- Produce a working economic development plan.
- Establish a formal public involvement policy.
- Enhance efforts to secure Federal funding for community projects.
- Improve "font-end" of the city's website.
- Finalize public art component of Calle Guanajuato staircase and McGee memorial.

## **Significant Budget Changes**

- Increased benefit costs.
- Decrease in costs associated with the operations of Senior Programs which transferred to Ashland Parks & Recreation.

*administration department - administration division*

GENERAL FUND  
ADMINISTRATION DEPARTMENT  
ADMINISTRATION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Materials and Services</b>				
604 Contractual Services	\$ 90,152	\$ 90,000	\$ 105,750	\$ 107,865
608 Commissions	3,010	3,781	3,850	
<b>Total Materials and Services</b>	<b>\$ 93,162</b>	<b>\$ 93,781</b>	<b>\$ 109,600</b>	<b>\$ 107,865</b>

\*Commissions budget moved to Electric in 2006

CENTRAL SERVICE FUND  
ADMINISTRATION DEPARTMENT  
ADMINISTRATION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 153,991	\$ 235,758	\$ 234,390	\$ 246,220
520 Fringe Benefits	54,073	103,138	101,360	110,560
<b>Total Personal Services</b>	<b>208,064</b>	<b>338,896</b>	<b>335,750</b>	<b>356,780</b>
<b>Materials and Services</b>				
601 Supplies	6,812	18,124	11,000	19,000
602 Rental, Repair, Maintenance	-	209		
603 Communications	3,642	3,846	2,850	2,850
604 Contractual Services	61,764	76,992	48,000	35,000
605 Misc. Charges and Fees	595	7,100	7,000	7,000
606 Other Purchased Services	21,828	25,878	30,325	35,025
608 Commissions	-	23	3,750	3,750
610 Programs	-	13,689	24,720	25,465
<b>Total Materials and Services</b>	<b>94,642</b>	<b>145,861</b>	<b>127,645</b>	<b>128,090</b>
	<b>\$ 302,706</b>	<b>\$ 484,757</b>	<b>\$ 463,395</b>	<b>\$ 484,870</b>

## **Legal**

Legal consists of two full-time city attorneys, one full-time legal assistant/claims manager, and a .5 legal secretary position. The Department provides legal advice regarding official matters to elected city officials and city officers and employees and city commissions and committees, including the Ashland Park and Recreation Commission. The Department prosecutes misdemeanors, traffic offenses and code violations in municipal court cases (if the defendant is represented by legal counsel); and prosecutes and defends the city in civil litigation matters. The Department prepares ordinances, resolutions, contracts and other legal documents involving the city. Through this Department all tort claims against the city are processed; contempt complaints for municipal court are prepared and filed as well as all formal complaints; and collection action, including filings in both circuit and bankruptcy courts, is taken against delinquent food and beverage tax accounts and transient occupancy tax accounts. This Department also assists in property purchases, employee grievances and union negotiations, and land use matters, including appeals to the Land Use Board of Appeals. Legal also provides a legal education program for all newly elected officials and newly appointed commission and committee members and actively participates through the League of Oregon Cities in proposed legislation.

### **Division Goals**

- Provide greater up-front support to the Community Development Department for proposed projects in which the code language is subject to more than one interpretation.
- Continue efforts to handle most labor issues with in-house counsel.

### **Significant Budget Changes**

- Increased benefit costs.

CENTRAL SERVICE FUND  
ADMINISTRATION DEPARTMENT  
LEGAL DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 146,636	\$ 191,213	\$ 197,000	\$ 211,720
520 Fringe Benefits	58,291	71,297	92,320	96,190
<b>Total Personal Services</b>	<b>204,927</b>	<b>262,510</b>	<b>289,320</b>	<b>307,910</b>
<b>Materials and Services</b>				
601 Supplies	10,667	13,745	11,250	11,400
603 Communications	462	2,416	3,375	1,725
604 Contractual Services	12,840	11,754	4,750	4,500
605 Misc. Charges and Fees	-	12,000	12,000	12,000
606 Other Purchased Services	5,220	11,459	14,050	15,750
<b>Total Materials and Services</b>	<b>29,189</b>	<b>51,374</b>	<b>45,425</b>	<b>45,375</b>
	<b>\$ 234,116</b>	<b>\$ 313,884</b>	<b>\$ 334,745</b>	<b>\$ 353,285</b>

## **Senior Program Division**

The Senior Program Division provides a support system that enables the senior residents of Ashland to remain independent members of the community. This year the Senior Program has moved to Parks and Recreation.

*administration department - senior program division*

GENERAL FUND  
ADMINISTRATION DEPARTMENT  
SENIOR SERVICES PROGRAM

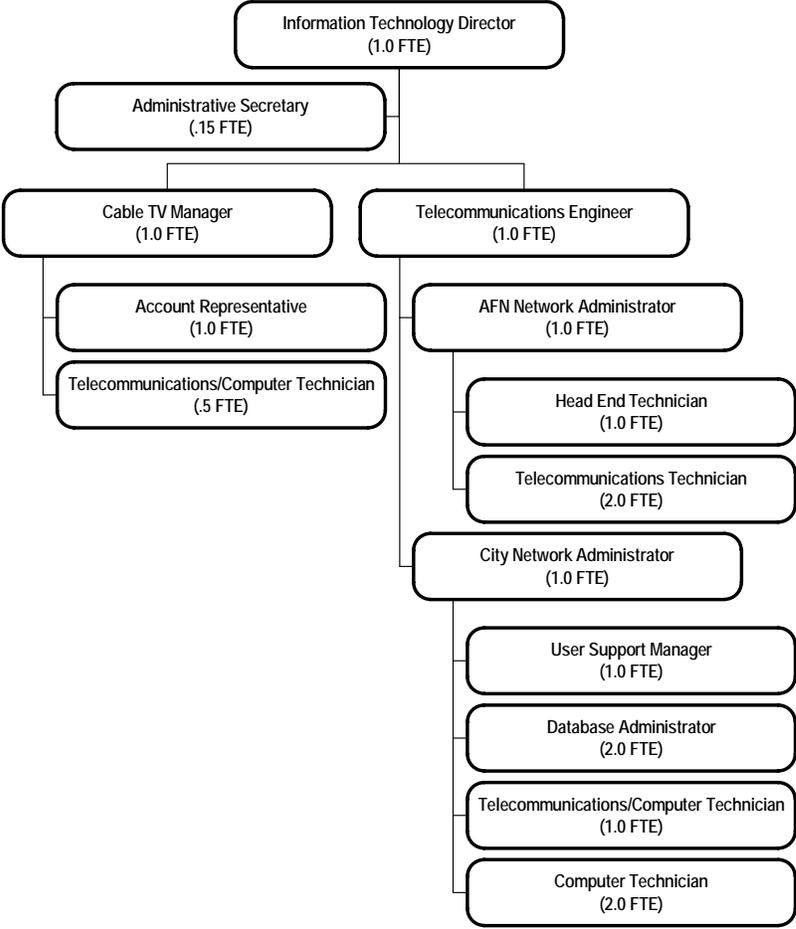
Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 55,586	\$ 57,690	\$ 59,000	
520 Fringe Benefits	21,069	28,427	21,540	
<b>Total Personal Services</b>	<b>76,655</b>	<b>86,117</b>	<b>80,540</b>	
<b>Materials and Services</b>				
601 Supplies	1,855	1,790	2,000	
602 Rental, Repair, Maintenance	900	900	600	
603 Communications	1,473	1,470	1,925	
604 Contractual Services	10,000	10,000	10,800	
605 Misc. Charges and Fees	21,000	15,900	17,230	
606 Other Purchased Services	-	-	2,450	
610 Programs	-	-	-	-
<b>Total Materials and Services</b>	<b>35,228</b>	<b>30,061</b>	<b>35,005</b>	<b>-</b>
	<b>\$ 111,883</b>	<b>\$ 116,178</b>	<b>\$ 115,545</b>	<b>\$ -</b>

\*Senior Programs moved into Parks and Recreation in 2006



# information technology department

## 15.65 FTE



## **Overview**

The Information Technology Department was created in this year's budget process. The Department was originally proposed to reside in the Finance Department (Administrative Services) and had resided in the Electric Department the last three years. This Department consists of two divisions: the Telecommunications Division and the Computer Services Division and will report to the City Administrator.

### **Strategic Department Goals**

- Evaluate AFN's ongoing services.
- Hire Information Technology Director.
- Develop Information Technology plan.

### **Significant Budget Changes**

- Moved Department from proposed Finance (Administrative Services).
- Addition of Director.

INFORMATION TECHNOLOGY DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 1,345,956	\$ 1,035,121	\$ 1,238,275	\$ 1,414,412
600 Materials and Services	1,961,252	2,250,204	2,140,078	2,072,930
700 Capital Outlay	757,293	154,146	266,100	285,600
800 Debt Service	6,107,424	6,912,915	14,610,720	1,234,248
	<u>\$ 10,171,926</u>	<u>\$ 10,352,386</u>	<u>\$ 18,255,173</u>	<u>\$ 5,007,190</u>

Department Total By Division:

Operating Divisions

691 Telecommunications Fund	9,473,778	9,603,250	17,482,553	4,076,150
710 Computer Services	698,147	749,136	772,620	931,040
	<u>\$ 10,171,926</u>	<u>\$ 10,352,386</u>	<u>\$ 18,255,173</u>	<u>\$ 5,007,190</u>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Information Technology Director	-	-	-	1.00
IT/Telecommunication Manager	-	-	-	-
Telecommunications Engineer	1.00	1.00	1.00	1.00
CATV Manager	1.00	1.00	1.00	1.00
City Network Administrator	0.50	0.50	1.00	1.00
AFN Network Administrator	0.50	0.50	1.00	1.00
User Support Manager	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	2.00
Database Programmer	-	-	1.00	-
Head End Technician	1.00	1.00	1.00	1.00
Telecommunications Technician	3.00	2.00	2.00	2.00
Telecommunications/Computer Technician	-	-	1.00	1.50
Computer Technician	1.00	1.00	3.00	2.00
Administrative Secretary	0.50	0.50	0.50	0.15
Account Representative	0.50	0.50	1.00	1.00
	<u>11.00</u>	<u>10.00</u>	<u>15.50</u>	<u>15.65</u>

## Computer Services Division

The Computer Services Division is responsible for citywide computer operations, including hardware and software purchasing, support, repair and maintenance.

### Division Goals

- Continue management of the City telephone system including both land lines and cell phones, with an aim toward improving services, reducing costs and possibly partnering with other public agencies to attain mutual benefits.

### Significant Budget Changes

- None

CENTRAL SERVICE FUND  
INFORMATION TECHNOLOGY DEPARTMENT  
COMPUTER SERVICES DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 274,629	\$ 258,529	\$ 338,000	\$ 424,080
520 Fringe Benefits	107,023	110,396	155,000	203,000
<b>Total Personal Services</b>	<b>381,652</b>	<b>368,925</b>	<b>493,000</b>	<b>627,080</b>
<b>Materials and Services</b>				
601 Supplies	5,191	9,487	13,700	10,100
602 Rental, Repair, Maintenance	-	-	-	2,500
603 Communications	196,856	270,431	63,320	64,760
604 Contractual Services	63,135	47,863	15,000	15,000
605 Misc. Charges and Fees	2,250	51,971	71,000	75,500
606 Other Purchased Services	1,087	459	10,500	10,500
<b>Total Materials and Services</b>	<b>268,519</b>	<b>380,211</b>	<b>173,520</b>	<b>178,360</b>
<b>Capital Outlay</b>				
703 Equipment	47,976	-	106,100	125,600
<b>Total Capital Outlay</b>	<b>47,976</b>	<b>-</b>	<b>106,100</b>	<b>125,600</b>
	<b>\$ 698,147</b>	<b>\$ 749,136</b>	<b>\$ 772,620</b>	<b>\$ 931,040</b>

# Telecommunications Division

The Telecommunications Division is responsible for managing the fiber optic infrastructure, known as Ashland Fiber Network (AFN). 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.

AFN offers the following services:

- **High-speed data**, which provides connectivity for broadband data, video, conferencing and voice applications at speeds of 10 Mbs or 100 Mbs utilizing a direct fiber link;
- **Internet Access**, which provides high-speed connections of up to 5 Mbs using cable modem technology and allows private Internet Service Providers (ISPs) to utilize our Open Access Network, and
- **Cable Television**, offering 4 tiers of service at competitive pricing. Featuring 2 lower tier levels of service exclusive to AFN. Channel lineup created for residents, by the appointed Citizens Programming Selection Committee.

## Division Goals

- Continue to provide the City with an advanced telecommunications infrastructure capable of interacting with and supporting private enterprise.
- Evaluate and implement other telecommunication services to our residents, businesses and institutions.
- Improve the job estimating and mapping process for AFN.
- Continue effort to improve the viability of AFN.

## Significant Budget Changes

- Increased programming costs.

TELECOMMUNICATIONS FUND  
INFORMATION TECHNOLOGY DEPARTMENT  
INTERNET

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Fund# 691</b>				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 273,529	\$ 208,789	\$ 229,464	\$ 230,850
520 Fringe Benefits	107,888	96,555	119,734	110,626
<b>Total Personal Services</b>	<b>381,417</b>	<b>305,344</b>	<b>349,198</b>	<b>341,476</b>
<b>Materials and Services</b>				
601 Supplies	184,786	167,432	95,814	83,812
602 Rental, Repair, Maintenance	69,821	57,999	48,654	49,453
603 Communications	2,736	17,426	2,897	3,461
604 Contractual Services	23,362	49,068	12,852	11,000
605 Misc. Charges and Fees	120,851	136,906	164,302	194,812
606 Other Purchased Services	113,437	1,816	1,877	2,265
612 Franchises				
<b>Total Materials and Services</b>	<b>514,993</b>	<b>430,647</b>	<b>326,396</b>	<b>344,803</b>
<b>Capital Outlay</b>				
703 Equipment			100,000	40,000
704 Improvements Other Than Bldgs.	1,298			20,000
<b>Total Capital Outlay</b>	<b>1,298</b>	<b>-</b>	<b>100,000</b>	<b>60,000</b>
	<b>\$ 897,708</b>	<b>\$ 735,990</b>	<b>\$ 775,594</b>	<b>\$ 746,279</b>

TELECOMMUNICATIONS FUND  
 INFORMATION TECHNOLOGY DEPARTMENT  
 CABLE TELEVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 691				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 390,592	\$ 219,409	\$ 229,365	\$ 269,900
520 Fringe Benefits	152,787	101,466	119,660	125,350
<b>Total Personal Services</b>	<b>543,379</b>	<b>320,875</b>	<b>349,025</b>	<b>395,250</b>
<b>Materials and Services</b>				
601 Supplies	18,479	8,950	9,583	4,480
602 Rental, Repair, Maintenance	77,579	64,440	54,057	54,945
603 Communications	4,105	14,052	4,345	2,791
604 Contractual Services	46,725	94,665	260,338	21,222
605 Misc. Charges and Fees	151,064	176,749	205,377	245,966
606 Other Purchased Services	425,092	647,051	599,892	807,033
612 Franchises	119,794	139,307	96,376	65,000
<b>Total Materials and Services</b>	<b>842,838</b>	<b>1,145,215</b>	<b>1,229,968</b>	<b>1,201,437</b>
<b>Capital Outlay</b>				
703 Equipment	72,382		60,000	40,000
704 Improvements Other Than Bldgs.	445,637	154,146	-	20,000
<b>Total Capital Outlay</b>	<b>518,019</b>	<b>154,146</b>	<b>60,000</b>	<b>60,000</b>
	<b>\$ 1,904,236</b>	<b>\$ 1,620,236</b>	<b>\$ 1,638,993</b>	<b>\$ 1,656,687</b>

TELECOMMUNICATIONS FUND  
 INFORMATION TECHNOLOGY DEPARTMENT  
 CUSTOMER RELATIONS/PROMOTIONS

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 691				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 9,841	\$ 7,350	\$ 11,280	\$ 11,280
520 Fringe Benefits	921	860	926	926
<b>Total Personal Services</b>	<b>10,762</b>	<b>8,210</b>	<b>12,206</b>	<b>12,206</b>
<b>Materials and Services</b>				
603 Communications	753	2,512	6,365	8,000
604 Contractual Services	36,745	34,100	54,600	90,000
605 Misc. Charges and Fees	9,000	6,700	7,447	9,408
606 Other Purchased Services	63,989	91,673	141,414	104,000
<b>Total Materials and Services</b>	<b>110,487</b>	<b>134,985</b>	<b>209,826</b>	<b>211,408</b>
	<b>\$ 121,249</b>	<b>\$ 143,195</b>	<b>\$ 222,032</b>	<b>\$ 223,614</b>

*information technology department - telecommunications division*

TELECOMMUNICATIONS FUND  
INFORMATION TECHNOLOGY DEPARTMENT  
HIGH SPEED

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 691				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 19,701	\$ 21,722	\$ 24,400	\$ 25,900
520 Fringe Benefits	9,045	10,045	10,446	12,500
<b>Total Personal Services</b>	<b>28,746</b>	<b>31,767</b>	<b>34,846</b>	<b>38,400</b>
<b>Materials and Services</b>				
601 Supplies	150,318	74,639	86,233	37,367
602 Rental, Repair, Maintenance	7,758	6,448	5,406	5,498
603 Communications	-	-	-	-
604 Contractual Services	7,787	18,200	4,284	4,080
605 Misc. Charges and Fees	30,213	59,478	41,075	89,501
606 Other Purchased Services	28,339	382	63,370	476
612 Franchises	-	-	-	-
<b>Total Materials and Services</b>	<b>224,415</b>	<b>159,147</b>	<b>200,368</b>	<b>136,922</b>
<b>Capital Outlay</b>				
703 Equipment	-	-	-	40,000
704 Improvements Other Than Bldgs.	190,000	-	-	-
<b>Total Capital Outlay</b>	<b>190,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
	<b>\$ 443,161</b>	<b>\$ 190,914</b>	<b>\$ 235,214</b>	<b>\$ 215,322</b>

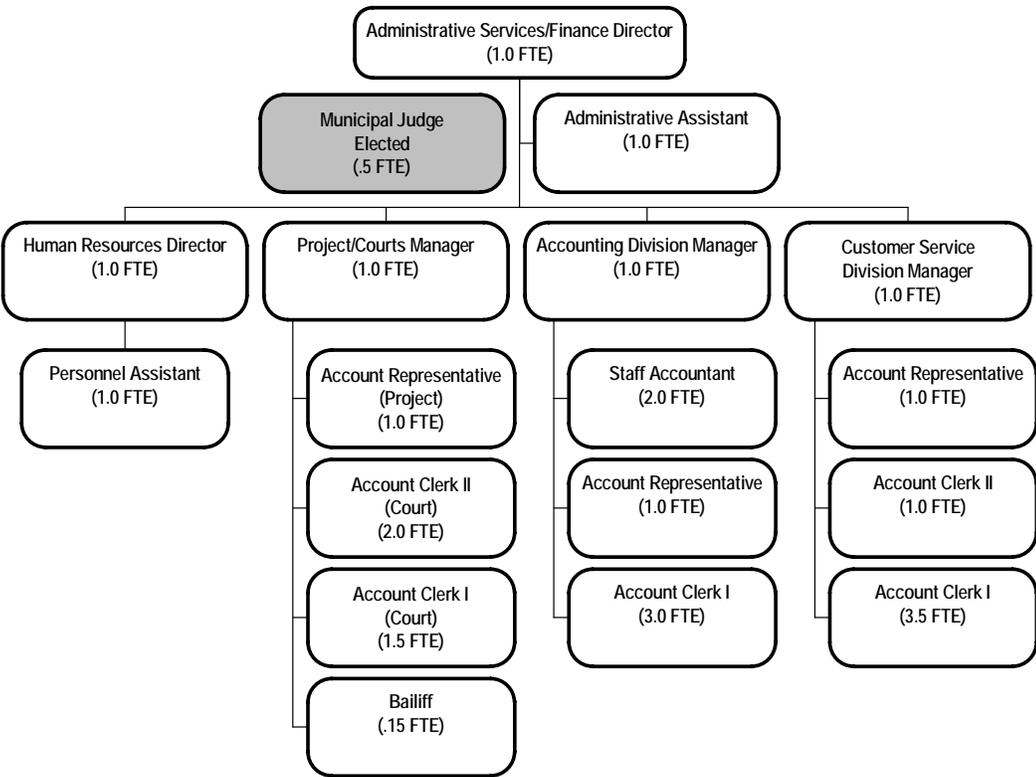
TELECOMMUNICATIONS FUND  
IT DEPARTMENT  
DEBT SERVICE

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Debt Service</b>				
801 Debt Service - Principal	5,525,000	6,468,000	13,591,721	-
802 Debt Service - Interest	582,424	444,915	1,018,999	1,234,248
<b>Total Debt Service</b>	<b>6,107,424</b>	<b>6,912,915</b>	<b>14,610,720</b>	<b>1,234,248</b>
	<b>\$ 6,107,424</b>	<b>\$ 6,912,915</b>	<b>\$ 14,610,720</b>	<b>\$ 1,234,248</b>



# administrative services department

## 23.65 FTE



## **Overview**

The Administrative Services Department is composed of six divisions: Municipal Court, Administration, Accounting, Customer Information Services, Human Resources, and Purchasing. Each division plays a significant role in supporting the other Administrative Services Divisions as well as providing services internally to other city departments and directly to the public.

### **Strategic Departmental Goals**

- The City will continue to develop and implement a financial management plan that addresses existing and potential revenue sources to ensure that city revenues are balanced from property taxes, user fees, grants, and other revenues. The plan will annually update the long-term operating projections for all funds.
- 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 its spent and what services are provided.
- Develop a performance measures program for all city departments.

### **Significant Budget Changes**

- Moved Human Resources Division from Administration to Administrative Services including 2.0 FTE.
- Increased operational costs such as insurance and retirement costs.

*administrative services department*

ADMINISTRATIVE SERVICES DEPARTMENT				
Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 1,250,137	\$ 1,391,836	\$ 1,487,340	\$ 2,086,506
600 Materials and Services	1,929,245	1,882,138	1,935,571	1,965,351
700 Capital Outlay	4,563,616	248,853	172,210	868,500
800 Debt Service	779,527	917,680	1,046,801	1,024,864
	<u>\$ 8,522,525</u>	<u>\$ 4,440,507</u>	<u>\$ 4,641,922</u>	<u>\$ 5,945,221</u>
<b>Department Total By Division:</b>				
<b>Operating Divisions</b>				
110 Courts	\$ 256,003	\$ 285,646	\$ 297,426	\$ 363,537
710 Administration	-	308,393	431,811	540,650
710 Accounting	816,615	520,803	557,834	546,225
710 Customer Information Services	439,220	465,714	541,835	567,210
710 Human Resources	270,826	189,257	229,140	233,107
710 Purchasing \ Acquisition	91,192	84,744	95,245	97,363
	<u>\$ 1,873,857</u>	<u>\$ 1,854,557</u>	<u>\$ 2,153,291</u>	<u>\$ 2,348,092</u>
<b>Non-operating Divisions</b>				
110 Social Services	\$ 101,521	\$ 118,669	\$ 110,000	\$ 112,000
110 Economic and Cultural	387,000	406,800	445,600	458,970
110 Band	51,777	43,418	57,490	59,680
110 Miscellaneous	4,303	3,746	25,000	41,000
410 S.D.C. - Parks Open Space	326,378	112,407	-	145,052
410 Public Buildings	4,285,623	185,113	157,210	738,500
530 Bancroft Debt	58,031	-	200,000	200,000
530 General Obligation Debt	369,068	381,144	372,607	373,601
530 Notes and Contracts Debt	352,429	536,536	474,194	451,263
720 Insurance	712,538	798,117	646,530	1,017,063
	<u>\$ 6,648,668</u>	<u>\$ 2,585,950</u>	<u>\$ 2,488,631</u>	<u>\$ 3,597,129</u>
<b>Position Profile</b>				
Administrative Services/Finance Director	-	-	-	1.00
Finance Director	1.00	1.00	1.00	-
Municipal Judge	-	-	0.50	0.50
Account Clerk II (Court)	-	-	2.00	2.00
Account Clerk I (Court)	-	-	1.00	1.50
Account Clerk I (Court)- Temp	-	-	0.10	-
Bailiff	-	-	0.15	0.15
Controller	-	-	-	-
Project/Court Manager	-	-	-	1.00
Project Coordinator	1.00	1.00	1.00	-
Account Representative (Project)	-	-	-	1.00
Administrative Assistant	1.00	1.00	-	1.00
Administrative Secretary	-	-	1.00	-
Accounting Division Manager	1.00	1.00	1.00	1.00
Staff Accountant	1.00	2.00	2.00	2.00
Account Representative	1.00	1.00	1.00	1.00
Account Clerk II	-	1.00	1.00	-
Account Clerk I	1.80	1.80	2.00	3.00
Customer Service Division Manager	-	-	1.00	1.00
Customer Service Supervisor	1.00	1.00	-	-
Account Representative	1.50	1.50	1.00	1.00
Account Clerk II	-	-	-	1.00
Account Clerk I	3.50	3.50	4.50	3.50
Human Resources Director	-	-	-	1.00
Personnel Assistant	-	-	-	1.00
	<u>13.80</u>	<u>15.80</u>	<u>20.25</u>	<u>23.65</u>

\* 2005 Courts moved into Finance

\* 2006 Human Resources moved into Administrative Services

## **Municipal Court Division**

The Municipal Court Division is responsible for supporting the judge and all municipal activities including customer service and accounting for court actions.

### **Division Goals**

- Analyze division processes for effectiveness and to develop priorities for ongoing tasks.
- Create divisional procedures manual.

### **Significant Budget Change**

- Increased .40 FTE.

*administrative services department - municipal court division*

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GENERAL FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
MUNICIPAL COURT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 135,177	\$ 152,373	\$ 166,120	\$ 187,930
520 Fringe Benefits	52,641	62,383	55,570	84,100
<b>Total Personal Services</b>	<b>187,818</b>	<b>214,756</b>	<b>221,690</b>	<b>272,030</b>
<b>Materials and Services</b>				
601 Supplies	5,207	8,494	2,456	5,350
602 Rental, Repair, Maintenance	-	256	4,000	5,400
603 Communications	49	297	900	900
604 Contractual Services	9,032	8,018	12,700	12,700
605 Misc. Charges and Fees	53,375	53,650	52,680	64,157
606 Other Purchased Services	523	175	3,000	3,000
<b>Total Materials and Services</b>	<b>68,186</b>	<b>70,890</b>	<b>75,736</b>	<b>91,507</b>
	<b>\$ 256,003</b>	<b>\$ 285,646</b>	<b>\$ 297,426</b>	<b>\$ 363,537</b>

## **Administration Division**

The Administration Division manages department-wide and city-wide financial activities. Most of the Administrative Services/Finance Directors time is accounted for here along with 100% of the Project/Court Manager and Department Administrative Assistant. Administrative costs related to financing, budget, programming, debt management, risk management, and financial document preparation reside here. The Division assists other Administrative Services divisions and departments in financial planning, budgeting, grant management and use of the Eden financial software. Stewardship of city funds is the primary focus.

### **Division Goals**

- Finalize implementation of new Eden System applications and cross-train end users.
- Evaluate and provide capital project financing where necessary.
- Update and internally cross-train on rate models and related databases or data-gathering systems.
- Develop and implement program and guidelines for Administrative Services records management.
- Work with other departments and divisions to create and implement meaningful performance measures that can be presented in financial and budgetary reports.
- Develop or update administrative policies and procedures.

*administrative services department - administration division*

CENTRAL SERVICES FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
ADMINISTRATION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages		\$ 143,273	\$ 141,870	\$ 206,479
520 Fringe Benefits		61,044	64,020	113,396
<b>Total Personal Services</b>	<b>-</b>	<b>204,317</b>	<b>205,890</b>	<b>319,875</b>
<b>Materials and Services</b>				
601 Supplies		10,929	10,921	9,775
602 Rental, Repair, Maintenance		501	-	-
603 Communications		511	550	550
604 Contractual Services		71,761	172,500	165,000
605 Misc. Charges and Fees		7,184	7,000	7,000
606 Other Purchased Services		13,190	19,950	23,450
<b>Total Materials and Services</b>	<b>-</b>	<b>104,076</b>	<b>210,921</b>	<b>205,775</b>
<b>Capital Outlay</b>				
703 Equipment		-	15,000	15,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>
	<b>\$ -</b>	<b>\$ 308,393</b>	<b>\$ 431,811</b>	<b>\$ 540,650</b>

## **Accounting Division**

The Accounting Division manages and performs accounting activities necessary for the annual budget, audits, debt management, accounts payable, accounts receivable, payroll, monthly reports, internal controls and annual financial reports. Parks and Recreation accounting functions are included in this division. The Division assists other Administrative Services divisions and departments in their accounting procedures, costing, training, and use of the Eden financial software. Stewardship of city funds is the primary focus.

### **Division Goals**

- Continue implementation and advanced use of Eden Systems accounting applications.
- Finalize the implementation of Eden Project Accounting software application.
- Develop a system of internal reviews within accounting applications to ensure accuracy of data.
- Finalize, and update as necessary, divisional procedures manuals.

*administrative services department - accounting division*

CENTRAL SERVICES FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
ACCOUNTING DIVISION

<u>Description</u>	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Amended</u>	<u>2006 Adopted</u>
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 292,431	\$ 254,402	\$ 278,500	\$ 266,320
520 Fringe Benefits	132,623	126,259	131,570	137,780
<b>Total Personal Services</b>	<b>425,054</b>	<b>380,661</b>	<b>410,070</b>	<b>404,100</b>
<b>Materials and Services</b>				
601 Supplies	31,493	13,216	10,874	4,700
602 Rental, Repair, Maintenance	44,380	1,359	1,750	1,550
603 Communications	34,311	32,678	45,000	44,900
604 Contractual Services	151,542	46,145	40,000	38,250
605 Misc. Charges and Fees	110,629	42,099	45,075	52,000
606 Other Purchased Services	19,206	4,645	5,065	725
<b>Total Materials and Services</b>	<b>391,561</b>	<b>140,142</b>	<b>147,764</b>	<b>142,125</b>
	<b>\$ 816,615</b>	<b>\$ 520,803</b>	<b>\$ 557,834</b>	<b>\$ 546,225</b>

## Customer Information Services Division

The Customer Information Services Division performs billing and customer service for electric, water, wastewater, storm drain, transportation utility fees, and the Ashland Fiber Network (AFN). The Division includes business license registration, billing and information management, Tobacco Licensing, and collection of Food and Beverage Taxes and Hotel/Motel Taxes. External customer service is the primary focus.

### Division Goals

- Evaluate the customer service (utility billing) software options.
- Continue to analyze division processes for effectiveness and to develop priorities for ongoing tasks.
- Finalize, and update as necessary, divisional procedures manuals.

CENTRAL SERVICES FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
CUSTOMER INFORMATION SERVICES DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 259,955	\$ 243,649	\$ 273,080	\$ 291,880
520 Fringe Benefits	107,791	120,744	129,030	144,410
<b>Total Personal Services</b>	<b>367,746</b>	<b>364,393</b>	<b>402,110</b>	<b>436,290</b>
<b>Materials and Services</b>				
601 Supplies	16,539	21,506	35,075	32,995
602 Rental, Repair, Maintenance	291	751	11,000	1,370
603 Communications	40,342	47,165	62,000	63,405
604 Contractual Services	12,094	12,202	11,550	12,175
605 Miscellaneous Charges and Fees	-	17,000	17,000	17,000
606 Other Purchased Services	2,208	2,697	3,100	3,975
<b>Total Materials and Services</b>	<b>71,474</b>	<b>101,321</b>	<b>139,725</b>	<b>130,920</b>
	<b>\$ 439,220</b>	<b>\$ 465,714</b>	<b>\$ 541,835</b>	<b>\$ 567,210</b>

## Human Resources

Human Resources coordinates services and programs to assist all city departments in recruiting and maintaining a qualified and diverse workforce, and provides employment-related services to city employees and job applicants. Human Resources provides benefits administration and supports city safety and risk management activities. In cooperation with the legal department, Human Resources also works to ensure legal compliance on employment issues.

### Division Goals

- Reach new agreements with three of the city's five labor unions.
- Enhance the diversity of Ashland's workforce through varied recruitment efforts and implementation of Affirmative Action Program.
- Continue to address the issue of rising health insurance costs and work toward implementation of the best alternatives(s).

### Significant Budget Changes

- Increased benefit costs and reclassification of Administrative Assistant to Personnel Assistant.

CENTRAL SERVICE FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
HUMAN RESOURCE DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 131,464	\$ 96,883	\$ 110,270	\$ 110,700
520 Fringe Benefits	50,115	49,008	52,270	54,530
<b>Total Personal Services</b>	<b>181,579</b>	<b>145,891</b>	<b>162,540</b>	<b>165,230</b>
<b>Materials and Services</b>				
601 Supplies	1,386	31	1,800	3,100
602 Rental, Repair, Maintenance	-	-		
603 Communications	412	500	1,500	3,477
604 Contractual Services	33,629	38,372	45,000	40,000
605 Miscellaneous Charges and Fees	2,523	2,644	7,000	7,000
606 Other Purchased Services	6,832	1,819	11,300	14,300
610 Programs	44,466	-		
<b>Total Materials and Services</b>	<b>89,248</b>	<b>43,366</b>	<b>66,600</b>	<b>67,877</b>
	<b>\$ 270,826</b>	<b>\$ 189,257</b>	<b>\$ 229,140</b>	<b>\$ 233,107</b>

## Purchasing Division

The Purchasing Division 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.

### Division Goals

- Improve system for maintaining the contract database for purchase orders issued and insurance certificate compliance.
- Continue to analyze division processes for effectiveness and to develop priorities for ongoing tasks.
- Finalize divisional procedures manual.

CENTRAL SERVICES FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
PURCHASING \ ACQUISITION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 62,306	\$ 56,222	\$ 60,400	\$ 62,490
520 Fringe Benefits	21,967	21,934	20,930	22,680
<b>Total Personal Services</b>	<b>84,273</b>	<b>78,156</b>	<b>81,330</b>	<b>85,170</b>
<b>Materials and Services</b>				
601 Supplies	2,282	679	4,775	1,100
602 Rental, Repair, Maintenance	1,860	853	2,200	2,221
603 Communications	748	761	750	750
606 Other Purchased Services	2,030	4,295	6,190	8,122
<b>Total Materials and Services</b>	<b>6,919</b>	<b>6,588</b>	<b>13,915</b>	<b>12,193</b>
	<b>\$ 91,192</b>	<b>\$ 84,744</b>	<b>\$ 95,245</b>	<b>\$ 97,363</b>

*administrative services department - non operating*

GENERAL FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
BAND DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 3,350	\$ 3,350	\$ 3,350	\$ 3,451
520 Fringe Benefits	318	312	360	360
<b>Total Personal Services</b>	<b>3,668</b>	<b>3,662</b>	<b>3,710</b>	<b>3,811</b>
<b>Materials and Services</b>				
601 Supplies	2,355	2,607	3,200	3,405
602 Rental, Repair, Maintenance	1,200	1,200	8,350	9,000
604 Contractual Services	29,202	30,849	36,500	36,500
605 Misc. Charges and Fees	13,000	5,100	5,230	6,464
606 Other Purchased Services	2,352	-	500	500
<b>Total Materials and Services</b>	<b>48,109</b>	<b>39,756</b>	<b>53,780</b>	<b>55,869</b>
	<b>\$ 51,777</b>	<b>\$ 43,418</b>	<b>\$ 57,490</b>	<b>\$ 59,680</b>

GENERAL FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
SOCIAL SERVICES DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Materials and Services</b>				
609 Grants	\$ 101,521	\$ 118,669	\$ 110,000	\$ 112,000
<b>Total Materials and Services</b>	<b>\$ 101,521</b>	<b>\$ 118,669</b>	<b>\$ 110,000</b>	<b>\$ 112,000</b>

GENERAL FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
ECONOMIC AND CULTURAL SERVICES DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Materials and Services</b>				
609 Grants	\$ 387,000	\$ 406,800	\$ 445,600	\$ 458,970
<b>Total Materials and Services</b>	<b>\$ 387,000</b>	<b>\$ 406,800</b>	<b>\$ 445,600</b>	<b>\$ 458,970</b>

*administrative services department - non operating*

GENERAL FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
MISCELLANEOUS

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Materials and Services</b>				
605 Misc. Charges and Fees	\$ 4,303	\$ 3,746	\$ 25,000	\$ 41,000
<b>Total Materials and Services</b>	<b>\$ 4,303</b>	<b>\$ 3,746</b>	<b>\$ 25,000</b>	<b>\$ 41,000</b>

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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 410				
<b>Materials and Services</b>				
604 Contractual Services	\$ 65	\$ 31,867	\$ -	\$ 30,052
605 Misc. Charges and Fees	37,483	16,800	-	-
<b>Total Materials and Services</b>	<b>37,548</b>	<b>48,667</b>	<b>-</b>	<b>30,052</b>
<b>Capital Outlay</b>				
701 Land	288,830	63,740	-	115,000
<b>Total Capital Outlay</b>	<b>288,830</b>	<b>63,740</b>	<b>-</b>	<b>115,000</b>
	<b>\$ 326,378</b>	<b>\$ 112,407</b>	<b>\$ -</b>	<b>\$ 145,052</b>

CAPITAL IMPROVEMENTS FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
MUNICIPAL BUILDING DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 410				
<b>Materials and Services</b>				
602 Rental, Repair, Maintenance	10,837	-	-	-
<b>Total Materials and Services</b>	<b>10,837</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>				
702 Buildings	1,433,280	14,050	157,210	338,500
703 Equipment	-	-	-	-
<b>Total Capital Outlay</b>	<b>1,433,280</b>	<b>14,050</b>	<b>157,210</b>	<b>338,500</b>
	<b>\$ 1,444,117</b>	<b>\$ 14,050</b>	<b>\$ 157,210</b>	<b>\$ 338,500</b>

*administrative services department - non operating*

CAPITAL IMPROVEMENTS FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
FIRE STATIONS DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 410				
<b>Capital Outlay</b>				
702 Buildings	\$ 2,841,505	\$ 171,063	\$ -	\$ 400,000
<b>Total Capital Outlay</b>	<b>\$ 2,841,505</b>	<b>\$ 171,063</b>	<b>\$ -</b>	<b>\$ 400,000</b>

DEBT SERVICE FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
BANCROFT DEBT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 530				
<b>Debt Service</b>				
801 Debt Service - Principal	\$ 55,000		\$ 125,000	\$ 125,000
802 Debt Service - Interest	3,031		75,000	75,000
<b>Total Debt Service</b>	<b>\$ 58,031</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

DEBT SERVICE FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
NOTES AND CONTRACTS DEBT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 530				
<b>Debt Service</b>				
801 Debt Service - Principal	\$ 201,211	\$ 352,325	\$ 312,061	\$ 308,472
802 Debt Service - Interest	151,219	184,211	162,133	142,791
<b>Total Debt Service</b>	<b>\$ 352,429</b>	<b>\$ 536,536</b>	<b>\$ 474,194</b>	<b>\$ 451,263</b>

*administrative services department - non operating*

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DEBT SERVICE FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
GENERAL OBLIGATION DEBT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 530				
<b>Debt Service</b>				
801 Debt Service - Principal	\$ 184,234	\$ 185,000	\$ 185,000	\$ 195,000
802 Debt Service - Interest	184,834	196,144	187,607	178,601
<b>Total Debt Service</b>	<b>\$ 369,068</b>	<b>\$ 381,144</b>	<b>\$ 372,607</b>	<b>\$ 373,601</b>

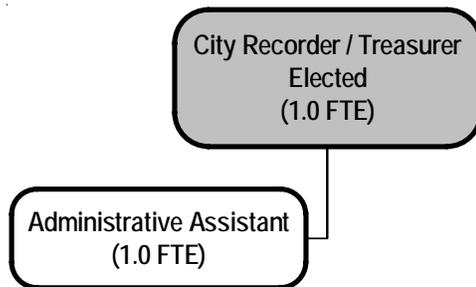
INSURANCE SERVICES FUND  
ADMINISTRATIVE SERVICES DEPARTMENT  
ACCOUNTING DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 720				
<b>Personal Services</b>				
510 Salaries and Wages	\$ -	\$ -	\$ -	\$ -
520 Fringe Benefits	-	-	-	400,000
<b>Total Personal Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>
<b>Materials and Services</b>				
604 Contractual Services	15,513	16,351	-	
605 Misc. Charges and Fees	59,000	47,081	46,530	59,513
607 Premiums, Claims & Judgements	638,025	734,685	600,000	557,550
<b>Total Materials and Services</b>	<b>712,538</b>	<b>798,117</b>	<b>646,530</b>	<b>617,063</b>
	<b>\$ 712,538</b>	<b>\$ 798,117</b>	<b>\$ 646,530</b>	<b>\$ 1,017,063</b>





city recorder / treasurer  
2.0 FTE



## **Overview**

The City Recorder/Treasurer is an elected official who, by direction of the City Charter, 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.

The City Recorder/Treasurer and the Administrative Services/ Finance Director are designated as the Investment Officers of the City and are responsible for investment decisions and activities. Duties of the City Recorder/Treasurer position also include all daily banking activities, attending and recording all City Council meetings, records management for all departments, retention of official records for the City, accounting for Local Improvement District liens through monthly billing and noticing, and placement of liens on such properties.

### **Major Goals**

- Enhance public/staff access through city website for city documents.
- Continue to provide help to commissions/ committees to be more effective
- Continue with Imaging System Project and bring other city departments on-line with system.

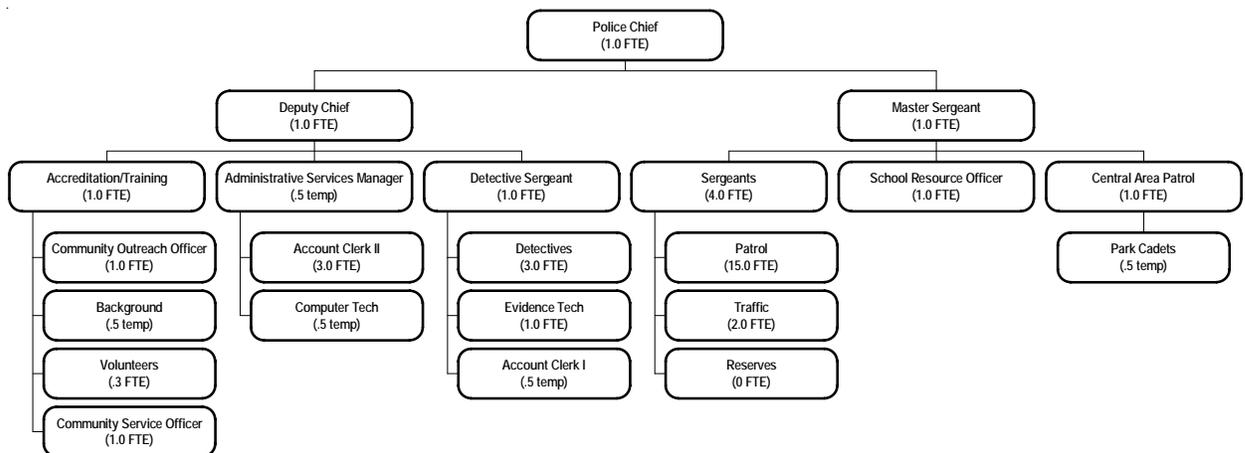
CITY RECORDER DEPARTMENT  
CENTRAL SERVICE FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Fund# 710</b>				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 85,843	\$ 88,606	\$ 92,000	\$ 98,050
520 Fringe Benefits	35,746	44,359	48,080	52,350
<b>Total Personal Services</b>	<b>121,588</b>	<b>132,965</b>	<b>140,080</b>	<b>150,400</b>
<b>Materials and Services</b>				
601 Supplies	8,280	8,547	12,445	10,770
602 Rental, Repair, Maintenance	-	350	-	-
603 Communications	549	741	700	700
604 Contractual Services	3,467	312	2,000	620
605 Misc. Charges and Fees	5,835	9,385	9,000	10,000
606 Other Purchased Services	5,042	6,946	8,150	10,200
<b>Total Materials &amp; Services</b>	<b>23,172</b>	<b>26,281</b>	<b>32,295</b>	<b>32,290</b>
<b>Capital Outlay</b>				
703 Equipment	5,471	-	-	-
<b>Total Capital Outlay</b>	<b>5,471</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>\$ 150,231</b>	<b>\$ 159,246</b>	<b>\$ 172,375</b>	<b>\$ 182,690</b>
<b>Department Total By Fund</b>				
710 Central Services Fund	\$ 150,231	\$ 159,246	\$ 172,375	\$ 182,690
	<b>\$ 150,231</b>	<b>\$ 159,246</b>	<b>\$ 172,375</b>	<b>\$ 182,690</b>

Position Control	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
City Recorder /Treasurer	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	1.00
Clerk II	1.00	1.00	1.00	-
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



# police department 39.8 FTE



## **Overview**

The Police Department performance is based on the standard of professionalism, courtesy, and compassion. Composed of the Operations Division and the Support Division, our Department's mission, goals, projects, and programs are intended to serve the citizens of Ashland and provide peace and safety to the community which include the following:

- Citizen participation and involvement, which includes a high level of communication with the public.
- A prioritized strategy for improved pedestrian and traffic safety based on the 3-E's (Education, Enforcement, and Engineering).
- Coordination with other agencies in the region to improve delivery of service including regional training for public safety personnel.
- Maintain our State Accreditation status to ensure high standards.

POLICE DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 2,957,440	\$ 2,903,252	\$ 3,115,725	\$ 3,361,690
600 Materials and Services	1,014,335	1,160,571	1,218,044	1,374,219
700 Capital Outlay	68,874	14,652	42,061	-
	<u>\$ 4,040,649</u>	<u>\$ 4,078,475</u>	<u>\$ 4,375,830</u>	<u>\$ 4,735,909</u>

<b>Department Total By Fund</b>				
110 General Fund	<u>\$ 4,040,649</u>	<u>\$ 4,078,475</u>	<u>\$ 4,375,830</u>	<u>\$ 4,735,909</u>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Police Chief	1.00	1.00	1.00	1.00
Deputy Chief	-	-	1.00	1.00
Police Lieutenant	2.00	2.00	-	-
Master Sergeants	-	-	1.00	1.00
Police Sergeants	4.00	4.00	5.00	5.00
Admin. Services Manager temp	1.00	1.00	0.50	0.50
Police Officers	23.00	23.00	22.00	22.00
Community Outreach Officer	-	-	-	1.00
Youth Diversion Officer	1.00	1.00	1.00	-
Evidence Technician	-	-	1.00	1.00
Community Services Officer	2.00	2.00	1.00	1.00
Accreditation/Training Manager	-	1.00	1.00	1.00
Dispatch Supervisor	1.00	-	-	-
Dispatcher	7.00	-	-	-
Account Clerk II	-	-	-	3.00
Account Clerk I	2.00	2.00	3.00	-
Coordinator	0.2875	0.30	0.30	0.30
Account Clerk I - Temp	-	-	0.50	0.50
Computer Technician - Temp	-	-	0.50	0.50
Background Investigator - Temp	-	-	0.50	0.50
Park Patrol Cadets - Temp	-	-	0.50	0.50
	<u>44.29</u>	<u>37.30</u>	<u>39.80</u>	<u>39.80</u>

## **Support Division**

The Ashland Police Department Support Division includes the investigations unit, property/evidence officer, and records/receptionists. The Support Division coordinates the Citizen Volunteer Program and performs administrative functions such as accreditation/training, budget preparation, tracking of expenditures, purchasing, crime analysis, and equipment maintenance.

### **Division Goals**

- Implement Community Outreach Officer Program.

### **Significant Budget Changes**

- Investigation Program moved from Operations to Support.

GENERAL FUND  
POLICE DEPARTMENT  
SUPPORT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 750,955	\$ 522,934	\$ 403,730	\$ 735,410
520 Fringe Benefits	336,259	244,981	208,480	351,460
<b>Total Personal Services</b>	<b>1,087,214</b>	<b>767,915</b>	<b>612,210</b>	<b>1,086,870</b>
<b>Materials and Services</b>				
601 Supplies	29,544	39,139	18,330	37,337
602 Rental, Repair, Maintenance	89,200	34,625	44,546	30,179
603 Communications	21,949	36,921	14,612	21,300
604 Contractual Services	164,829	408,559	458,549	549,762
605 Misc. Charges and Fees	361,000	291,400	52,650	64,056
606 Other Purchased Services	18,148	20,485	33,392	36,460
610 Programs	156	500	500	500
<b>Total Materials and Services</b>	<b>684,825</b>	<b>831,629</b>	<b>622,579</b>	<b>739,594</b>
<b>Capital Outlay</b>				
703 Equipment	68,874	14,652	-	-
704 Improvements Other Than Buildings		-	42,061	-
<b>Total Capital Outlay</b>	<b>68,874</b>	<b>14,652</b>	<b>42,061</b>	<b>-</b>
	<b>\$ 1,840,914</b>	<b>\$ 1,614,196</b>	<b>\$ 1,276,850</b>	<b>\$ 1,826,464</b>

## **Operations Division**

The Ashland Police Department Operations Division is responsible for providing most of the “field” services such as patrol, traffic, school resource officer, central area patrol officer, community service officers and reserve police officers.

### **Division Goals**

- Increase our ability to effectively deal with traffic enforcement and education.
- Continue the Detective Apprentice Program to identify and develop future detectives.
- Implement the Anti-Crime Team to create a Police presence in downtown area and the theater district for concentration or specific crime activity.
- Continue School Resource Officer and School Crossing Guard program.

### **Significant Budget Changes**

- Investigation Program moved from Operations to Support.

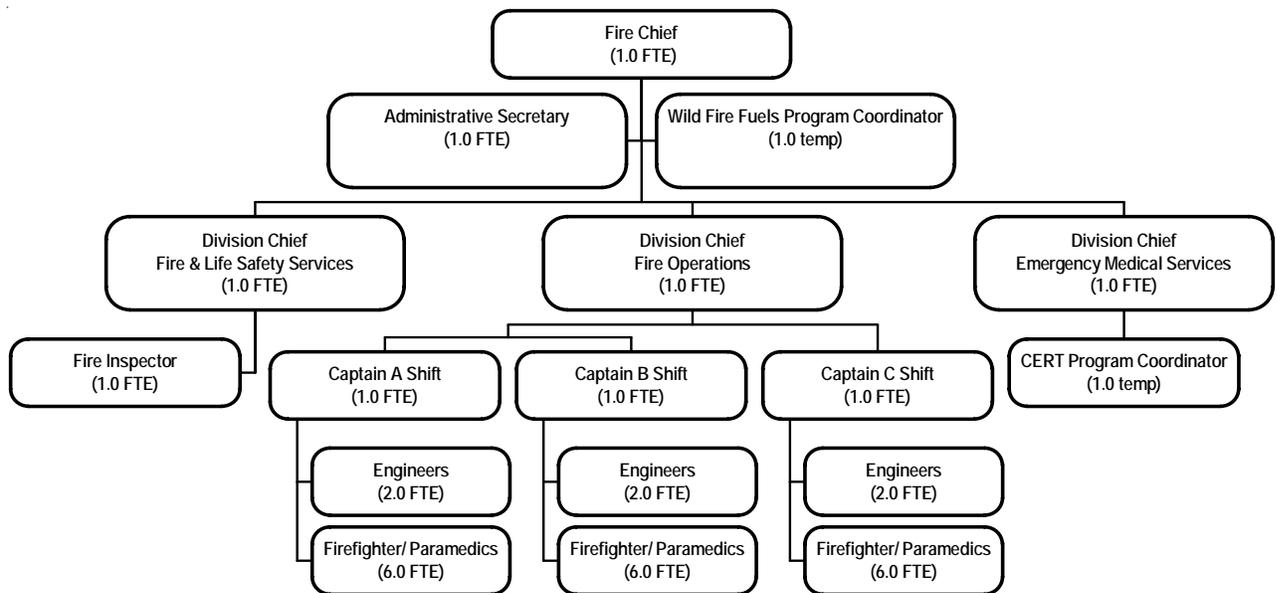
GENERAL FUND  
POLICE DEPARTMENT  
OPERATIONS DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 1,314,260	\$ 1,450,763	\$ 1,698,160	\$ 1,543,020
520 Fringe Benefits	555,966	684,574	805,355	731,800
<b>Total Personal Services</b>	<b>1,870,225</b>	<b>2,135,337</b>	<b>2,503,515</b>	<b>2,274,820</b>
<b>Materials and Services</b>				
601 Supplies	57,339	72,481	61,066	57,149
602 Rental, Repair, Maintenance	215,976	199,088	193,900	182,647
603 Communications	20,782	24,531	17,450	27,550
604 Contractual Services	3,307	3,080	10,240	10,240
605 Misc. Charges and Fees	-	1,508	247,980	311,895
606 Other Purchased Services	32,106	28,254	62,829	45,144
610 Programs	-	-	2,000	-
<b>Total Materials and Services</b>	<b>329,510</b>	<b>328,942</b>	<b>595,465</b>	<b>634,625</b>
	<b>\$ 2,199,735</b>	<b>\$ 2,464,279</b>	<b>\$ 3,098,980</b>	<b>\$ 2,909,445</b>



# fire and rescue department

## 35.0 FTE



## Overview

The Fire Department comprises three divisions: Fire Operations, Fire & Life Safety Services and Emergency Medical Services. The primary purpose of these divisions are to provide fire and life safety services to the community, to prevent the occurrence of fire and medical emergencies, to promote community emergency preparedness, and to mitigate the effects of natural and technological disasters within the community.

## Department Goals

- Initiate planning for fire station no. 2 reconstruction.
- Assist private property owners with wildfire fuel reduction efforts.
- Complete planning and community education initiatives for the wildfire evacuation plan.
- Meet or exceed department performance measurement standards.
- Support City initiatives included in the Ashland Forest Resiliency Project.
- Complete a reorganization of administrative staff functions and duties to improve department program performance.

FIRE & RESCUE DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 2,579,160	\$ 2,984,383	\$ 3,220,389	\$ 3,550,486
600 Materials and Services	1,107,937	1,134,441	1,152,718	1,218,966
700 Capital Outlay	278,449	-	415,000	-
	<u>\$ 3,965,547</u>	<u>\$ 4,118,824</u>	<u>\$ 4,788,107</u>	<u>\$ 4,769,452</u>
 <b>Department Total By Fund</b>				
110 General Fund	<u>\$ 3,965,547</u>	<u>\$ 4,118,824</u>	<u>\$ 4,788,107</u>	<u>\$ 4,769,452</u>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief/Fire Marshal	1.00	1.00	1.00	-
Division Chief/Fire Division	-	-	-	1.00
Division Chief/E.M.S. Division	-	1.00	1.00	1.00
Division Chief/Fire & Life Safety	-	-	-	1.00
Fire Inspector	-	-	-	1.00
Fire Prevention Officer	-	1.00	1.00	-
EMS Fire Training Coord.	1.00	-	-	-
Administrative Secretary	1.00	1.00	1.00	1.00
Captain/Paramedic	3.00	3.00	3.00	3.00
Engineer/Paramedic	6.00	6.00	6.00	6.00
Firefighter/Paramedic	18.00	18.00	18.00	18.00
Wild Fire Fuels Program Coordinator - Temp	-	-	1.00	1.00
CERT Coordinator - Temp	-	-	1.00	1.00
	<u>31.00</u>	<u>32.00</u>	<u>34.00</u>	<u>35.00</u>

## **Fire Operations Division**

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

### **Division Goals**

- Seek funding through FEMA for needed training equipment.
- Improve the application of technology for emergency response information management.
- Focus on improvements in firefighter training program delivery system.
- Complete Confined Space Entry Team training program.
- Develop pre-incident planning for key facilities within the City of Ashland.
- Complete Technical Rescue Team required annual training.

### **Significant Budget Changes**

- Transfer of 1.0 FTE (Fire Prevention Officer) from Fire & Life Safety Division to Fire Operations Division and reclassified as Division Chief.
  - Net increase of \$20,000.

*fire and rescue department - fire operations division*

GENERAL FUND  
FIRE & RESCUE DEPARTMENT  
OPERATIONS DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 1,693,160	\$ 1,929,277	\$ 1,261,850	\$ 1,390,236
520 Fringe Benefits	686,221	878,367	565,039	656,460
Total Personal Services	<u>2,379,381</u>	<u>2,807,644</u>	<u>1,826,889</u>	<u>2,046,696</u>
<b>Materials and Services</b>				
601 Supplies	153,743	74,964	70,700	61,950
602 Rental, Repair, Maintenance	194,946	236,670	249,900	261,794
603 Communications	33,875	47,656	27,500	20,450
604 Contractual Services	6,388	12,908	20,685	29,500
605 Misc. Charges and Fees	161,000	200,600	207,180	255,569
606 Other Purchased Services	24,984	32,578	39,700	42,530
610 Programs	6,110	7,898	13,700	7,000
Total Materials and Services	<u>581,047</u>	<u>613,274</u>	<u>629,365</u>	<u>678,793</u>
<b>Capital Outlay</b>				
703 Equipment	242,346	-	215,000	-
Total Capital Outlay	<u>242,346</u>	<u>-</u>	<u>215,000</u>	<u>-</u>
	<u>\$ 3,202,773</u>	<u>\$ 3,420,918</u>	<u>\$ 2,671,254</u>	<u>\$ 2,725,489</u>

## **Fire & Life Safety Services Division**

The Fire & Life Safety Services Division provides fire safety education, fire code compliance and consultation services to the community.

### **Division Goals**

- Increased integration of shift personnel into code enforcement activities.
- Review and adoption of the 2003 Oregon Fire Code.
- Development of local fire code standards for wildfire mitigation.
- Design and publish development standards educational materials.

### **Significant Budget Changes**

- Employee classification change of Assistant Fire Chief to Division Chief  
Net decrease of \$7,000.
- Fire Prevention Officer position eliminated and Fire Inspector position created.

## **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**

- Complete State of Oregon recertification for all medical response personnel.
- Provide emergency medical response services to all patients within Ambulance Service Area (ASA) response time standards.
- Develop specifications for scheduled replacement of ambulance.
- Improve CERT capabilities through expansion of team bases and equipment caches.
- Improve the application of technology for emergency response information management.

### **Significant Budget Changes**

- None noted.

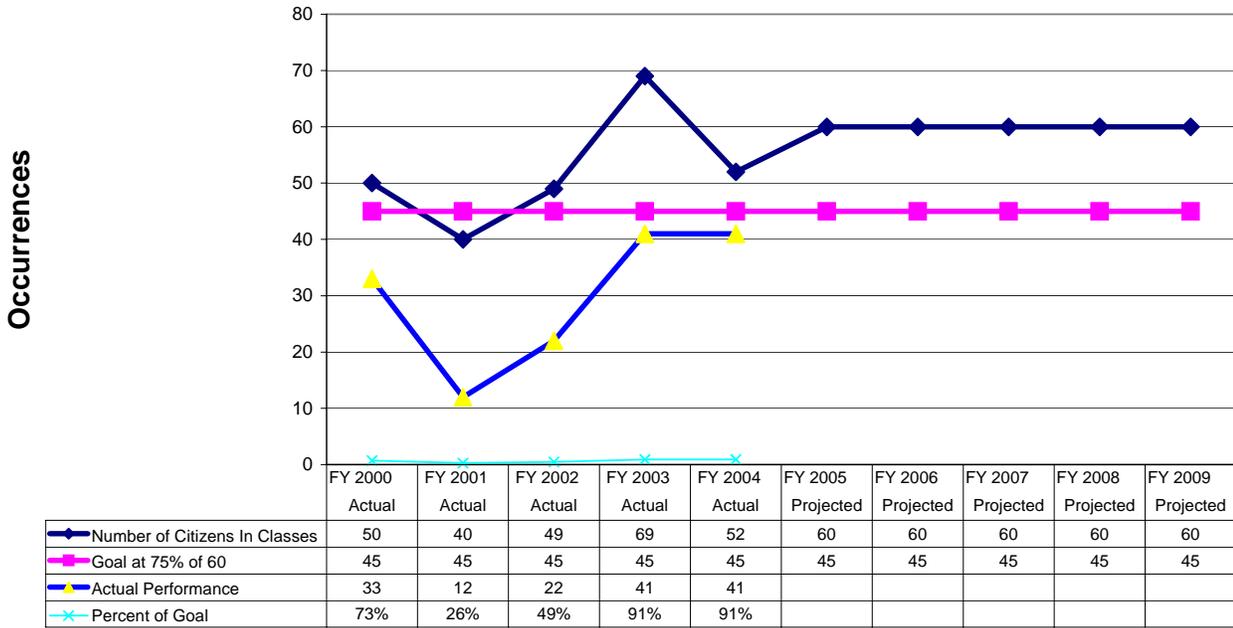
*fire and rescue department - emergency medical services division*

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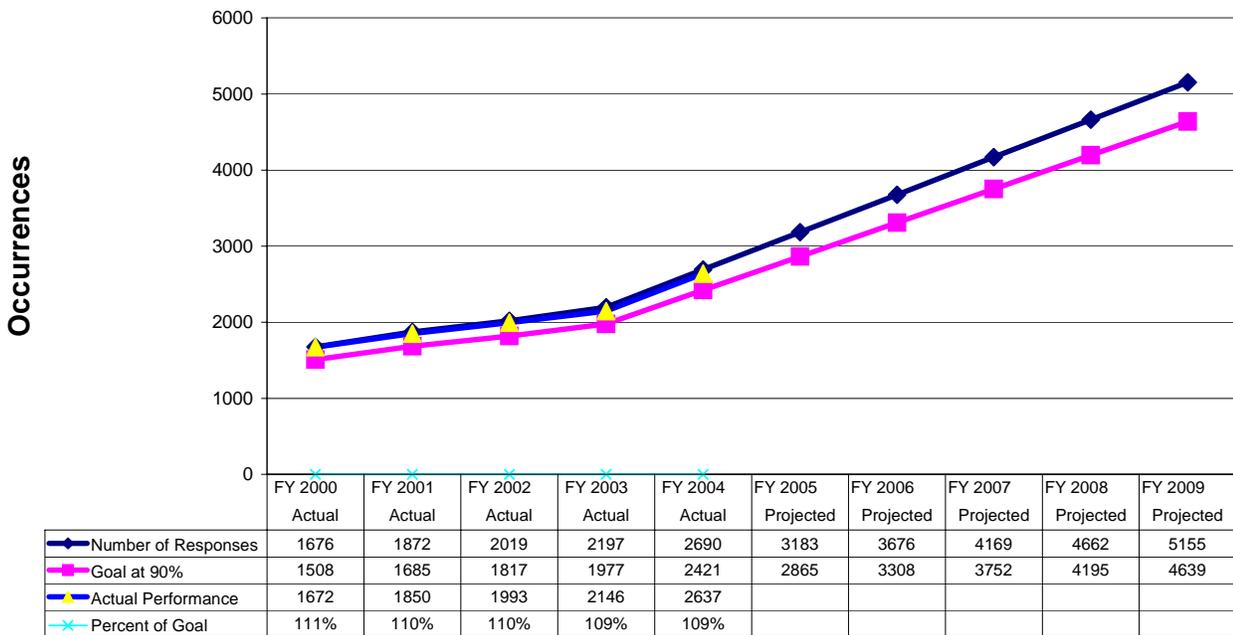
GENERAL FUND  
FIRE & RESCUE DEPARTMENT  
EMERGENCY SERVICES DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 150,263	\$ 124,206	\$ 1,008,200	\$ 1,075,100
520 Fringe Benefits	49,517	52,533	385,300	428,690
<b>Total Personal Services</b>	<b>199,780</b>	<b>176,739</b>	<b>1,393,500</b>	<b>1,503,790</b>
<b>Materials and Services</b>				
601 Supplies	40,528	22,274	31,060	21,980
602 Rental, Repair, Maintenance	147,106	129,214	108,000	113,675
603 Communications	37,458	20,543	28,500	35,600
604 Contractual Services	71,184	71,909	87,450	92,100
605 Misc. Charges and Fees	139,996	181,224	163,430	183,278
606 Other Purchased Services	72,846	67,263	81,253	78,140
610 Programs	17,771	28,740	23,660	15,400
<b>Total Materials and Services</b>	<b>526,890</b>	<b>521,167</b>	<b>523,353</b>	<b>540,173</b>
<b>Capital Outlay</b>				
703 Equipment	36,103		200,000	-
<b>Total Capital Outlay</b>	<b>36,103</b>	<b>-</b>	<b>200,000</b>	<b>-</b>
	<b>\$ 762,773</b>	<b>\$ 697,906</b>	<b>\$ 2,116,853</b>	<b>\$ 2,043,963</b>

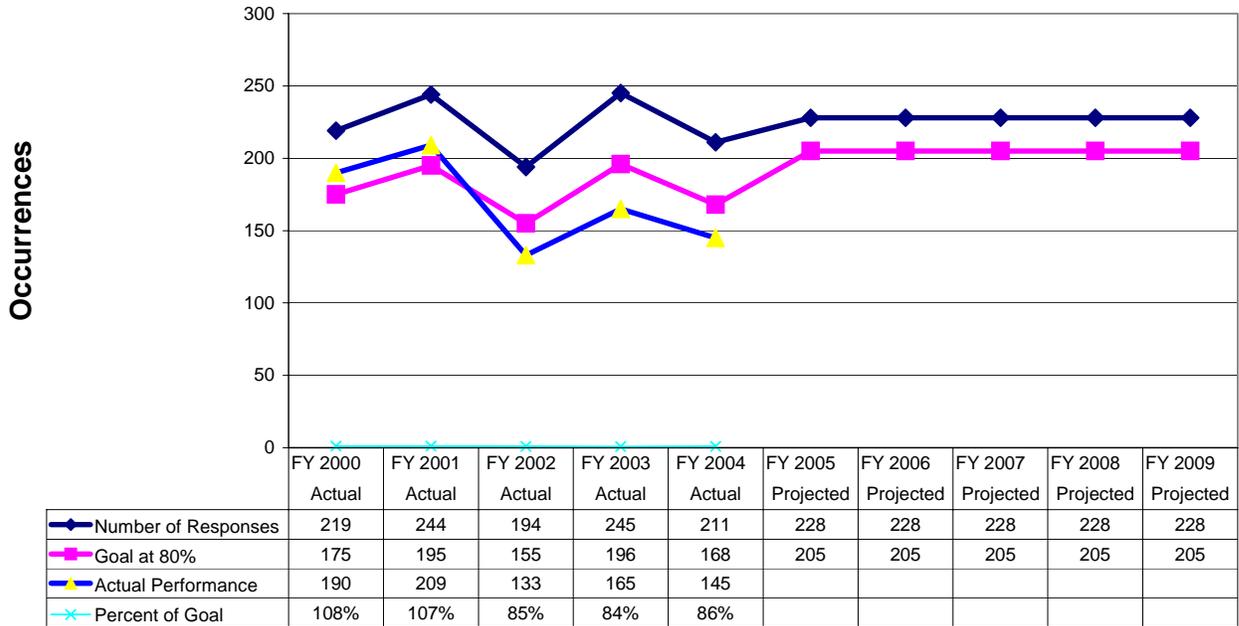
### Community Preparedness C.E.R.T. Graduations



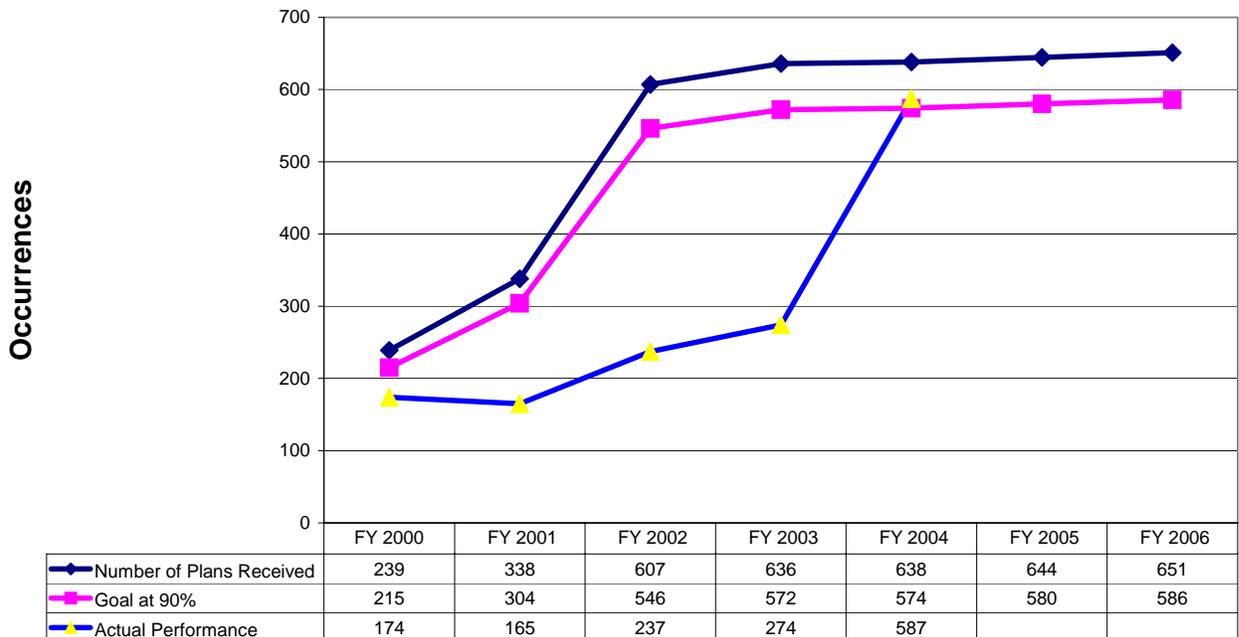
### Emergency Medical Services Emergent Responses Within ASA Standards



### Fire Suppression Services Emergent Responses Within 5 Minutes of Notification

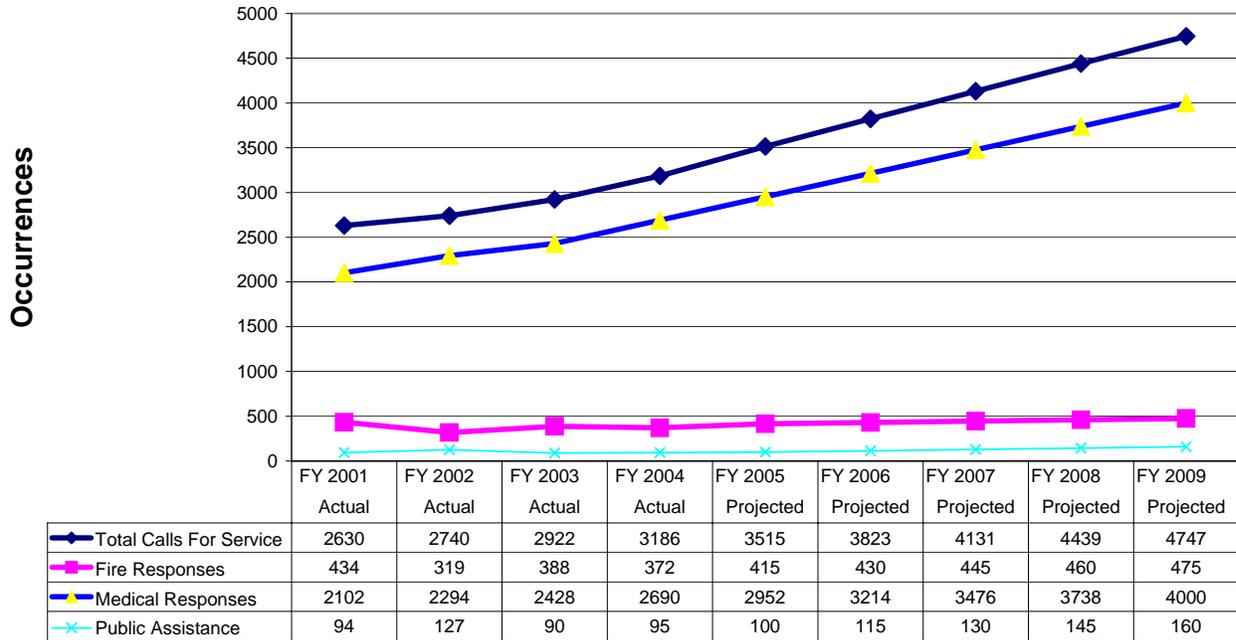


### Fire & Life Safety Plans Review Plans Processing Time

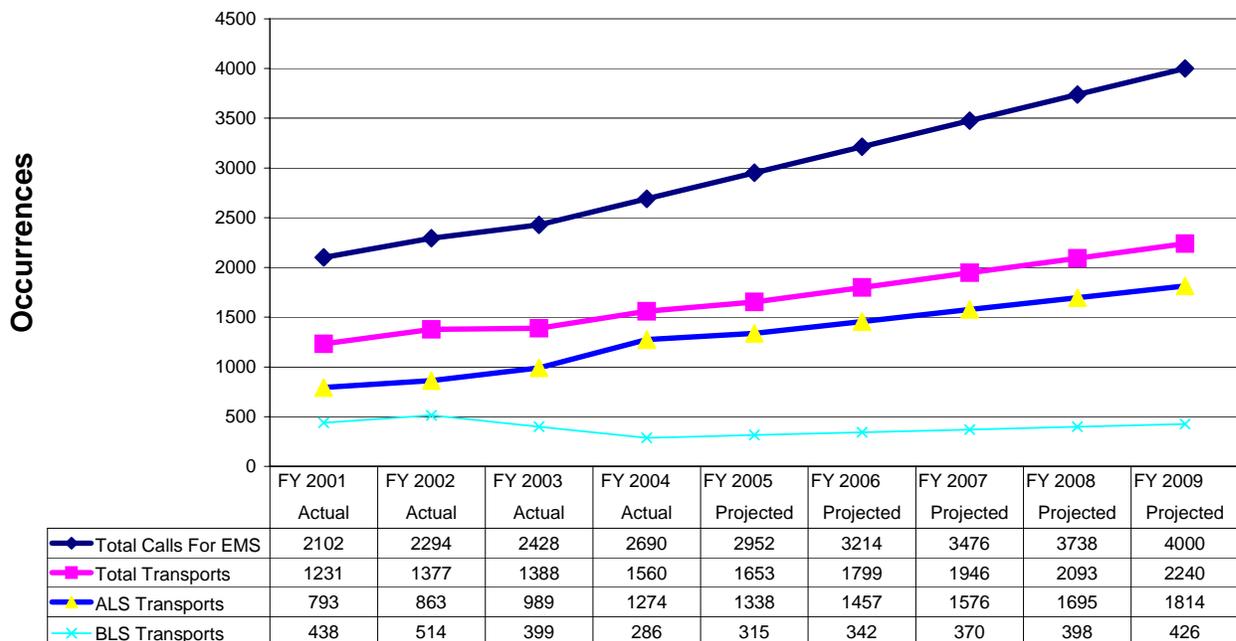




### Total Calls for Service



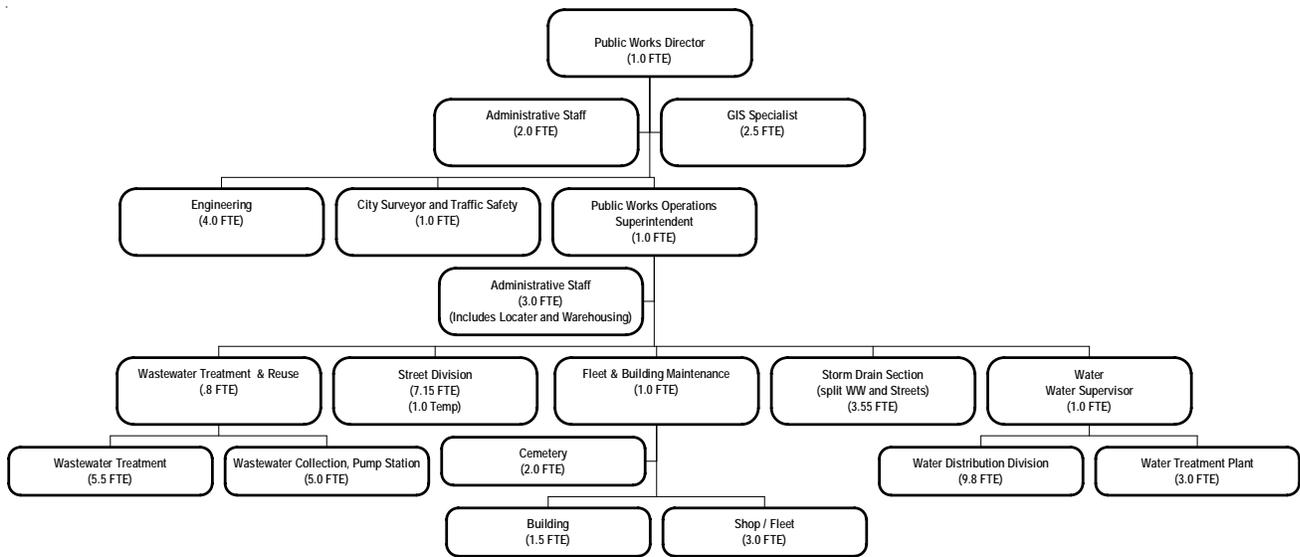
### Total EMS Calls for Service





# public works department

## 58.8 FTE



## Overview

The Public Works Department is composed of five Operational Divisions consisting of Water, Wastewater, Streets, Fleet and Facilities Maintenance (which includes Cemeteries) and are managed by the Public Works Superintendent. The “non-operational divisions” consist of Engineering and Administration, focusing on program development, engineering, surveying, and long-range public works planning functions. The Director, Associate Engineer, GIS Specialists, administrative staff and other shared staff positions are included in the Administration Division.

### Departmental Goals

- Pursue water quality and temperature improvements through an active storm water management program and wastewater treatment effluent reuse options.
- Develop a preliminary engineering design for the future extension of the TAP pipeline to the City. This was a goal in FY04 and design was completed in FY05.
- Establish a stronger, formalized role for the City in the stewardship of the entire Ashland Watershed. Map water capacity and implement enhanced monitoring program.
- Evaluate and create a plan for remodel of Council Chambers.
- Enhance water supply with focus on the transmission waterlines to the water treatment plant and continued conservation efforts.
- Improve safety of existing at-grade railroad crossings.
- Improve pedestrian and traffic safety based on elements of the 3 Es – Education, Enforcement and Engineering. Improve the safety of the Wimer and North Main Street intersection.
- Measurably improve traffic safety in neighborhoods.
- Explore RVTD (transit) service options. This is an element of TTPC along with the Downtown Plan.
- Complete the FY05 construction program and find innovative ways to effect change so that we are better able to tackle the spontaneous projects.

### 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.

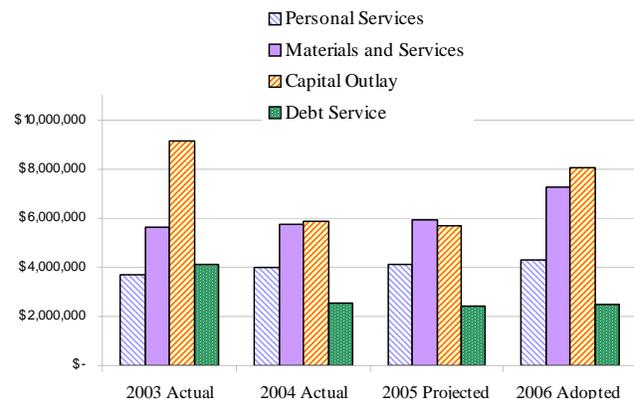
## Mission Statement

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

## Significant Budget Changes

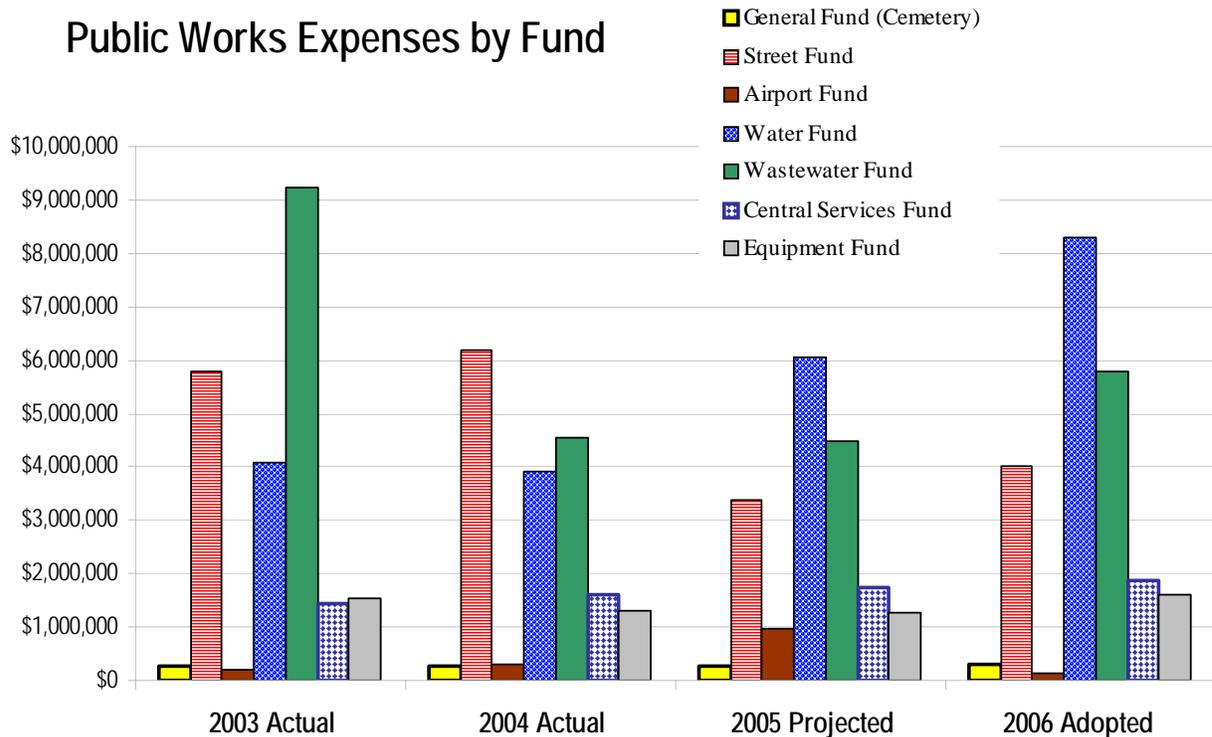
- Many of the large Capital Improvement Plan (CIP) projects are being completed; total overall CIP budget for FY06 is \$7,896,400, which is nearly \$2.3 million more than the FY05 budget. The projection for the next several years average at nearly \$6M.
- Storm drain and transportation fees are both projected to increase by 5%.
- Water and Wastewater fees will increase 3%.
- Public works temporary management will support staff during the FY05-06 CIP construction program during the Military Leave of the Public Works Director.

### Public Works Budget Comparison Summary



## Division Goals

- Traffic safety and transportation system improvements focus on the initial Downtown Plan safety improvements, but also with continuing and new developments to ensure sidewalk and neighborhood safety improvements. Competition for funding of Ashland projects through the Metropolitan Planning Organization, ODOT and RVACT continues to add options for project selection and priority.
- The Street fund and long range planning for financial stability of the street maintenance and storm drain program are of vital importance to the department. Staff is dedicated to continual search for state and federal funds to leverage necessary transportation projects. Ashland has been aggressive and successful in obtaining several grants over the past 2-3 years and this continues for projects funded in FY07.
- New regulations and permit requirements impact the wastewater treatment plant. Staff will contract with an engineer for design in FY05 for solutions to the temperature issues including water trading options.
- The Water division has seen more activities this year. Water bonds were issued for some necessary overdue infrastructure improvements and system capacity increases. Replacement of the main transmission lines, new fire flow reservoirs, and the eventual addition of the TAP pipeline will consume staff time for over the next five plus years.
- The GIS program continues to grow. System costs, licensing and training remain high. Staff is able to track GIS costs to each activity.



PUBLIC WORKS DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 3,688,282	\$ 3,990,040	\$ 4,166,445	\$ 4,289,290
600 Materials and Services	5,610,135	5,743,112	6,307,321	7,230,552
700 Capital Outlay	9,126,676	5,874,207	6,353,740	8,896,850
800 Debt Service	6,855,950	2,541,177	2,515,393	2,504,024
	<b>\$ 25,281,043</b>	<b>\$ 18,148,536</b>	<b>\$ 19,342,899</b>	<b>\$ 22,920,716</b>

<b>Department Total By Fund</b>				
110 General Fund	\$ 283,166	\$ 273,479	\$ 298,260	\$ 309,483
260 Street Fund	5,772,088	6,193,471	3,880,590	4,200,982
280 Airport Fund	203,474	290,185	1,264,722	141,107
670 Water Fund	6,817,359	3,922,355	5,863,847	8,309,361
675 Wastewater Fund	9,241,801	4,555,022	4,887,080	6,306,875
710 Central Services Fund	1,433,337	1,616,699	1,765,980	1,884,025
730 Equipment Fund	1,529,818	1,297,325	1,382,420	1,768,883
	<b>\$ 25,281,043</b>	<b>\$ 18,148,536</b>	<b>\$ 19,342,899</b>	<b>\$ 22,920,716</b>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Public Works Director	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Engineering Services Manager	1.00	1.00	1.00	1.00
Supervisors	5.00	5.00	5.00	5.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.50	1.50	1.50
GIS Analyst	-	-	1.00	1.00
Engineering Tech II	2.00	2.00	2.00	2.00
Clerk II	0.50	0.50	0.50	1.00
Cemetery Sexton	1.00	1.00	1.00	1.00
Treatment Plant Operator	6.00	6.00	6.00	6.00
Utility Worker IV	2.00	2.00	2.00	2.00
Utility Worker III	16.50	15.00	16.00	16.00
Utility Worker II	3.50	4.00	3.00	5.00
Utility Worker I	7.00	7.00	7.00	5.50
Meter Reader/Repair	0.80	0.80	1.80	1.80
Facilities Maintenance Worker		1.00	-	-
Mechanic	3.00	3.00	3.00	3.00
Utility Worker - Temp	-	-	1.00	1.00
	<b>55.30</b>	<b>55.80</b>	<b>57.80</b>	<b>58.80</b>



## Airport Fund

The Ashland Municipal Airport was established in 1965. The City owns all of the land and buildings on the airport with the exception of the privately owned hangars at the northeast edge of the field and the Sky Research Hangar built in 2000. The airport has 34 hangars, 12 tie-down spaces and supports about 78 aircraft, a Civil Air Patrol unit and other activities. The Facilities Maintenance Division, with assistance from the City Electric Department and Parks Department ensures appropriate maintenance is completed. The Public Works Engineering Division contracts for improvements and major maintenance.

Management decisions for the Airport and related facilities receive oversight and recommendations through the Airport Commission, and staff work is completed through the Public Works Administrative Division. The airport is operated by Bob Skinner, Skinner Aviation, as the contract Fixed Base Operator (FBO). Skinner has been the airport's FBO since 1993 and is responsible for overall oversight of the Airport facilities including radio control, fuel facility, aircraft maintenance, hangar rental collection, flight training and facility maintenance. This year 14 T-hangars were built and immediately rented giving new revenue options for the airport's future. The addition of a card-lock fueling system has increased income during unattended hours at the airport.

### Strategic Plan Goals

The Airport Commission has recently developed a strategic plan including the development of a marketing plan, updating the Economic Impact Study, researching technological advances to increase safety and the adoption of the revised Airport Layout Plan.

### Significant Budget Changes

- Deferred maintenance and increasing regulatory requirements continue to be budgetary issues.
- Debt services for the construction of the 14 nested T-hangars.

### Performance Measures

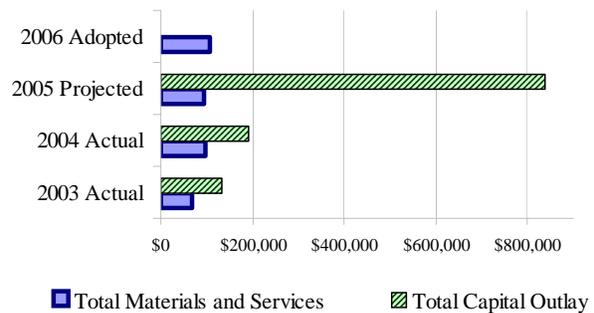
- Ensure grounds care and maintenance activities are cost effective.
- Capture the public perceptions in the City's annual attitude survey.
- Manage revenues and expenses to overcome maintenance shortfalls and pursue increases in fees

and obtaining other funding sources to ensure long term self-sufficiency.

### Airport Goals

- Accomplish Airport Commission Goals to:
  - Prepare and implement a comprehensive and cost effective maintenance program including efforts to improve and complete airport landscaping.
  - Add live camera link to Internet access to gain the ability to see weather and wind conditions. Research funds for a Superunicom AWOS system to increase activity by offering pilot actuated weather and directional information.
  - Secure AIP and FAM Grants: increase airport infrastructure, build perimeter fencing, taxiway access, Superunicom acquisition.
  - Provide information on airport expansion through the marketing plan.
  - 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 communications with state, regional and State organizations.
- Continue work on the Airport Master Plan Update to be complete summer of 2005.
- Complete work on the strategic plan to develop a proactive marketing plan to encourage activity and growth at the airport.
- Ensure the airport is maintained and meet the needs for self-sufficiency.

Airport Fund Categories



AIRPORT FUND  
PUBLIC WORKS DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 280				
<b>Materials and Services</b>				
602 Rental, Repair, Maintenance	35,307	51,947	58,150	51,800
604 Contractual Services	-	2,458	-	-
605 Misc. Charges and Fees	34,446	43,506	36,000	53,284
606 Other Purchased Services	-	-	550	550
608 Commissions	-	-	300	300
<b>Total Materials and Services</b>	<b>69,753</b>	<b>97,911</b>	<b>95,000</b>	<b>105,934</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	133,721	192,274	1,134,650	-
<b>Total Capital Outlay</b>	<b>133,721</b>	<b>192,274</b>	<b>1,134,650</b>	<b>-</b>
<b>Debt Service</b>				
801 Debt Service - Principal	-	-	16,031	18,487
802 Debt Service - Interest	-	-	19,041	16,686
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>35,072</b>	<b>35,173</b>
	<b>\$ 203,474</b>	<b>\$ 290,185</b>	<b>\$ 1,264,722</b>	<b>\$ 141,107</b>

## Street Division

The Street Division has four primary areas of responsibility:

- Street patching, paving and crack sealing, and painting
- Street sweeping and bikepath maintenance,
- Street signs and crossings, and
- Drainage ditch cleaning, street grading, and minor storm drain pipeline construction.

Street crews are also responsible for unplanned street maintenance (grading or potholes due to stresses) and cleanup of accidents, flooding, etc.

The street crews will continue to emphasize street patching, slurry seals and crack sealing programs as well as storm drain ditch maintenance. As such, there will be a decreased focus on major street paving activities and grading unpaved roads. The Division staff remains unchanged with 9.0 FTEs and one temporary position in the summer. Although this tends to stress workload limits, we are currently able to maintain these tight staffing levels.

During six months of the year, the paint crew comprised of a lead worker and two seasonal workers, paint all traffic delineations, bike path designations and symbols, railroad crossing symbols, crosswalk and thermoplastic markings and all curbing requiring parking restrictions. This has become an ever increasingly large task.

The Street Division maintains over 88 miles of paved streets; approximately 180 lane miles, 12 miles of unpaved street, over 20,500 signs, and over 12 miles of open ditch drainage.

### Division Goals

- Maintain a safe, smooth, convenient street system network for all customers, including pedestrians, bicyclists, automobile users, bus transit users, as well as business needs, including deliveries, visitor access and parking.
- Respond to street user complaints and safety concerns in a quick and efficient manner.
- 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.
- Review the new requirements for street signs and develop a systematic means of replacing signs to meet the new reflectivity and color requirements.

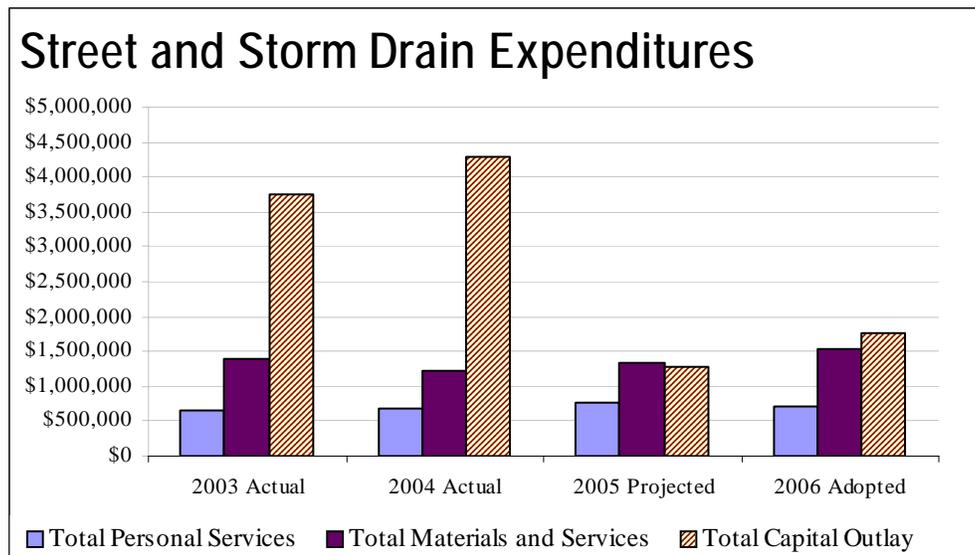
- Evaluate safety improvements at Wimer and Hersey Streets.
- Cooperate with other agencies on the improvement of Highway 99 and 66 with the State and County roadways with Jackson County and present the findings to the City Council. All feasibility studies for jurisdictional exchange should focus on the financial implications of the exchange.
- Continue to systematically look at street operations, efficiencies, service needs, and community expectations. Shift work priorities and functions to better respond to the community's service needs.

### Council Goals

- Improve safety of existing at-grade railroad crossings.
- Improve pedestrian and traffic safety based on elements of the 3 Es – Education, Engineering and Enforcement. Improve the Wimer Street and North Main intersection.
- Measurably improve traffic safety in neighborhoods.
- Explore RVTD (transit) service options [Element of TTPC along with the downtown plan]

### Significant Budget Changes

- FY06 budget decreases in capital projects from \$2.1 million (FY05) to \$1.9 million (FY06). This fiscal year will include the construction of the Water Street Bridge Project at \$350,000. The remaining FY05 capital projects include:
  - Water Street Bridge Construction (ODOT TE)
  - North Ashland Bikeway (design – ODOT TE)
  - East Main Street Upgrade
  - Bus Shelters for the High School
  - Railroad Crossings (design)
  - Granite Street (overlay per PMS)
  - Nevada Street Sidewalks (LID)
  - Liberty Street Improvements (LID)
  - Walnut Street (overlay- LID/ODOT CMAQ)
  - Sheridan & Schofield Streets (street improvement (LID))
  - C & Eureka Streets (overlay – LID/ODOT CMAQ)
  - Laurel Street Sidewalk Improvements (LID)
  - Potential Street Improvement LIDs (Liberty, Upper Beach Street; depends on local interests)
- The budget reflects an increase of 5% in transportation user fees.



## Performance Measures

- Ensure that the OCI (Overall Condition Index) rating of the street is maintained at 78 with the pavement management system. Develop a revolving 5-year maintenance plan and validate the OCI and costs (spent and projected) every 2 years. The OCI evaluation was initially completed in 2001. Since then we have been allocating approximately \$300,000 per year for street surface maintenance and have been able to maintain the OCI level. Staff will continue to evaluate these costs and the OCI changes.
- Evaluate and collect adequate fees for long term street maintenance and continue to strive to leverage state and federal funds to reduce direct impact on the City.
- Evaluate and leverage costs to clean/sweep streets (track cost of tons of material removed by street sweeping by lane miles swept per man/per hour/ per vehicle).
- Street miles of graded street work and man-hours expended. As the number of graded streets is reduced and replaced by paved streets, the man-hours expended should correspondingly decrease.
- Develop a pothole maintenance and response team to systematically identify and correct potholes within three days of notification (weather dependent).

*public works department - street division*

STREET FUND  
PUBLIC WORKS DEPARTMENT  
OPERATIONS DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 260				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 303,230	\$ 284,905	\$ 328,900	\$ 317,900
520 Fringe Benefits	164,077	177,871	182,200	177,100
<b>Total Personal Services</b>	<b>467,307</b>	<b>462,776</b>	<b>511,100</b>	<b>495,000</b>
<b>Materials and Services</b>				
601 Supplies	22,154	15,338	23,050	23,050
602 Rental, Repair, Maintenance	439,581	237,518	281,425	305,700
603 Communications	6,847	5,632	14,180	8,430
604 Contractual Services	243,195	251,213	301,800	302,260
605 Misc. Charges and Fees	339,973	320,873	328,920	411,057
606 Other Purchased Services	2,512	5,842	8,630	8,530
608 Commissions	1,933	2,681	6,500	6,500
<b>Total Materials and Services</b>	<b>1,056,194</b>	<b>839,097</b>	<b>964,505</b>	<b>1,065,527</b>
<b>Capital Outlay</b>				
703 Equipment	-	-	9,000	9,000
704 Improvements Other Than Bldgs.	3,206,909	2,475,435	702,150	823,594
<b>Total Capital Outlay</b>	<b>3,206,909</b>	<b>2,475,435</b>	<b>711,150</b>	<b>832,594</b>
	<b>\$ 4,730,410</b>	<b>\$ 3,777,308</b>	<b>\$ 2,186,755</b>	<b>\$ 2,393,121</b>

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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 260				
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	\$ 138,404	\$ 181,375	\$ 348,050	\$ 243,040
<b>Total Capital Outlay</b>	<b>138,404</b>	<b>181,375</b>	<b>348,050</b>	<b>243,040</b>
	<b>\$ 138,404</b>	<b>\$ 181,375</b>	<b>\$ 348,050</b>	<b>\$ 243,040</b>

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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 260				
<b>Materials and Services</b>				
605 Misc. Charges and Fees	\$ 45,000	\$ 5,400	\$ 5,550	\$ 6,980
Total Materials and Services	45,000	5,400	5,550	6,980
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	56,343	741,857	214,805	377,960
Total Capital Outlay	\$ 56,343	\$ 741,857	214,805	377,960
	<u>\$ 101,343</u>	<u>\$ 747,257</u>	<u>\$ 220,355</u>	<u>\$ 384,940</u>

## **Grounds Maintenance**

Public Works Administration manages a broad-spectrum account in the general fund. In prior years, this account has been used for general public works projects such as paving and landscaping that would benefit the community as a whole.

In the FY04 budget process, public works and finance staff moved the cost of Siskiyou Boulevard, Ashland Street, Main Street and Library grounds maintenance to this account. In past years these costs had been in the Street Fund's operation account.

This shift allows staff to internally contract the City's downtown and boulevards grounds care and other landscaping maintenance to the Parks Department. Work includes flowerbed replacement, soil maintenance; grass cutting and maintenance, general tree maintenance and trimming and other typical grounds care requirements. This account will be augmented occasionally to include things such as the purchase of tree grates over the next two to three years to replace all of the brick and wood tree barriers in downtown or to replace dead or diseased trees along the City's boulevards of downtown.

This change will ensure better cost accounting and tracking of the grounds care and maintenance costs.

## **Fund Goals**

- Ensure that our downtown and boulevard streets are well-maintained and continually enhanced with beautiful flowerbeds and landscaping treatments.
- Continue successes with the Parks Department in implementing routine maintenance schedules to address tree trimming, pruning, sprinkler maintenance and other grounds care issues for our downtown and boulevard streets, the library grounds and other City facilities' grounds care maintenance.
- Implement cost efficient measures for long-term restoration and maintenance guidelines, with an appropriate historic perspective for the downtown and boulevard.

## **Significant Budget Changes**

- No significant changes from the FY05 budget.

## **Performance Measures**

- Ensure grounds care and maintenance activities are cost effective.
- Capture the positive public perceptions of the aesthetic value of landscaping in the City's annual attitude survey.

*public works department - street division - grounds maintenance*

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STREET FUND  
PUBLIC WORKS DEPARTMENT  
GROUNDS MAINTENANCE

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 260				
<b>Materials and Services</b>				
602 Rental, Repair, Maintenance		\$ 200	\$ 30,000	\$ 39,920
604 Contractual Services	-	92,188	135,000	135,000
<b>Total Materials and Services</b>	<u>-</u>	<u>92,388</u>	<u>165,000</u>	<u>174,920</u>
	<u>\$ -</u>	<u>\$ 92,388</u>	<u>\$ 165,000</u>	<u>\$ 174,920</u>

## Storm Drain Program

The Storm Drain “Collections” program is responsible for the City’s storm drain line maintenance, open ditch, sediment pond cleaning, and storm drain construction. Within the Public Works Department, the Street Division and Wastewater crews share the workload for storm drains and open drainage ditches. There are no personnel dedicated solely to this division. All of the personnel and equipment associated with storm drain maintenance are charged to this portion of the overall street fund.

The City has been designated by federal regulations for inclusion in the Phase II National Pollution Discharge Elimination System (NPDES) permit program as a “small” municipal storm drain system (MS4). As such, new regulations required that the City adopt more stringent storm water and water quality protection standards. The newly adopted Storm Water and Drainage Master Plan identifies capital improvement projects and water quality management objectives. Staff will need to ensure an appropriate financing element addresses all the requirements to meet the goals for water quality improvements. FY06 will see the induction of an illicit discharge detection program, the development of an Erosion and Sediment Control Ordinance for adoption and the creation of a post-construction storm water management program.

The Division maintains over 83 miles of piped storm water collection lines, 1730 catch basins, 1730 inlet structures, 671 manholes, and approximately 12 miles of open storm water drainage ditches. Crews also maintain the new bioswales (Elks /City Parking Lot) and detention basin and wetlands facilities (Roca Ponds, North Mountain Park, the Wetlands ponds at the Dog Park and new detention / retention facilities at North Mountain Park).

### Council Goals

- Assist with implementation of an updated riparian area protection ordinance coordinated with Community Development and Planning.
- Pursue water quality and temperature improvements through an active storm water management program.

### Division Goals

- Water quality is a primary component of the storm water program. Implementing the new NPDES requirements through development 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. However, these projects come with both capital and maintenance costs. There is some community frustration with the emphasis placed on water quality with respect to construction methods.

- Continue to systematically look at storm water maintenance operations, efficiencies, service needs and community expectations. Shift work priorities and functions to better respond to the community’s service needs.

### Significant Budget Changes

- Several specific storm drain and water quality improvement projects have been identified for construction over the next several years averaging approximately \$230,000 each year.
- This year’s (FY06) capital program focuses on the Walker Avenue (Parker to Holmes) project, which was delayed until FY05 for construction and the Morton Street (Siskiyou Boulevard to Holmes Street) and Iowa Street (Morton to Sherman Street) storm drains will also be completed in FY06.
- Storm drain fees are projected to increase by 5%.

### Performance Measures

- Implement the new NPDES MS4 and Storm Water Management Plan requirements:
  - Provide consistent construction and development standards for new water quality improvement facilities that demonstrate water quality objectives.
  - Test and 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 water quality.
- Improve drainage systems to minimize adverse impacts to citizens as a result of storm and high water runoff conditions.
  - Implement the design standards for 25 year storms
  - Maintain the open swales and pipe systems so that there are no blockages
  - Ensure the pipe system meets current capacity requirements and is updated on a 5-year basis.
- Collect adequate fees for maintenance and improvements.

*public works department - street division - storm drain*

STREET FUND  
PUBLIC WORKS DEPARTMENT  
STORM DRAIN DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 260				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 130,302	\$ 149,370	\$ 149,000	\$ 136,200
520 Fringe Benefits	55,369	81,414	86,800	78,000
<b>Total Personal Services</b>	<b>185,671</b>	<b>230,784</b>	<b>235,800</b>	<b>214,200</b>
<b>Materials and Services</b>				
601 Supplies	2,252	7,103	17,750	17,750
602 Rental, Repair, Maintenance	74,116	121,590	95,900	100,440
603 Communications	1,485	127	300	300
604 Contractual Services	541	15,268	8,500	8,500
605 Misc. Charges and Fees	195,085	120,048	130,180	156,265
606 Other Purchased Services	8,572	7,623	10,500	2,000
<b>Total Materials and Services</b>	<b>282,051</b>	<b>271,759</b>	<b>263,130</b>	<b>285,255</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	272,933	281,717	203,450	291,300
<b>Total Capital Outlay</b>	<b>272,933</b>	<b>281,717</b>	<b>203,450</b>	<b>291,300</b>
	<b>\$ 740,655</b>	<b>\$ 784,260</b>	<b>\$ 702,380</b>	<b>\$ 790,755</b>

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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 260				
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	\$ 61,276	\$ 610,883	\$ 258,050	\$ 214,206
<b>Total Capital Outlay</b>	<b>61,276</b>	<b>610,883</b>	<b>258,050</b>	<b>214,206</b>
	<b>\$ 61,276</b>	<b>\$ 610,883</b>	<b>\$ 258,050</b>	<b>\$ 214,206</b>

## Water Division

The Water Division includes 13.6 FTEs and is divided into three primary areas of responsibility: distribution, treatment and supply. The Division is responsible for all water system testing to ensure total compliance with various regulatory requirements.

The distribution system includes four distribution reservoirs, over 120 miles of water lines, 4 pump stations, 31 pressure reducing stations, 1,112 fire hydrants, and over 7,005 individual services and meters, an increase of 1.1% in the past year. Division personnel are responsible for new service installations, main line construction, and maintenance and repair of the existing system. The Lithia water and the City's irrigation fed by the Talent Irrigation District (TID) system are also included in the distribution area of responsibility.

The Water Treatment Plant treats up to 7.5+ million gallons of water per day and division personnel are responsible for ensuring the water is treated to meet or be better than the required State Health Division's drinking water standards.

The supply side has no direct personnel support. The expenditures in this division include Hosler Dam maintenance, safety and security, any work required to retain the water held in Reeder Reservoir before it is treated at the water treatment plant, TID water purchase agreements, long-term water rights acquisition, and the Talent-Ashland-Phoenix (TAP) Intertie project.

### Council Goals

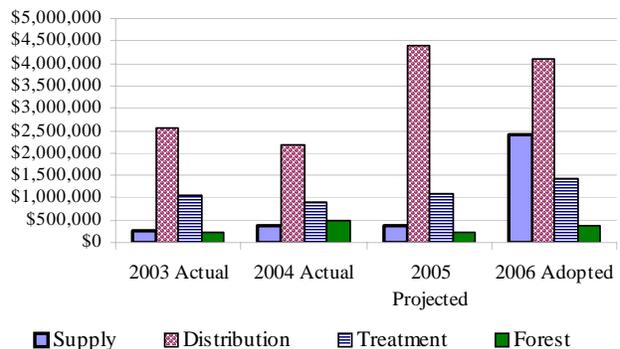
- Completing pre-design plan for future extension of TAP water line, including priority for conservation. Currently the water supply master plan indicates a need for the TAP line to be constructed by 2015. The plan should include preliminary routing, right-of-way acquisition, timing, and funding alternatives. Efforts toward continued water conservation should be a priority. This was a goal in FY04. Preliminary design work was completed in the winter of 2004.
- Establish a stronger, formalized role for the City in the stewardship of the entire Ashland Watershed. Map water capacity and implement enhanced monitoring program.
- Enhance water supply conservation by:
  - Developing a citywide focus "the right water for the right use".
  - Exploring and developing a 3-year plan to improve and extend our current TID system.
  - Negotiating for other water supply options.

- Supporting an effluent reuse option for the WWTP effluent.

### Division Goals

- Provide high-quality, clean, safe drinking water to each customer at the tap.
- Meet or provide higher quality water than is required by the Safe Drinking Water Act; continue to publish the annual Consumer Confidence Reports (CCR).
- Evaluate the water chemistry and treatment process; implement relevant changes for overall water quality improvements.
- Operate the water treatment and distribution system in an efficient and fiscally responsible manner.
- Provide an adequate supply of drinking water and maximize the use of appropriate conservation efforts. Although initial predictions are that we may need to use TID raw water this year to supplement the water stored in Reeder Reservoir, staff will work to ensure that the option remains viable.
- Monitor use and maintenance costs of the newly constructed TAP Intertie pipeline to Talent and the regional pump station.
- Conduct twice yearly audible alarm tests of the early warning system for Hosler Dam installed in FY03 and continue public education on the flood inundation zone.
- Continue to evaluate long-term water rights and options for additional water rights or agreements.

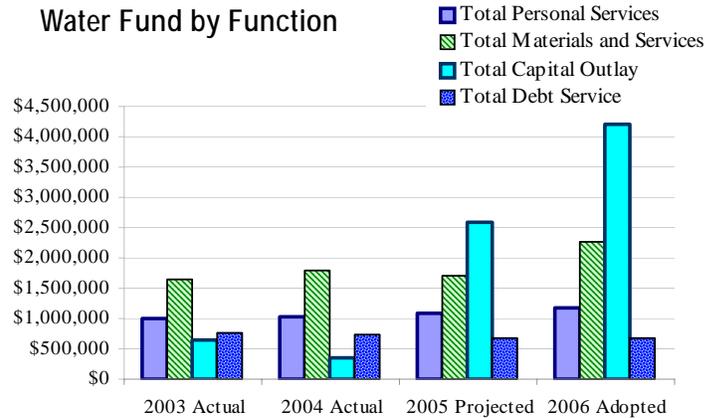
### Water Fund by Division



## Significant Budget Changes

- This year's Capital budget is slightly increased from last year's budget as staff balances the design and construction of three large capital projects that were recommended as a result of the Water Division Analysis. All three projects began design in FY04.
  - 1) Main Supply Line; Water Treatment Plant to Crowson Reservoir (\$2.6M) – design to be completed in FY04 with construction in FY05.
  - 2) Transmission Line; Reeder to the Water Treatment Plant (\$2M) – design was completed in FY04 with construction in FY05.
  - 3) New Fire Flow Distribution Reservoirs (\$1.8M)- may not need the full 2 million gallons so the design was delayed to the end of FY05, with construction in FY06/07.
- In addition, there are several other smaller planned capital projects at the water plant that were delayed a year, Hosler Dam security and telemetry improvements, investigate water plant backwash (sludge) lagoon improvements and filter maintenance.
- The budget includes a 3% rate increase in FY06.

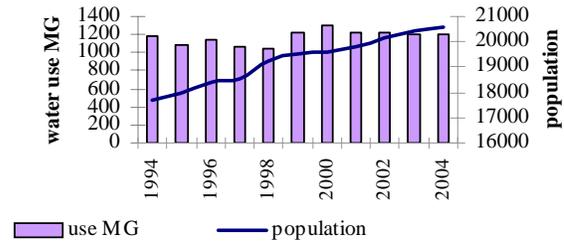
Water Fund by Function



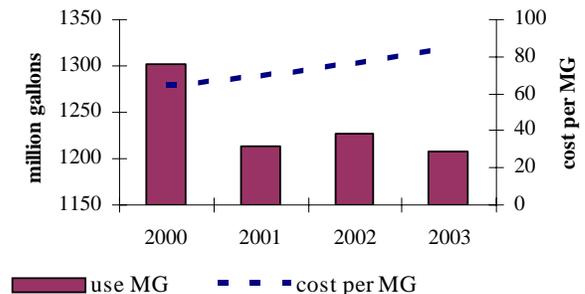
## Performance Measures

- 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 10 mgd to maximum day 8 mgd).
- Water conservation has improved. Our lowest winter day was below 2.0 mgd for the first time in 15 years. Our summer averages continue to drop slightly even in the past two “normal” years.
- System efficiency; evaluate the cost to treat and transport drinking water per 1,000 gallons and take appropriate measures to favorably compare to industry standards. The number of water services increased by 1.1% from March 2004.
- Distribution system; by December 2003, develop a rolling 5 year plan for system maintenance and repairs, and a strategy and implementation plan to reduce leaks and water loss by 10% of the 2000 figures.

Water Use vs Population Over Time



Water Use over time vs Cost per Million Gallons



*public works department - water division*

WATER FUND  
PUBLIC WORKS DEPARTMENT  
TREATMENT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 178,798	\$ 159,408	\$ 165,300	\$ 170,920
520 Fringe Benefits	85,021	87,658	89,800	86,800
<b>Total Personal Services</b>	<b>263,820</b>	<b>247,066</b>	<b>255,100</b>	<b>257,720</b>
<b>Materials and Services</b>				
601 Supplies	70,526	81,073	102,900	102,900
602 Rental, Repair, Maintenance	78,539	77,169	101,600	102,570
603 Communications	11,640	6,379	15,041	15,600
604 Contractual Services	9,141	2,015	27,280	27,280
605 Misc. Charges and Fees	212,380	98,542	100,780	124,715
606 Other Purchased Services	22,504	19,978	37,250	37,250
<b>Total Materials and Services</b>	<b>404,731</b>	<b>285,156</b>	<b>384,851</b>	<b>410,315</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	17,226	79,681	200,000	455,000
<b>Total Capital Outlay</b>	<b>17,226</b>	<b>79,681</b>	<b>200,000</b>	<b>455,000</b>
<b>Debt Service</b>				
801 Debt Service - Principal	20,452	142,000	115,200	115,200
802 Debt Service - Interest	206,196	48,697	52,868	50,564
<b>Total Debt Service</b>	<b>226,648</b>	<b>190,697</b>	<b>168,068</b>	<b>165,764</b>
	<b>\$ 912,424</b>	<b>\$ 802,600</b>	<b>\$ 1,008,019</b>	<b>\$ 1,288,799</b>

WATER FUND  
PUBLIC WORKS DEPARTMENT  
FOREST INTERFACE DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 32,175	\$ 43,428	\$ 45,800	\$ 45,800
520 Fringe Benefits	5,827	18,030	17,700	18,600
<b>Total Personal Services</b>	<b>38,002</b>	<b>61,458</b>	<b>63,500</b>	<b>64,400</b>
<b>Materials and Services</b>				
604 Contractual Services	163,731	412,687	320,000	320,000
605 Misc. Charges and Fees	9,000	9,000	10,000	-
606 Other Purchased Services	595	2,333	2,000	2,000
608 Commissions	264	46	1,000	1,000
<b>Total Materials and Services</b>	<b>173,589</b>	<b>424,066</b>	<b>333,000</b>	<b>323,000</b>
	<b>\$ 211,592</b>	<b>\$ 485,524</b>	<b>\$ 396,500</b>	<b>\$ 387,400</b>

public works department - water division

WATER FUND  
PUBLIC WORKS DEPARTMENT  
SUPPLY DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Materials and Services</b>				
604 Contractual Services	\$ 14,252	\$ 26,423	\$ 11,200	\$ 8,500
605 Misc. Charges and Fees	70,383	65,396	108,830	126,056
606 Other Purchased Services	64,394	91,788	85,000	106,000
<b>Total Materials and Services</b>	<b>149,028</b>	<b>183,607</b>	<b>205,030</b>	<b>240,556</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	75,392	111,926	237,500	1,283,500
<b>Total Capital Outlay</b>	<b>75,392</b>	<b>111,926</b>	<b>237,500</b>	<b>1,283,500</b>
<b>Debt Service</b>				
801 Debt Service - Principal	2,750,000	35,000	41,000	41,000
802 Debt Service - Interest	27,325	10,905	12,343	12,123
<b>Total Debt Service</b>	<b>2,777,325</b>	<b>45,905</b>	<b>53,343</b>	<b>53,123</b>
	<b>\$ 3,001,745</b>	<b>\$ 341,438</b>	<b>\$ 495,873</b>	<b>\$ 1,577,179</b>

WATER FUND  
PUBLIC WORKS DEPARTMENT  
DISTRIBUTION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 473,640	\$ 457,447	\$ 489,800	\$ 547,299
520 Fringe Benefits	229,422	259,339	272,445	314,031
<b>Total Personal Services</b>	<b>703,062</b>	<b>716,786</b>	<b>762,245</b>	<b>861,330</b>
<b>Materials and Services</b>				
601 Supplies	21,067	33,791	31,850	38,250
602 Rental, Repair, Maintenance	223,504	234,975	277,200	304,275
603 Communications	6,686	12,546	19,110	14,460
604 Contractual Services	21,715	28,079	18,000	18,000
605 Misc. Charges and Fees	492,909	420,065	476,500	578,729
606 Other Purchased Services	3,281	6,856	12,310	15,540
610 Programs	-	600	1,000	1,000
612 Franchises	155,703	167,089	184,000	284,250
<b>Total Materials and Services</b>	<b>924,864</b>	<b>904,001</b>	<b>1,019,970</b>	<b>1,254,504</b>
<b>Capital Outlay</b>				
703 Equipment	6,874		15,500	15,500
704 Improvements Other Than Bldgs.	280,220	112,488	526,750	845,500
<b>Total Capital Outlay</b>	<b>287,094</b>	<b>112,488</b>	<b>542,250</b>	<b>861,000</b>
<b>Debt Service</b>				
801 Debt Service - Principal	292,500	273,250	232,400	237,400
802 Debt Service - Interest	73,825	96,834	97,789	90,176
<b>Total Debt Service</b>	<b>366,325</b>	<b>370,084</b>	<b>330,189</b>	<b>327,576</b>
	<b>\$ 2,281,344</b>	<b>\$ 2,103,359</b>	<b>\$ 2,654,654</b>	<b>\$ 3,304,410</b>

*public works department - water division*

WATER FUND  
PUBLIC WORKS DEPARTMENT  
S.D.C. - SUPPLY DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Materials and Services</b>				
604 Contractual Services	\$ -	\$ 9,848	\$ 25,000	\$ 25,000
<b>Total Materials and Services</b>	<b>-</b>	<b>9,848</b>	<b>25,000</b>	<b>25,000</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	-	35,475	737,500	796,500
<b>Total Capital Outlay</b>	<b>-</b>	<b>35,475</b>	<b>737,500</b>	<b>796,500</b>
	<b>\$ -</b>	<b>\$ 45,323</b>	<b>\$ 762,500</b>	<b>\$ 821,500</b>

WATER FUND  
PUBLIC WORKS DEPARTMENT  
S.D.C. - TREATMENT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	-	-	-	\$ 58,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,000</b>
<b>Debt Service</b>				
801 Debt Service - Principal	52,535	60,000	57,600	57,600
802 Debt Service - Interest	83,882	22,518	26,434	25,282
<b>Total Debt Service</b>	<b>136,416</b>	<b>82,518</b>	<b>84,034</b>	<b>82,882</b>
	<b>\$ 136,416</b>	<b>\$ 82,518</b>	<b>\$ 84,034</b>	<b>\$ 140,882</b>

WATER FUND  
PUBLIC WORKS DEPARTMENT  
S.D.C. - DISTRIBUTION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Materials and Services</b>				
604 Contractual Services	\$ 253	\$ -	\$ -	\$ -
<b>Total Materials and Services</b>	<b>253</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	273,583	16,839	420,250	747,750
<b>Total Capital Outlay</b>	<b>273,583</b>	<b>16,839</b>	<b>420,250</b>	<b>747,750</b>
<b>Debt Service</b>				
801 Debt Service - Principal	-	39,750	28,800	28,800
802 Debt Service - Interest		5,004	13,217	12,641
<b>Total Debt Service</b>	<b>-</b>	<b>44,754</b>	<b>42,017</b>	<b>41,441</b>
	<b>\$ 273,837</b>	<b>\$ 61,593</b>	<b>\$ 462,267</b>	<b>\$ 789,191</b>

## Wastewater Division

The Wastewater Division is responsible for collecting (pipes) and cleaning (treatment plant) all of the sewage produced in the City. Division staff also shares responsibilities for maintaining storm water pipes. The wastewater collection system includes over 107 miles of sanitary sewer lines ranging in size from 4 to 24 inches, 3,370 manholes, and 8 lift stations. The City's first sewer lines were installed in the 1900s. Division personnel continually replace old sewer lines due to failures or capacity limitations. Crews also install new service connections. The system presently serves over 7,532 customers. Maintenance of both the sanitary and storm sewerlines is accomplished with specialized equipment: jet rodder, mechanical rodder, vacuum machines, and video inspection equipment.

The Wastewater Treatment Plant (WWTP) treats an average of 2.2 million gallons of sewage per day. Division personnel are responsible for ensuring that the effluent is fully treated to meet strict discharge and reuse standards and that the biosolids are stabilized for landfill application. The WWTP was completely upgraded and rebuilt between 1998 and 2003.

Division personnel are responsible for all wastewater testing to ensure compliance with regulatory requirements. The Oregon Department of Environmental Quality monitors effluent and biosolids quality. The Wastewater Division has 12 full time employees with staff split between the plant and the collection system. Division personnel will continue cross training to balance plant operations and collection system needs, as well as assist with storm drain cleaning. Collection system maintenance continues to be emphasized as personnel implement the CMOM (Capacity Management, Operation and Maintenance) program. All division personnel are located at the WWTP facilities to make more efficient use of shared equipment and training facilities.

### Council Goals

There are two strategic goals that are associated with the wastewater treatment plant and effluent projection:

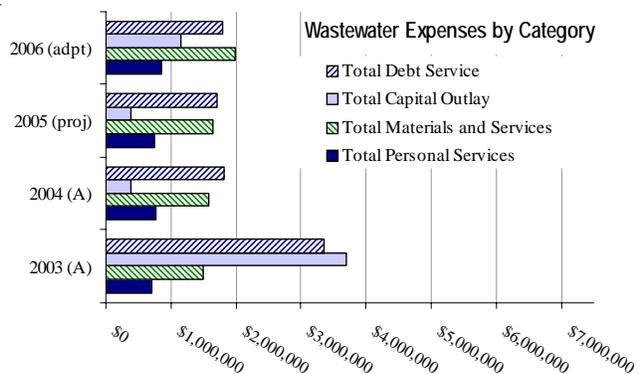
- Water supply and conservation: developing a citywide focus on the "right water for the right use" and supporting an effluent reuse option for the WWTP.
- Water quality and temperature improvements though this goal is primarily linked to the storm water management plan, WWTP effluent temperatures are limited and will play a role in attaining this goal as well.

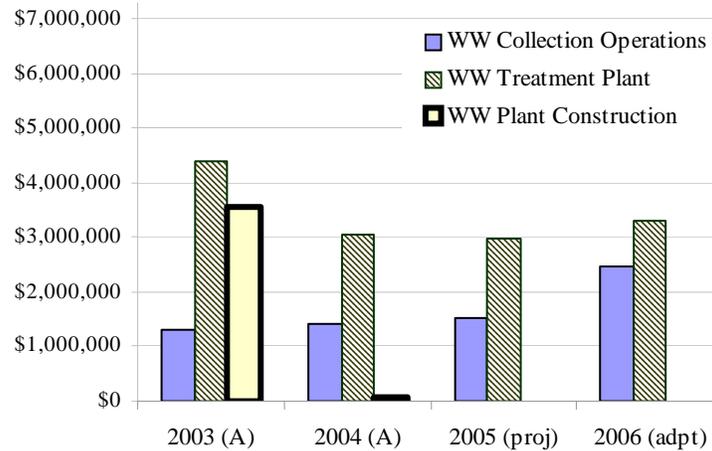
### Division Goals

- Produce a highly treated wastewater effluent and biosolids product that meets or is consistently better than required by State permit requirements.
- Assist in developing the new permit to meet DEQs temperature management rules and effectively utilize our high quality effluent for the "right water use". Evaluate the ability to augment creek flows through appropriate water trading.
- Optimize collection and maintenance operations to minimize service disruptions and claims to the City.
- Optimally minimize chemical use. Effectively utilize foaming agents in sewer lines to kill roots that damage sewer lines and cause blockages. The primary source of claims and service lateral plugs are from roots that grow by feeding off the water and nutrients in the lines. Use of foaming agents stops the root growth and does not affect the trees.
- Continue to eliminate illegal cross-connections, which are typically storm water lines from the sewer system.
- Complete the collection system master plan and implement the 5-10 year maintenance plan.

### Significant Budget Issues

- This year's projects include: Bear Creek Interceptor from N. Mountain Park to Walker (postponed from FY04 due to significant rocks found during the design phase); replace lines in Walnut to Grant to Wimer Street; replace N. Main Street pump station and complete needed telemetry upgrades to the Pump Stations, A Street line upsizing.
- Wastewater Treatment Plant process improvements including additions to the membrane section, miscellaneous process improvements and ARC flash improvements.
- Evaluate the TMDL temperature loads into Bear Creek below the WWTP to instigate procedures to meet DEQ temperature requirements.
- Overall debt service continues to decline as the DEQ loan is paid back.
- Rates will increase 3% per year.





Wastewater Fund Comparison

### Performance Measures

- Wastewater quality; fully meet DEQs NPDES permit requirements with no violation and continue to evaluate the impacts of temperature standards on effluent reuse and creek impacts.
- Wastewater quantity; maintain wastewater treatment capacity above 15% of average (ratio of capacity, 2.3 mgd to average dry weather flow currently 2.1 mgd); our ratio is currently only 9% indicating a need to update our Facilities Plan (FY06) and look at increasing the plant's capacity.
- System efficiency; evaluate the cost to collect and treat sewage per 1,000 gallons and take appropriate measures to favorably compare to industry standards. The current cost to treat 1,000 gallons is \$1.141 in the winter and \$1.438 in the dry season when we are required to run the membranes.
- Reduce the cost of biosolids disposal by 5% of the 2002 costs. With the centrifuge facility we have reduced the amount of material being hauled and disposed of in the landfill. We will now track chemical and energy use of the centrifuge to maximize efficiencies.
- Reduce the costs of sewer claims due to controllable backups (roots, grease, etc).
- Increase the productivity of the television line inspection analysis; our production on the TV camera to evaluate lines, potential cracks and blockages has increased significantly. Initial costs were well above \$1.50 per foot and are now below \$0.70 per foot.
- Distribution systems; by June 2004, develop a rolling 5-10 year plan for system maintenance and repairs, and an implementation plan to reduce infiltration by 10% of the 2000 data.

*public works department - wastewater division*

WASTEWATER FUND  
PUBLIC WORKS DEPARTMENT  
COLLECTION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 675				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 255,182	\$ 227,331	\$ 226,600	\$ 274,720
520 Fringe Benefits	123,491	135,260	132,600	169,700
<b>Total Personal Services</b>	<b>378,673</b>	<b>362,591</b>	<b>359,200</b>	<b>444,420</b>
<b>Materials and Services</b>				
601 Supplies	48,997	45,841	62,100	63,900
602 Rental, Repair, Maintenance	143,558	179,619	168,100	178,890
603 Communications	1,892	3,525	10,280	7,740
604 Contractual Services	18,224	56,174	8,500	12,000
605 Misc. Charges and Fees	424,360	373,671	391,880	481,837
606 Other Purchased Services	3,846	2,722	6,500	7,000
610 Programs	-	-	400	400
612 Franchises	141,201	113,997	120,000	183,900
<b>Total Materials and Services</b>	<b>782,078</b>	<b>775,549</b>	<b>767,760</b>	<b>935,667</b>
<b>Capital Outlay</b>				
703 Equipment	-	-	5,000	5,000
704 Improvements Other Than Bldgs.	96,014	222,330	306,500	889,450
<b>Total Capital Outlay</b>	<b>96,014</b>	<b>222,330</b>	<b>311,500</b>	<b>894,450</b>
	<b>\$ 1,256,764</b>	<b>\$ 1,360,470</b>	<b>\$ 1,438,460</b>	<b>\$ 2,274,537</b>

WASTEWATER FUND  
PUBLIC WORKS DEPARTMENT  
CONSTRUCTION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 675				
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	\$ 3,558,025	\$ 83,189	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>3,558,025</b>	<b>83,189</b>	<b>-</b>	<b>-</b>
	<b>\$ 3,558,025</b>	<b>\$ 83,189</b>	<b>\$ -</b>	<b>\$ -</b>

*public works department - wastewater division*

WASTEWATER FUND  
PUBLIC WORKS DEPARTMENT  
S.D.C. - TREATMENT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 675				
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	\$ -	\$ -	\$ -	\$ 6,250
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,250</b>

WASTEWATER FUND  
PUBLIC WORKS DEPARTMENT  
TREATMENT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 675				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 225,148	\$ 263,761	\$ 265,300	\$ 265,920
520 Fringe Benefits	99,061	136,453	141,500	139,800
<b>Total Personal Services</b>	<b>324,208</b>	<b>400,214</b>	<b>406,800</b>	<b>405,720</b>
<b>Materials and Services</b>				
601 Supplies	105,638	122,895	172,700	178,200
602 Rental, Repair, Maintenance	356,971	379,863	438,550	444,060
603 Communications	4,262	4,158	4,700	4,400
604 Contractual Services	1,729	1,616	16,000	64,000
605 Misc. Charges and Fees	220,852	268,969	258,250	312,193
606 Other Purchased Services	20,728	37,348	34,950	38,650
610 Programs	-	-	500	500
612 Franchises	-	-	-	-
<b>Total Materials and Services</b>	<b>710,181</b>	<b>814,849</b>	<b>925,650</b>	<b>1,042,003</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	758	19,977	5,000	298,750
<b>Total Capital Outlay</b>	<b>758</b>	<b>19,977</b>	<b>5,000</b>	<b>298,750</b>
<b>Debt Service</b>				
801 Debt Service - Principal	440,995	894,311	925,249	957,257
802 Debt Service - Interest	2,908,241	912,908	877,421	840,808
<b>Total Debt Service</b>	<b>3,349,236</b>	<b>1,807,219</b>	<b>1,802,670</b>	<b>1,798,065</b>
	<b>\$ 4,384,383</b>	<b>\$ 3,042,259</b>	<b>\$ 3,140,120</b>	<b>\$ 3,544,538</b>

*public works department - wastewater division*

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

<u>Description</u>	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Amended</u>	<u>2006 Adopted</u>
Fund# 675				
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	\$ 42,628	\$ 69,104	\$ 308,500	\$ 481,550
<b>Total Capital Outlay</b>	<u>\$ 42,628</u>	<u>\$ 69,104</u>	<u>\$ 308,500</u>	<u>\$ 481,550</u>



## **Administration & Engineering**

The Public Works Administration and Engineering Divisions have two distinct functions; One, overall public works administration, which includes GIS and operations; and, City engineering, including traffic safety and surveying work.

### **Administration Division**

This portion of the Public Works Department contains the functions that encompass oversight to general PW activities; the Director provides direct management and administration of various commissions, long range maintenance programs and master planning projects and a variety of construction projects within the City. This division was responsible for the recent completion of the Tolman Creek Road improvement project, which won an award for paving excellence in 2005. Several other street improvement projects were completed including the Strawberry Lane area LID and the Walker Avenue safety improvements. Other street improvement projects include the widening of the north section of Tolman Creek Road, improvement of Hersey Street and the reconstruction of a section of East Main Street. The Water Distribution System and Sewage Collection system master plans have been completed. The division provides direct support for the formation of Local Improvement Districts. The Division houses the Geographic Information Systems (GIS) program that maps and maintains the City's utility infrastructure data. The program also generates and maintains City specific data layers that support planning and analysis within Public Works and in coordination with other departments.

Staff supports the City Council and both the 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.

### **Engineering Division**

The Engineering Division provides the City's Engineering, surveying services and technical support to the Ashland community as a whole, as well as to other city departments. Staff provides direction, plan review services, and valuable infrastructure coordination to

consulting engineers, surveyors and developers within the City. Staff is also responsible for managing projects, project design, survey and construction of all public works projects.

The Engineering Division- GIS Division also maintains and updates utility locations; 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 City staff and residents to access information regarding properties, utilities, environmental constraints and influences. Staff directly supports the Traffic Safety Commission and Bear Creek Watershed Council, and other regional storm water programs.

### **Council Goals**

- Pursue water quality and temperature improvements.
- Develop a preliminary engineering design for the future extension of the TAP pipeline.
- Establish a stronger, formalized role for the City in the stewardship of the entire Ashland Watershed. Map water capacity and implement enhanced monitoring program.
- Enhance water supply and conservation.
- Improve safety of existing at-grade railroad crossings.
- Improve pedestrian and traffic safety based on elements of the 3 Es – Education, Enforcement and Engineering; support the Traffic Safety Commission and measurably improve traffic safety in neighborhoods.
- Explore RVTD (transit) service options as an element of the TTPC along with the downtown plan.
- Integrate in-house information and technology to better provide service to the citizens of Ashland.

### **Division Goals**

- Manage the City's Capital Improvements Plan (CIP)
- Continue within the GIS program to create utility and infrastructure mapping. Continue to add and integrate system analysis management tools.
- Complete design of safety improvements of existing at-grade railroad crossings (Helman and Laurel Streets).
- Explore and develop ways to increase use and available options for alternative transportation within the region and the City.
- Provide effective project management for design consultants, surveying, construction and general project management.

- Implement the City's revised engineering design standards which were coordinated with the City of Medford to be approved in Spring 2005.
- Provide effective review and inspection services on all public works projects.
- Ensure our staff is trained to meet the needs of a changing technological and environmentally proactive community and that staff is recognized for quality services.

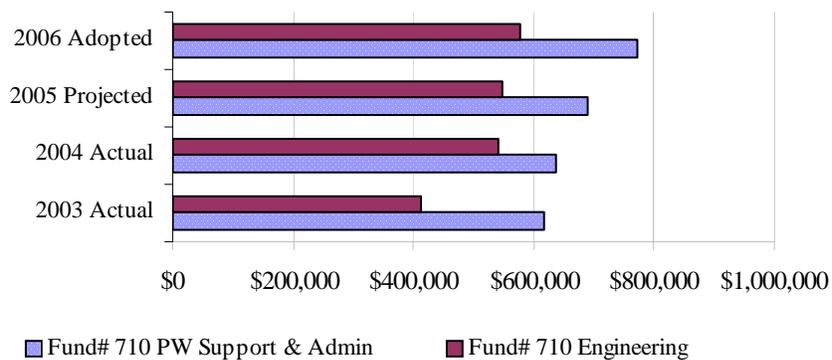
### Significant Budget Changes

- Additional staff (staff support from .5 FTE position to 1.0FTE)
- PW Management (consulting services to manage PW administration)

### Performance Measures

- Provide high quality and consistent engineering designs and administration for all City and related projects that minimizes rework.
- Maintain construction budgets and track the number of projects completed within budget and within 5% of change orders. Maximize funding opportunities and leveraging capabilities by increasing the amount of grant funds from outside sources; ODOT, DEQ, FAA, etc.
- Provide master planning for Public Works infrastructure to ensure cost efficient and timely maintenance to water, wastewater, street and stormwater systems.

### PW Administration and Engineering



*public works department - administration & engineering*

CENTRAL SERVICES FUND  
PUBLIC WORKS DEPARTMENT  
SUPPORT AND ADMINISTRATION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 355,786	\$ 379,894	\$ 420,300	\$ 363,125
520 Fringe Benefits	137,337	173,039	193,400	180,975
<b>Total Personal Services</b>	<b>493,123</b>	<b>552,933</b>	<b>613,700</b>	<b>544,100</b>
<b>Materials and Services</b>				
601 Supplies	15,921	22,379	33,500	31,925
602 Rental, Repair, Maintenance	19,051	10,942	11,500	13,710
603 Communications	35,805	3,914	9,500	10,000
604 Contractual Services	25,093	9,669	15,000	129,000
605 Misc. Charges and Fees	25,000	34,200	34,200	34,200
606 Other Purchased Services	4,691	2,913	9,750	10,510
<b>Total Materials and Services</b>	<b>125,561</b>	<b>84,017</b>	<b>113,450</b>	<b>229,345</b>
	<b>\$ 618,684</b>	<b>\$ 636,950</b>	<b>\$ 727,150</b>	<b>\$ 773,445</b>

CENTRAL SERVICES FUND  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 243,216	\$ 296,855	\$ 297,400	\$ 308,800
520 Fringe Benefits	105,831	142,753	140,000	149,500
<b>Total Personal Services</b>	<b>349,047</b>	<b>439,608</b>	<b>437,400</b>	<b>458,300</b>
<b>Materials and Services</b>				
601 Supplies	20,054	17,673	22,225	24,095
602 Rental, Repair, Maintenance	22,157	20,833	11,000	13,690
603 Communications	5,498	2,581	4,825	5,575
604 Contractual Services	8,119	13,882	25,000	24,500
605 Misc. Charges and Fees	2,000	34,200	34,200	34,200
606 Other Purchased Services	5,604	10,888	12,400	16,960
<b>Total Materials and Services</b>	<b>63,431</b>	<b>100,057</b>	<b>109,650</b>	<b>119,020</b>
	<b>\$ 412,478</b>	<b>\$ 539,665</b>	<b>\$ 547,050</b>	<b>\$ 577,320</b>



## **Facilities Maintenance Division**

The Facilities Maintenance Division has two areas of responsibility: City facilities and cemeteries. The City facilities include the maintenance, improvements and janitorial services for all City owned buildings. The City has well over 100 facilities, of which 60 are under this division. These include major buildings such as City Hall, Community Development and Engineering, Police Station, Council Chambers, Pioneer Hall, The Grove, the Senior Center, Band Shell, airport hangars and the information kiosk. The enterprise funds that have their own facilities (water and sewer), the Fire Station facilities and the Parks facilities are managed within their respective budgets.

### **Council Goals**

- Evaluate and create a plan for remodel of Council Chambers.

### **Division Goals**

- Develop an inspection guide and evaluate each facility to determine the maintenance and major repairs needed for the facility. Develop a rolling 5-year maintenance and repair plan to ensure we keep our facilities in good condition.
- Develop an appropriate annual budget for facilities repairs. At this time, it appears that \$90,000 will be adequate for minor maintenance and repairs.
- Ensure our community and employees have safe, efficient, clean and contemporary city facilities.
- Address facilities concerns in a timely manner.
- Encourage water and energy conservation techniques are in place and that all furnishings are replaced with energy/water efficient items.
- Make recycling options for employees and visitors to City buildings easily accessible.

### **Significant Budget Changes**

- Budget for the facilities maintenance portion is higher in materials and services, which reflects anticipated increases in utility costs and janitorial services to improve the condition of our buildings.
- Replacements and major repairs/improvements will be in the Capital Improvement budget and will not be in the Facilities Maintenance fund.
- The janitorial services came under a new contract in FY05. The Grove has been added to our inventory

since last year.

- All of the facilities maintenance costs are in this budget with the exception of unique items for the Airport, Fire Station, Water Treatment Plant and the Wastewater Treatment Plant.
- Most of the utility costs (water, sewer, electric, gas) are included in this budget for each facility with exception of the Water Treatment, the Wastewater Treatment Plants and the Community Development/Engineering Services Building which accounts for its own natural gas costs.

### **Performance Measures**

- Evaluate and monitor the cost of facilities maintenance on a square foot basis. Determine industry standards for like facilities and attain similar or lower costs with the same high standard.
- Reduce the backlog of maintenance items and ensure timely correction of all items brought to the division.
- Ensure safety items are corrected within 72 hours of notification.

*public works department - facilities maintenance & cemeteries*

CENTRAL SERVICES FUND  
PUBLIC WORKS DEPARTMENT  
MAINTENANCE - PROPERTY DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 710				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 86,224	\$ 80,389	\$ 90,800	\$ 93,300
520 Fringe Benefits	45,728	45,419	48,700	51,300
<b>Total Personal Services</b>	<b>131,952</b>	<b>125,808</b>	<b>139,500</b>	<b>144,600</b>
<b>Materials and Services</b>				
601 Supplies	4,146	4,920	5,500	6,800
602 Rental, Repair, Maintenance	241,833	272,232	293,600	322,175
603 Communications	1,848	2,500	3,400	3,125
604 Contractual Services	997	2,041	15,280	15,280
605 Misc. Charges and Fees	3,073	6,825	1,000	1,630
606 Other Purchased Services	1,712	2,550	4,500	4,650
610 Programs	16,614	23,208	23,000	29,000
<b>Total Materials and Services</b>	<b>270,222</b>	<b>314,276</b>	<b>346,280</b>	<b>382,660</b>
<b>Capital Outlay</b>				
703 Equipment			6,000	6,000
<b>Total Capital Outlay</b>			<b>6,000</b>	<b>6,000</b>
	<b>\$ 402,174</b>	<b>\$ 440,084</b>	<b>\$ 491,780</b>	<b>\$ 533,260</b>

## Cemetery Maintenance

Although funded through the Cemetery Fund, the Facilities Maintenance Division manages the cemeteries.

The Cemetery staff operates and maintains the City's three cemeteries: Ashland Cemetery (1880); Mountain View Cemetery (1904) and Hargadine Cemetery (1868). All of the cemeteries are listed in the National Registry of Historic Places. They total approximately 20 acres with over 11,500 cemetery plots.

Staff maintains cemetery grounds, sells plots and headstones, conducts interments and provides other services as needed. The watering and tree care is coordinated with the Parks Department. In the past, the cemetery crew also maintained the grass median strips on Siskiyou Boulevard, but that function was internally contracted to the Parks Department in FY05.

### Division Goals

- Reduce cemetery vandalism to the headstones and markers with the addition of appropriate fencing or patrols.
- Maintain and continually improve our historic cemeteries in a manner to ensure we respond to the reverence and quality needed for cemetery facilities of our nature.
- Continue successes with the Parks Department in implementing routine maintenance schedules for the cemeteries to address tree trimming, pruning, sprinkler maintenance and other grounds care issues.
- Implement cost efficient measures for long-term cemetery restoration and maintenance guidelines, with an historic perspective.
- Continue to improve records and documentation on cemetery plots and sales with the help of the Parks Department.

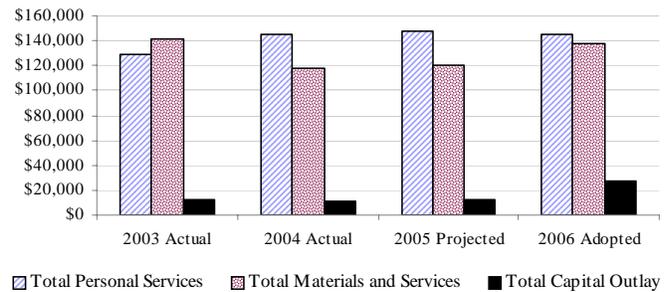
### Significant Budget Changes

- The use of temporary employees has been reduced as we no longer perform the Siskiyou Boulevard maintenance. Instead, in anticipation of maintenance requirements on bike paths and hand labor maintenance in and around the cemetery headstones, we have added funding for the Jackson County work release crews.

### Performance Measures

- Ensure the cemeteries are cost effective.

### Cemetery Costs by Function



*public works department - facilities maintenance & cemeteries*

GENERAL FUND  
PUBLIC WORKS DEPARTMENT  
CEMETERY DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 86,616	\$ 95,364	\$ 89,500	\$ 93,900
520 Fringe Benefits	42,036	49,739	49,700	51,400
<b>Total Personal Services</b>	<b>128,652</b>	<b>145,103</b>	<b>139,200</b>	<b>145,300</b>
<b>Materials and Services</b>				
601 Supplies	16,768	20,928	22,260	22,260
602 Rental, Repair, Maintenance	64,006	60,268	70,660	67,895
603 Communications	1,020	1,112	2,200	1,650
604 Contractual Services	1,018	631	500	500
605 Misc. Charges and Fees	57,275	34,021	33,840	41,878
606 Other Purchased Services	1,777	759	2,600	3,000
<b>Total Materials and Services</b>	<b>141,864</b>	<b>117,719</b>	<b>132,060</b>	<b>137,183</b>
<b>Capital Outlay</b>				
701 Land	315		-	-
703 Equipment	12,335	10,657	12,000	12,000
704 Improvements Other Than Bldgs.	-	-	15,000	15,000
<b>Total Capital Outlay</b>	<b>12,650</b>	<b>10,657</b>	<b>27,000</b>	<b>27,000</b>
	<b>\$ 283,166</b>	<b>\$ 273,479</b>	<b>\$ 298,260</b>	<b>\$ 309,483</b>

## Fleet Maintenance & Acquisition Division

The Fleet Maintenance & Acquisition Division is divided into two areas of responsibility: Equipment acquisition/replacement and equipment for the shop and fleet maintenance. The equipment acquisition portion “leases” vehicles and equipment to each individual division or department, and in turn establishes a fund for future replacement purchases. The acquisition portion of the budget also includes the major computer software purchases that are capitalized and split through central services back to each division.

The equipment shop/fleet maintenance function provides for staff time to perform routine maintenance, preventive maintenance, and both major and minor repairs of city vehicles, pumps, equipment and other rolling stock.

### Division Goals

- Identify and integrate a computerized fleet maintenance and replacement program to better evaluate our fleet vehicles and replacement needs. Concerted effort on ensuring our tracking system meets or exceeds industry standards considering age of vehicle, costs to maintain, typical life, use of the specific vehicle and need for replacement.
- Evaluate the cost effectiveness of continuing to integrate alternate fuel vehicles (compressed natural gas) into the fleet to encourage alternative fueling systems and to raise environmental awareness.
- Provide adequate training opportunities for service mechanics and equipment users on the new equipment and technology available for diagnostics.
- Provide a high quality and effective City fleet and shop repair section that ensures effective maintenance, repairs and service needs for City vehicles and other equipment.
- Evaluate shop overhead and develop a better service charge policy and include an appropriate recovery for materials purchased.

### Significant Budget Changes

- The FY06 budget includes the acquisition of a new ambulance for the Fire Department representing \$150,000.
- All of the other vehicles are replacements or “trades” for other vehicles that were in the fleet.

## Performance Measures

- Develop a three to five year capital replacement schedule for vehicles and equipment to better forecast the baseline budget figures. Define deficiencies and replacement criteria, and meet industry standard for replacement.
- Document current down time of vehicles and specific problems associated with out of service vehicles. Improve usability of the fleet by reducing down time of vehicles and equipment.
- Improve conditions of the shop facilities and maintenance yard and reduce the number of internal complaints.

## Equipment Acquisition List

### Replace Existing Equipment

Ambulance Ford E450 4X4 #364	\$ 150,000
Fire Truck	100,000
Police Sedan #382	16,000
Police Patrol Sedan #456	28,000
Police Patrol Sedan #457	28,000
Police Admin SUV #428	28,000
Building 4X4 PU #346	20,000
Air- Compressor	20,000
Chipper	25,000
Water Treatment SUV	30,000
Water Crew 4X4 #347	20,000
<b>Total Replacement</b>	<b>\$ 465,000</b>

### FY 05 Carry Forward

Jet Rodder (FY 05 hold)	\$ 132,000
Electric #400 Bucket Truck	70,000
<b>Total Fleet Acquisitions</b>	<b>\$ 667,000</b>

### Software Capital Purchases

GIS Software and County Link	20,000
Computer Hardware	20,000
Utility Billing Upgrade	250,000
Finance Software (EDEN)	65,000
	<b>\$ 355,000</b>

**Total Equipment Acquisition \$ 1,022,000**

*public works department - fleet maintenance division*

EQUIPMENT FUND  
PUBLIC WORKS DEPARTMENT  
PURCHASING AND ACQUISITION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 730				
<b>Materials and Services</b>				
606 Other Purchased Services	\$ 29	\$ -	\$ -	\$ -
<b>Total Materials and Services</b>	<b>29</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>				
703 Equipment	867,923	599,938	519,000	667,000
704 Improvements Other Than Bldgs.	13	29,062	169,085	355,000
<b>Total Capital Outlay</b>	<b>867,936</b>	<b>629,000</b>	<b>688,085</b>	<b>1,022,000</b>
	<b>\$ 867,965</b>	<b>\$ 629,000</b>	<b>\$ 688,085</b>	<b>\$ 1,022,000</b>

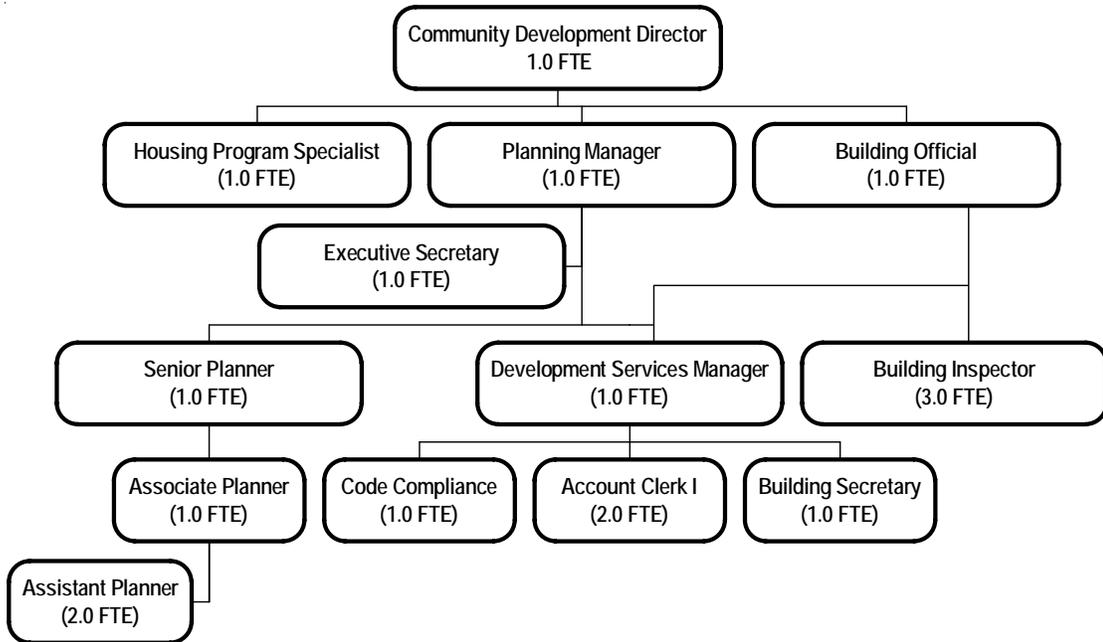
EQUIPMENT FUND  
PUBLIC WORKS DEPARTMENT  
MAINTENANCE - EQUIPMENT DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 730				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 155,958	\$ 161,726	\$ 161,000	\$ 168,500
520 Fringe Benefits	68,806	83,187	81,900	85,700
<b>Total Personal Services</b>	<b>224,764</b>	<b>244,913</b>	<b>242,900</b>	<b>254,200</b>
<b>Materials and Services</b>				
601 Supplies	33,548	37,259	50,600	50,600
602 Rental, Repair, Maintenance	198,289	200,349	217,500	228,075
603 Communications	2,966	3,208	11,200	8,200
604 Contractual Services	384	125	420	420
605 Misc. Charges and Fees	172,005	180,406	165,605	199,178
606 Other Purchased Services	4,113	2,065	6,110	6,210
<b>Total Materials and Services</b>	<b>411,305</b>	<b>423,412</b>	<b>451,435</b>	<b>492,683</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	25,784	-	-	-
<b>Total Capital Outlay</b>	<b>25,784</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>\$ 661,853</b>	<b>\$ 668,325</b>	<b>\$ 694,335</b>	<b>\$ 746,883</b>



# community development department

## 17.0 FTE



## Overview

The Community Development Department is comprised of two divisions: Planning and Building. The Planning Division is responsible for the maintenance and updating of the Comprehensive Plan, developing and implementing new planning programs, developing and implementing affordable housing programs, and the administration of the land use ordinance, a significant component of the Ashland Municipal Code.

The Building Division provides a full-inspection program for all building related needs: electrical, mechanical, plumbing, structural, and plan review.

Also included within Community Development is the administration of the Community Development Block Grant (CDBG) program and Municipal Code Compliance, with an emphasis on the land use ordinance.

## Community Development Mission Statement

To provide innovative, visionary, and quality public service to Ashland's citizens in an efficient and caring manner, while maintaining a dynamic, fun and enjoyable workplace. We will maintain and improve the many desirable qualities of Ashland, while helping our citizens conserve our valuable resources in the development and redevelopment of our community. We further recognize that we are a dedicated and unique group of self-motivated employees who are willing to go the extra mile and learn all sides of an issue as we assist and support all members of our community. Through our daily efforts in Community Development, we will continue to make Ashland a better place to live and work for all its citizens, now and in the future.

## Strategic Plan Goals

- Complete and adopt riparian and wetland ordinance. (inventory work completed in FY04-05).
- Complete the update to the Downtown Plan, including overall vision and formal plan update.
- Continue to work on the master planning of large undeveloped mixed-use properties such as the Railroad/Croman/North Normal Av Properties, etc.
- Complete the update to the City's Economic element of the Comprehensive Plan. Develop written materials that outline the City's policies and philosophies on economic development issues. Advance economic development strategies with community. Focus on appropriateness of industrial development goals.
- Complete audit of internal Planning Division operations, develop action plan for process changes/improvements.
- Meet Council target of 25 units of affordable housing online for construction in 2006.
- Revise the density bonus program to provide improved incentives for developing affordable housing units.
- Evaluate the Transportation, Transit and Parking Committee plan and develop action plan for items adopted.
- Explore the possibility of acquiring land near the Railroad District for the future development of a transit station.
- Explore and develop ways to increase use and available options for alternative transportation within the City.
- Improve public trail system with the Parks Department by developing a comprehensive trails master plan, which minimizes public/private conflicts. Plan should include the Bear Creek Greenway (Dog Park to Mountain Avenue Park).
- Continue developing relationships/partnerships regionally for improved public transit and methods for encouraging affordable housing.
- Adopt a process to improve citizen participation and compliance with LCDC Goal 1.
- Adopt Dark Sky Ordinance to reduce light pollution on public and private property.
- Develop public education program for land use/development/growth issues.
- Update policies and procedures for Code Compliance Program.

COMMUNITY DEVELOPMENT DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 971,509	\$ 1,061,610	\$ 1,098,623	\$ 1,233,690
600 Materials and Services	539,506	1,223,724	1,365,218	1,053,816
	<b>\$ 1,511,015</b>	<b>\$ 2,285,334</b>	<b>\$ 2,463,841</b>	<b>\$ 2,287,506</b>

<b>Department Total By Fund</b>				
110 General Fund	\$ 1,429,241	\$ 1,549,205	\$ 1,726,863	\$ 1,928,406
250 CD Block Fund	81,774	736,129	736,978	359,100
	<b>\$ 1,511,015</b>	<b>\$ 2,285,334</b>	<b>\$ 2,463,841</b>	<b>\$ 2,287,506</b>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Community Development Director	1.00	1.00	1.00	1.00
Planning Manager	-	-	-	1.00
Senior Planner	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	1.00
Building Inspector	3.80	3.80	3.00	3.00
Development Services Manager	-	-	-	1.00
Assistant Planner	1.00	1.00	1.00	2.00
Code Compliance Specialist	1.00	1.00	1.00	1.00
Conservation Analyst	-	-	0.20	0.00
Housing Program Specialist	-	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Account Clerk I	1.20	1.20	2.00	2.00
	<b>14.00</b>	<b>15.00</b>	<b>15.20</b>	<b>17.00</b>

## **Planning Division**

The Ashland Planning Division is responsible for the maintenance of the Comprehensive Plan, developing and implementing new planning programs, including affordable housing programs, and the administration of the land use ordinance—an important component of the Ashland Municipal Code.

The Current Planning program is generally involved with processing applications for building permits and planning approvals. These range from simple sign or fence permits to complex zone changes, subdivisions, and shopping center reviews.

The Long-range Planning Program is project related, often involving multi-year projects. Generally, the projects fall into two broad categories: (1) those that are required for compliance with statewide planning goals and mandates, and (2) those that are local initiatives, either from the Planning Commission, City Council, or local citizen groups. These are frequently the most controversial and effective planning efforts, the City and the Open Space Program, the Transportation Plan, and the recent Tree Preservation and Protection ordinance.

To more effectively move forward on the growing list of long range planning projects, and to address customer service issues, an additional associate planner position has been included in the upcoming budget year. This position will be charged primarily with current planning activities (planning actions/building permits) and some project based work depending on their areas of expertise. This will provide an opportunity for the senior planner and planning manager to have more time to focus on the long range projects.

Also included in this year's budget is an office manager position. With the increased complexity in both planning and building submittal and review requirements, it has become imperative to develop and implement processes and procedures to effectively and efficiently manage the information flow to applicants, staff and the general public. This position is intended to manage the functions of the front office as it relates to document processing, intake of fees, archiving of records, maintenance of electronically available information on the City web site, etc.

The upcoming Planning Department Audit will assist in determining the complete set of job functions for both of these positions. These positions are not proposed to be filled until completion of the organizational and operational audit, to ensure that the recommendations of the audit are best implemented.

## **Significant Budget Changes**

- Addition of 1.0 FTE - Associate Planner.
- Addition of 1.0 FTE - Development Services/ Office Manager.

*community development department - planning division*

GENERAL FUND  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 332,827	\$ 373,934	\$ 408,300	\$ 490,990
520 Fringe Benefits	149,613	187,869	215,195	260,300
<b>Total Personal Services</b>	<b>482,440</b>	<b>561,803</b>	<b>623,495</b>	<b>751,290</b>
<b>Materials and Services</b>				
601 Supplies	21,325	13,226	14,500	15,750
602 Rental, Repair, Maintenance	5,032	5,012	8,600	8,828
603 Communications	2,568	2,803	6,150	6,150
604 Contractual Services	44,611	58,057	110,000	110,000
605 Misc. Charges and Fees	190,201	197,411	201,360	241,777
606 Other Purchased Services	13,925	15,362	20,900	22,050
608 Commissions	3,405	2,906	3,750	3,750
610 Programs	-	6,292	38,300	31,300
<b>Total Materials and Services</b>	<b>281,068</b>	<b>301,069</b>	<b>403,560</b>	<b>439,605</b>
	<b>\$ 763,508</b>	<b>\$ 862,872</b>	<b>\$ 1,027,055</b>	<b>\$ 1,190,895</b>

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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 250				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 28,818	\$ 30,504	\$ 18,600	\$ 21,400
520 Fringe Benefits	12,282	14,647	12,400	12,200
<b>Total Personal Services</b>	<b>41,100</b>	<b>45,151</b>	<b>31,000</b>	<b>33,600</b>
<b>Materials and Services</b>				
601 Supplies	-	173	1,000	1,000
602 Rental, Repair, Mtc.	-	16,841	-	-
604 Contractual Services	-	17	6,300	7,900
606 Other Purchased Services	429	1,898	5,000	5,000
609 Grants	40,245	672,049	693,678	311,600
<b>Total Materials and Services</b>	<b>40,674</b>	<b>690,978</b>	<b>705,978</b>	<b>325,500</b>
	<b>\$ 81,774</b>	<b>\$ 736,129</b>	<b>\$ 736,978</b>	<b>\$ 359,100</b>

## **Building Division**

The Building Division continues to provide full-service building inspection and plan review services for the development community. Responsibilities include inspection, plan review, enforcement and code interpretation for all locally adopted building codes.

In addition to building code compliance at a local level, the building division provides continuing education to the development community for required code change credit. State inspectors make routine visits to provide input and work with the division to provide an educational format in Southern Oregon. Ashland continues its membership on the Electrical and Elevator Board and has membership on the Oregon Building Codes Structural Interpretation Committee. The building division also provides staff support to the Ashland Appeals Board and Demolition Review Committee.

This year marks the statewide adoption of the International Building Code as the model code for Oregon and the adoption of the Low Rise Residential Code (April 1 2005) as entirely new codes requiring recertification of all inspectors in related disciplines. This significant change in codes will require a training commitment by the entire inspection and plan review staff.

### **Significant Budget Changes**

- Commercial and mixed use construction continue to reflect need for contracted services in those projects which coincide with large volume of residential plan review and inspection. All plan review is supervised or provided by staff with engineering support from contract providers.
- As many utility services are now contract provided; the need for excavation permits which include utility corridors has become evident. Municipal code adoption of additional components of the new IBC family of codes (excavation and existing buildings) will provide the authority for the division to inspect these installations in cooperation with other departments serving utilities. Fees for electrical, mechanical, plumbing, and structural and now being proposed for review and adoption under the excavation master permit.
- The City of Talent no longer contracts with the City of Ashland for Building Division inspection and plan review services, which results in a slight decrease in revenues. This decrease is being offset by a .2 FTE reduction in the building inspector classification.
- Overall, the Building Division budget has remained relatively flat (less than 2% overall increase) compared to last fiscal years figures and continues to generate revenues roughly equivalent to its expenditures.

*community development department - building division*

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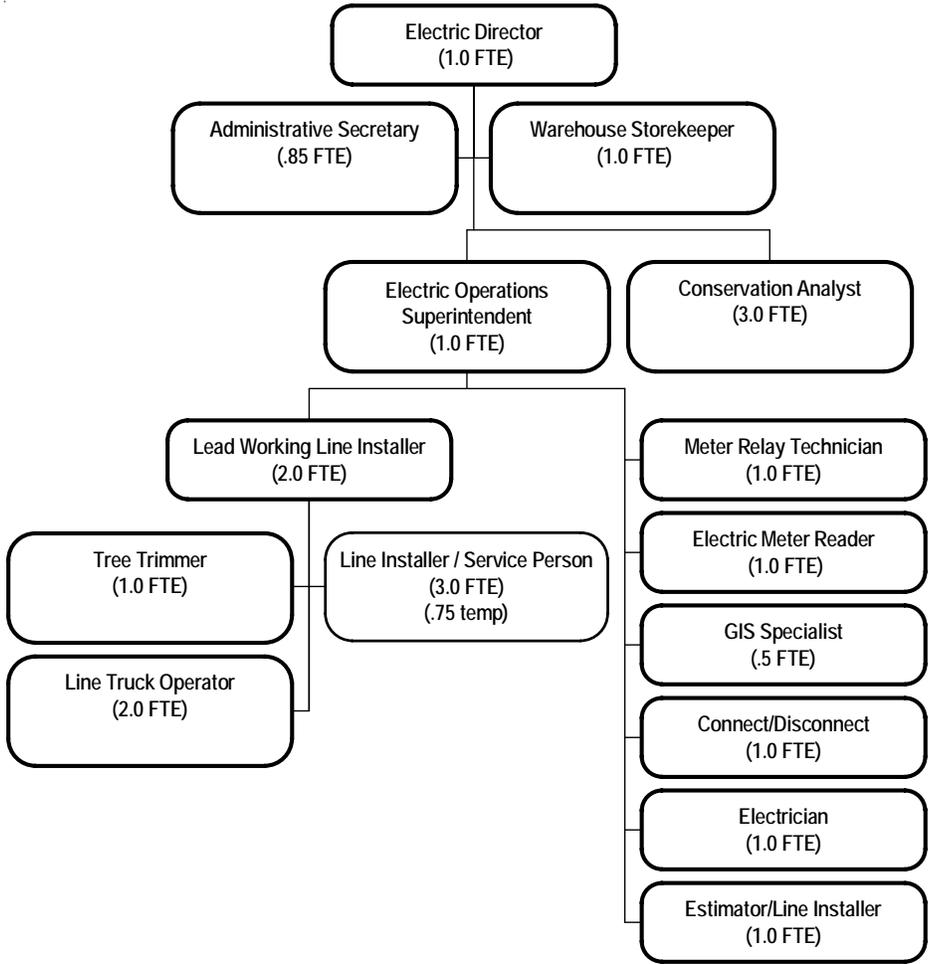
GENERAL FUND  
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 110				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 317,314	\$ 316,766	\$ 305,300	\$ 304,500
520 Fringe Benefits	130,655	137,890	138,828	144,300
<b>Total Personal Services</b>	<b>447,969</b>	<b>454,656</b>	<b>444,128</b>	<b>448,800</b>
<b>Materials and Services</b>				
601 Supplies	13,982	5,749	7,150	9,800
602 Rental, Repair, Maintenance	35,561	46,907	39,100	39,838
603 Communications	4,406	4,222	5,550	5,550
604 Contractual Services	31,231	11,661	35,000	35,000
605 Misc. Charges and Fees	126,897	158,756	161,080	190,723
606 Other Purchased Services	5,687	4,382	7,800	7,800
<b>Total Materials and Services</b>	<b>217,765</b>	<b>231,677</b>	<b>255,680</b>	<b>288,711</b>
	<b>\$ 665,734</b>	<b>\$ 686,333</b>	<b>\$ 699,808</b>	<b>\$ 737,511</b>



# electric department

## 21.1 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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Department Total By Function</b>				
500 Personal Services	\$ 1,377,626	\$ 1,756,871	\$ 1,754,200	\$ 1,920,650
600 Materials and Services	8,870,178	9,098,136	9,838,771	10,335,957
700 Capital Outlay	493,139	689,179	540,000	556,000
800 Debt Service	75,560	22,337	-	-
	<u>\$ 10,816,503</u>	<u>\$ 11,566,523</u>	<u>\$ 12,132,971</u>	<u>\$ 12,812,607</u>
<b>Department Total By Fund</b>				
670 Water Fund	\$ 137,743	\$ 161,549	\$ 154,430	\$ 162,436
690 Electric Fund	10,678,760	11,404,974	11,978,541	12,650,171
	<u>\$ 10,816,503</u>	<u>\$ 11,566,523</u>	<u>\$ 12,132,971</u>	<u>\$ 12,812,607</u>

Position Profile	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Electric Director	-	-	-	1.00
Electric & Telecommunications Director	1.00	1.00	1.00	-
Electric Op. Superintendent	1.00	1.00	1.00	1.00
Administrative Secretary	1.25	1.00	1.00	0.85
Conservation Analyst	3.00	3.00	2.80	3.00
GIS Specialist	1.00	0.50	0.50	0.50
Leadworking Line Installer	2.00	2.00	2.00	2.00
Line Installer/Service Person	3.00	3.00	3.00	3.00
Line Truck Driver	2.00	2.00	2.00	2.00
Meter Repair/Relay Technician	1.00	1.00	1.00	1.00
Electric Meter Reader	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00
Connect/Disconnect	1.00	1.00	1.00	1.00
Grounds Person/Meter Reader	1.00	1.00	-	-
Warehouse/Storekeeper	1.00	1.00	1.00	1.00
Estimator/Line Installer	-	1.00	1.00	1.00
Tree Trimmer	-	1.00	1.00	1.00
Tree Trimmer/ Line Installer - Temp	-	0.50	0.75	0.75
Line Installer/Service Person - Temp	-	0.25	-	-
	<u>20.25</u>	<u>22.25</u>	<u>21.05</u>	<u>21.10</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 the City-owned Hydro Plant, metered at distribution substations and dispersed through city-owned feeder and distribution lines, transformers and meters, for 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 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.

### **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.
- Work to better integrate the underground of Electric and AFN facilities as a part of the City's LID process.
- Work on the "Dark Sky" Initiative in conjunction with the Community Development Department.
- Analyze the costs and benefits of purchasing the Mountain Avenue substation from Bonneville Power Administration.
- Contract for a study of the costs and benefits of implementing a Supervisory Control and Data Acquisition System (SCADA) for the City's Electric Utility.

### **Significant Budget Changes**

- Increased BPA (Bonneville Power Administration) wholesale power costs and transmission effective October 2004
- Increased benefit costs.

*electric department - electric division*

ELECTRIC FUND  
ELECTRIC DEPARTMENT  
SUPPLY DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 690				
<b>Personal Services</b>				
510 Salaries and Wages	\$ -	\$ -	\$ -	\$ -
520 Fringe Benefits	3,038	-	-	-
<b>Total Personal Services</b>	<b>3,038</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Materials and Services</b>				
601 Supplies		\$ 40		
602 Rental, Repair, Maintenance	29,027	704	30,000	30,900
604 Contractual Services		16,617		
605 Misc. Charges and Fees	180,000	225,500	231,240	290,841
606 Other Purchased Services	5,248,993	5,506,320	5,899,475	6,095,000
<b>Total Materials and Services</b>	<b>5,458,020</b>	<b>5,749,181</b>	<b>6,160,715</b>	<b>6,416,741</b>
<b>Capital Outlay</b>				
704 Improvements Other Than Bldgs.	150,759	13,241	-	-
<b>Total Capital Outlay</b>	<b>150,759</b>	<b>13,241</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>				
801 Debt Service - Principal	72,500	21,750	-	-
802 Debt Service - Interest	3,060	587	-	-
<b>Total Debt Service</b>	<b>75,560</b>	<b>22,337</b>	<b>-</b>	<b>-</b>
	<b>\$ 5,687,377</b>	<b>\$ 5,784,759</b>	<b>\$ 6,160,715</b>	<b>\$ 6,416,741</b>

ELECTRIC FUND  
ELECTRIC DEPARTMENT  
TRANSMISSION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 690				
<b>Materials and Services</b>				
602 Rental, Repair, Maintenance	\$ 5,900	\$ 5,031	\$ 3,600	\$ 3,600
606 Other Purchased Services	921,059	942,442	931,843	1,045,000
<b>Total Materials and Services</b>	<b>926,959</b>	<b>947,473</b>	<b>935,443</b>	<b>1,048,600</b>
	<b>\$ 926,959</b>	<b>\$ 947,473</b>	<b>\$ 935,443</b>	<b>\$ 1,048,600</b>

*electric department - electric division*

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ELECTRIC FUND  
ELECTRIC DEPARTMENT  
DISTRIBUTION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 690				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 855,070	\$ 1,045,623	\$ 1,069,400	\$ 1,142,850
520 Fringe Benefits	355,365	492,222	475,900	548,700
<b>Total Personal Services</b>	<b>1,210,435</b>	<b>1,537,845</b>	<b>1,545,300</b>	<b>1,691,550</b>
<b>Materials and Services</b>				
601 Supplies	32,694	30,612	33,428	43,428
602 Rental, Repair, Maintenance	291,246	314,304	313,220	321,920
603 Communications	9,309	9,659	21,000	15,200
604 Contractual Services	68,091	54,829	50,500	60,500
605 Misc. Charges and Fees	685,034	655,387	695,295	843,081
606 Other Purchased Services	84,400	74,876	75,000	75,500
610 Programs	2,540	3,525	5,000	5,000
612 Franchises	913,797	1,041,008	1,192,230	1,131,030
<b>Total Materials and Services</b>	<b>2,087,110</b>	<b>2,184,200</b>	<b>2,385,673</b>	<b>2,495,659</b>
<b>Capital Outlay</b>				
702 Buildings	-	-	-	-
703 Equipment	-	-	-	-
704 Improvements Other Than Bldgs.	342,380	675,938	540,000	556,000
<b>Total Capital Outlay</b>	<b>342,380</b>	<b>675,938</b>	<b>540,000</b>	<b>556,000</b>
	<b>\$ 3,639,925</b>	<b>\$ 4,397,983</b>	<b>\$ 4,470,973</b>	<b>\$ 4,743,209</b>



## **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 and Tree Commission. The Electric Conservation programs include Residential Weatherization, Earth Advantage, Energy Smart Design, Appliance Efficiency, Wood Stove Rebate, and the Heat Pump Retrofit Program.

### **Strategic Plan Goals**

- Continue to implement the City's new "Earth Advantage" program.

### **Significant Budget Changes**

- Reallocation of .2 FTE from the Building Division back to the Electric Utility reflecting this position no longer providing Building Inspection service to the Building Division.

*electric department - conservation division*

WATER FUND  
ELECTRIC DEPARTMENT  
CONSERVATION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 670				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 49,992	\$ 70,020	\$ 66,400	\$ 68,400
520 Fringe Benefits	24,429	39,869	37,800	38,300
<b>Total Personal Services</b>	<b>74,421</b>	<b>109,889</b>	<b>104,200</b>	<b>106,700</b>
601 Supplies	1,806	171	800	800
602 Rental, Repair, Maintenance	8,612	5,713	5,600	5,790
603 Communications	32	138	500	500
605 Misc. Charges and Fees	34,000	26,400	19,480	24,046
606 Other Purchased Services	2,417	3,816	3,650	4,400
610 Programs	16,456	15,422	20,200	20,200
<b>Total Materials and Services</b>	<b>63,321</b>	<b>51,660</b>	<b>50,230</b>	<b>55,736</b>
	<b>\$ 137,743</b>	<b>\$ 161,549</b>	<b>\$ 154,430</b>	<b>\$ 162,436</b>

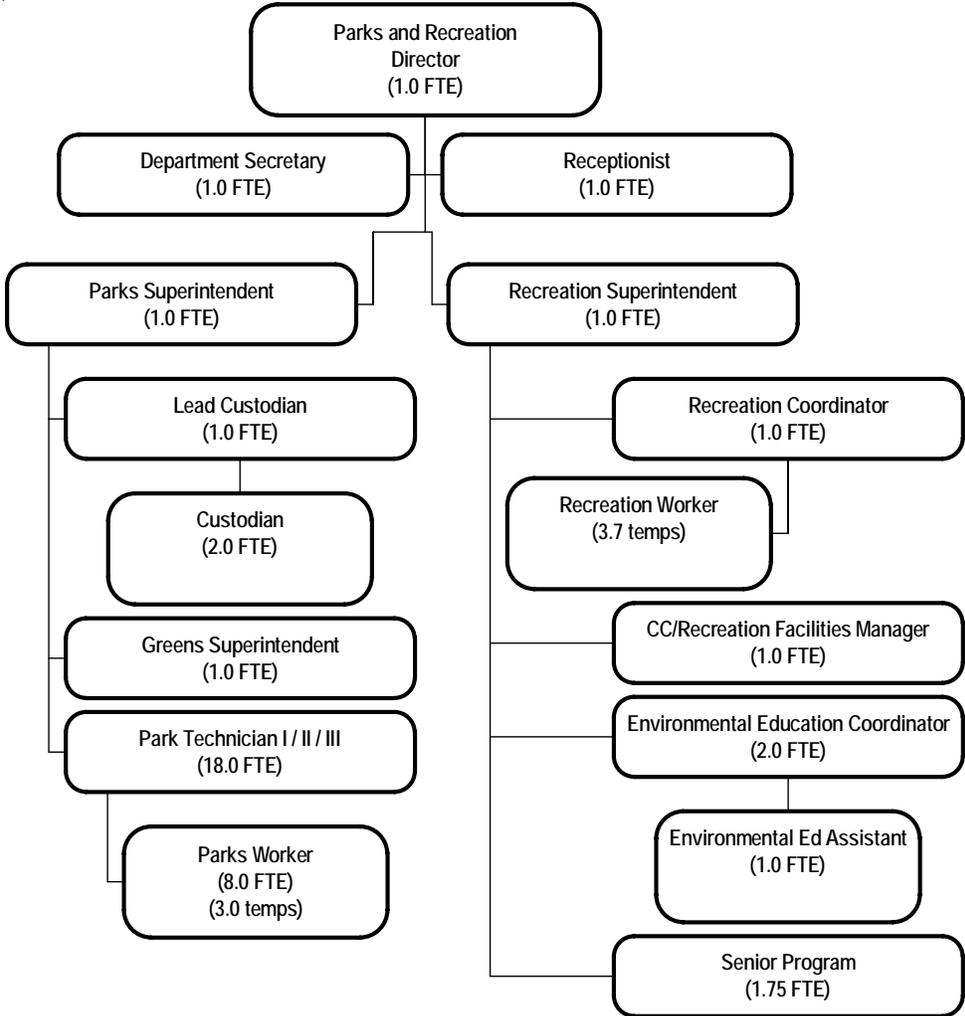
ELECTRIC FUND  
ELECTRIC DEPARTMENT  
CONSERVATION DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Fund# 690				
<b>Personal Services</b>				
510 Salaries and Wages	\$ 62,611	\$ 69,613	\$ 66,700	\$ 78,500
520 Fringe Benefits	27,121	39,524	38,000	43,900
<b>Total Personal Services</b>	<b>89,732</b>	<b>109,137</b>	<b>104,700</b>	<b>122,400</b>
<b>Materials and Services</b>				
601 Supplies	1,059	501	2,000	2,000
602 Rental, Repair, Maintenance	6,028	5,747	6,500	6,695
603 Communications	1,101	1,125	1,800	1,800
605 Misc. Charges and Fees	93,411	41,200	34,610	43,076
606 Other Purchased Services	8,880	12,901	11,500	11,500
608 Commissions				3,850
610 Programs	224,288	104,148	250,300	250,300
<b>Total Materials and Services</b>	<b>334,767</b>	<b>165,622</b>	<b>306,710</b>	<b>319,221</b>
	<b>\$ 424,500</b>	<b>\$ 274,759</b>	<b>\$ 411,410</b>	<b>\$ 441,621</b>



# parcs and recreation department

## 48.45 FTE



## **Overview**

Ashland's Parks and Recreation system is comprised of 643 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 and makes decisions on ways to reduce costs and to improve efficiency in a manner that will not detract from core goals. The budget outlines the resources and expenditures that will be needed to accomplish these goals.

- The Department will comply with all federal and state requirements.

## **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 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.

## **Budget Assumptions**

- 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.
- The Department will pay its full contribution to PERS.
- User fees will be used to help offset the cost of certain services provided.

**PARKS & RECREATION DEPARTMENT**

<u>Description</u>	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Amended</u>	<u>2006 Adopted</u>
<b>Department Totals by Function</b>				
500 Personal Services	\$ 2,257,108	\$ 2,216,645	\$ 2,702,300	\$ 2,905,000
600 Materials and Services	3,183,442	3,314,306	3,535,475	4,044,400
700 Capital Outlay	197,978	503,847	503,000	655,100
800 Debt Service	21,183	21,738	37,000	14,000
	<u>\$ 5,659,711</u>	<u>\$ 6,056,536</u>	<u>\$ 6,777,775</u>	<u>\$ 7,618,500</u>

<b>Department Total by Fund</b>				
Parks and Recreation Fund	\$ 3,691,859	\$ 3,851,034	\$ 4,439,775	\$ 4,911,000
Youth Activities Levy Fund	1,888,409	1,972,496	2,095,000	2,386,000
Parks Capital Improvements Fund	79,442	233,006	243,000	321,500
	<u>\$ 5,659,711</u>	<u>\$ 6,056,536</u>	<u>\$ 6,777,775</u>	<u>\$ 7,618,500</u>

<u>Position Profile</u>	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Amended</u>	<u>2006 Adopted</u>
Director	1.00	1.00	1.00	1.00
Parks Superintendent	1.00	1.00	1.00	1.00
Greens Superintendent	1.00	1.00	1.00	1.00
Recreation Superintendent	-	-	1.00	1.00
Recreation Supervisor	-	1.00	-	-
CC/Recreation Facilities Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	-	1.00	1.00
Environmental Education Coordinator	1.60	1.60	1.60	2.00
Senior Program Director	-	-	-	0.80
Senior Center Specialist	-	-	-	0.70
Senior Center Info/Ref Specialist	-	-	-	0.25
Receptionist	0.70	1.00	1.00	1.00
Environmental Ed Assistant	0.80	0.80	1.60	1.00
Department Secretary	1.00	1.00	1.00	1.00
Lead Custodian	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	2.00
Park Worker	8.00	7.00	9.00	8.00
Park Technician I	4.00	6.00	5.00	5.00
Park Technician II	7.00	8.00	8.00	8.00
Park Technician III	5.00	3.00	5.00	5.00
Temps	7.00	-	6.70	6.70
	<u>42.10</u>	<u>35.40</u>	<u>46.90</u>	<u>48.45</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.

### **Division Goals**

- Improve water quality in Lithia Park ponds.
- Complete Calle resurfacing project.
- Extend Ashland Bear Creek Greenway.
- Develop new parks.

### **Significant Budget Changes**

- Transfer North Mountain Park Nature Center staff to Recreation Division budget.
- Master planning for new park sites within Ashland (Vogel and North Main / Scenic).

### **Future Budget Consideration**

The Parks and Recreation Commission completed updating the Parks, trails and the Open Space Park Land Acquisition Program. The plan was adopted by the City Council. The next step is to determine a funding method for the updated plan that will provide the resources to implement the plan.

## **Park Police / Patrol Section**

### **PERSONNEL: 1.5 FTE / 3.0 Seasonal Positions**

**GOAL** To provide a safe environment for people using the parks and recreation system.

**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**

- 2001 – 2.0 FTE / 3.0 Seasonal Positions
- 2002 – 2.0 FTE / 3.0 Seasonal Positions
- 2003 – 2.0 FTE / 3.0 Seasonal Positions
- 2004 – 1.5 FTE / 3.0 Seasonal Positions

### **PROGRAM / DIVISION SUMMARY**

Key performance indicators are expected to remain constant for budget year 2003-2004. Currently, performance standards are being met. In future years, as new parklands are acquired, there will be a need to increase personnel in the patrol section. Currently, the Department provides the resources for one full-time police officer, one full-time community service officer (CSO), and the seasonal park patrol personnel. In future years, the Department may not have the resources to provide for the total cost of providing police coverage.

*parks and recreation department - parks division*

PARKS & RECREATION FUND  
PARKS & RECREATION DEPARTMENT  
PARKS DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Personal Services</b>				
510 Salaries and Wages	\$ 1,228,938	\$ 1,160,490	\$ 1,354,000	\$ 1,295,000
520 Fringe Benefits	613,130	664,645	839,000	730,000
<b>Total Personal Services</b>	<b>1,842,068</b>	<b>1,825,135</b>	<b>2,193,000</b>	<b>2,025,000</b>
<b>Materials and Services</b>				
601 Supplies	54,666	100,250	43,650	45,500
602 Rental, Repair, Maintenance	623,095	541,823	647,225	636,000
603 Communications	11,657	14,453	17,520	13,000
604 Contractual Services	312,728	364,551	352,780	377,000
605 Misc. Charges and Fees	152,225	159,564	137,400	195,000
606 Other Purchased Services	27,378	17,087	29,500	29,500
609 Grants	-	-	-	-
606 Programs	-	-	-	-
<b>Total Materials and Services</b>	<b>1,181,750</b>	<b>1,197,728</b>	<b>1,228,075</b>	<b>1,296,000</b>
<b>Capital Outlay</b>				
702 Buildings	52,168	13,963	-	-
703 Equipment	4,600	4,328	252,000	125,000
704 Improvements	61,767	252,550	-	200,600
<b>Total Capital Outlay</b>	<b>118,535</b>	<b>270,841</b>	<b>252,000</b>	<b>325,600</b>
<b>Debt Service</b>				
801 Debt Service - Principal	13,351	12,446	25,000	6,000
802 Debt Service - Interest	2,494	1,662	5,000	1,000
<b>Total Debt Service</b>	<b>15,845</b>	<b>14,108</b>	<b>30,000</b>	<b>7,000</b>
	<b>\$ 3,158,198</b>	<b>\$ 3,307,812</b>	<b>\$ 3,703,075</b>	<b>\$ 3,653,600</b>

## Forestry, Trails, and Natural Resources

### GOALS

- To manage forest lands and natural resources using a multi-purpose approach that provide for a healthy ecosystem.
- To provide and manage a network of trails for recreational opportunities.
- To ensure that citizens are consistently satisfied with products and services provided.
- To use all available volunteer labor resources to help develop and maintain trails and land.

### DESIRED OUTCOMES

- Manage for biological diversity of native plants and animals (mix of plant and animal vs. one single community).
- 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.
- 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, and others.
- Continue to improve trails for safety, access, water erosion mitigation, ADA possibilities, and so on.
- 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: 20 + 1 = 21

### DIVISION PERFORMANCE MEASURES

	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Targeted 2006
Acres treated for fuel reduction	33.5	33.5	40	45	45
Number of piles burned	115	1,100+	1,100+	1,800	1,000
Miles of trail maintained	10	10+	10+	20	21
Number of reported injuries	0	0	0	0	0
Noxious weeds treated in acres	0	10	10	12	12

Acres 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 volunteer labor

### DIVISION SUMMARY

Key performance indicators will focus on reduction of fire danger within the forestry interface, and on the development of new trails. 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.

## **Horticulture**

environments where park users realize aesthetic and educational values.

**PERSONNEL: 2.0 FTE**

### **RESOURCES PROVIDED**

## **Urban Forestry**

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

**GOAL** To provide a functional, aesthetically pleasing, historically sensitive, and safe arboreal landscape within Ashland's park system.

### **INPUTS**

### **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.

- New plants
- Restored areas

## **Turf – Athletic and Park**

**GOAL** To provide an aesthetically pleasing, healthy, and functional turf to different degrees for passive and active turf areas.

### **RESOURCES PROVIDED**

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

### **DESIRED OUTCOMES**

### **INPUTS**

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

- 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.

## **Environmental Horticulture**

**GOAL** To restore and enhance the functions of riparian and wildlife corridors, and to establish areas that control urban run-off, also serving as wildlife habitat.

### **INPUTS**

### **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

- Regularly scheduled maintenance
- Mowing
- Inspections

## **Ornamental Horticulture**

**GOAL** To provide the parks with seasonally colorful displays of flowers, fruit, and foliage.

**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 wildlife

**RESOURCES PROVIDED**

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

**INPUTS**

- Number of beds maintained
- Number of plants planted

**EFFICIENCY BUDGET – IMPACT**

2001 – 2.0 FTE  
 2002 – 2.0 FTE  
 2003 – 2.0 FTE  
 2004 – 2.0 FTE

**DIVISION SUMMARY**

Key performance indicators are expected to remain constant over the next several budget years. Current performance standards are being met. It is anticipated that the division will be increasing its workload in maintaining city areas with the additions of the Ashland Library grounds and the Highway 66 and Siskiyou Boulevard median strips, which will require additional resources that will increase the Department’s budget.

**DIVISION PERFORMANCE MEASURES:**

	2002	2003	2004	2005
Trees maintained	5,000	5,000	5,000	5,000
Contract pruning & removal	50	50	50	100
In-house pruning & removal	50	50	50	50
Number of new trees planted	100	100	100	100
Ornamental beds maintained	40	40	40	50
Number of plants planted	15,000	15,000	15,000	15,000
Acres mowed-athletic area	44	44	44	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 and environmental education programs. This year the Senior Program has been moved from the Administration Department to Parks and Recreation Department due to similarities in programs and services with a net impact of \$112,390.

### Division Goals

- To provide high quality recreation programs for the community at an affordable cost.
- To expand opportunities for recreational and educational activities.
- Establish appropriate fees based on direct cost of activities.

### Significant Budget Changes

- Nature Center budget rolled into Recreation budget, including:
  - Staffing
  - Materials & Services
  - Programs
- Senior Program included in Parks and Recreation Department increasing FTE by 1.75.

**PERSONNEL: 8.75 FTE**

## Parks and Recreation Community Facilities

**PERSONNEL: 1.0 FTE**

**PROGRAM: Community Center Facilities**

**GOAL** To provide facilities to enhance recreational opportunities and other social activities in the community.

### 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)

### PERFORMANCE MEASURES:

▪ Community Center Regular Users	15
▪ Community Center One-Time Users	82
▪ Pioneer Hall Regular Groups	8
▪ Pioneer Hall One-Time Users	105
▪ Hunter Park Building Regular Users	8
▪ Hunter Park Building One-Time Users	9
▪ Lithia Park Formal Reservations	78
▪ Lithia Park Non-Formal Reservations	23
▪ The Grove Regular Users	14
▪ The Grove One-Time Users	27

### 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	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Personal Services</b>				
510 Salaries and Wages	\$ 133,758	\$ 102,567	\$ 175,200	\$ 400,000
520 Fringe Benefits	55,758	48,669	79,500	202,000
<b>Total Personal Services</b>	<b>189,516</b>	<b>151,236</b>	<b>254,700</b>	<b>602,000</b>
<b>Materials and Services</b>				
601 Supplies	6,968	6,057	20,000	69,500
602 Rental, Repair, Maintenance	3,717	8,761	11,000	32,000
603 Communications	774	674	3,000	5,900
604 Contractual Services	-	5,942	-	48,000
605 Misc. Charges and Fees	-	330	2,000	22,000
606 Other Purchased Services	-	-	5,000	8,000
606 Programs	23,182	34,829	68,000	75,000
<b>Total Materials and Services</b>	<b>34,641</b>	<b>56,593</b>	<b>109,000</b>	<b>260,400</b>
	<b>\$ 224,157</b>	<b>\$ 207,829</b>	<b>\$ 363,700</b>	<b>\$ 862,400</b>

## Aquatics Facilities

**PERSONNEL: 17 Seasonal**

### GOALS

- To achieve high customer satisfaction by providing and promoting a variety of recreational opportunities in aquatics.
- To provide instructional opportunities for young people to learn how to swim at an affordable cost.

### 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
- High 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

Pool	2001	2002	Actual 2003	Actual 2004
Recreational Swimmers	14,778	12,249	12,611	13,162
Lesson Participants	880	775	740	554
% Passing Lessons	75%	76%	80%	54%
Accidents per Season	2	1	2	0
# of Seasonal Employees	20	16	14	17

\* Reservoir closed in 2001

### 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.

## **Ice Rink Facilities**

**PERSONNEL: 8 Seasonal**

**GOAL** To provide opportunities for ice skating at a clean and safe facility.

### **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 exercising that is safe and fun during the winter season
- To provide the appropriate number of rink guards to ensure patron safety

### **RESOURCES PROVIDED**

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

<b>Rink</b>	<b>2001</b>	<b>2002</b>	<b>Actual 2003</b>	<b>Actual 2004</b>
# of Admissions	15,842	15,685	12,389	12,069
Accidents per Season	4	4	1	0
# of Seasonal Employees	6	6	6	8

### **INPUTS**

- 60' x 120' outdoor skating rink

### **PERFORMANCE MEASURES**

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

### **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.

## Golf Division

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

### Division Goals

- Increase the overall use of the golf facility.
- Make needed course improvements.
- Increase customer satisfaction.
- Develop a marketing strategy.
- Develop appropriate fees.

### Significant Budget Changes

Resources need to be invested in the course to meet performance standards. Investments will include:

- Upgraded irrigation system.
- Increased level of ongoing maintenance.

### PERSONNEL: 2.0 FTE

**GOAL** To provide a full-service golf facility that will provide a quality golfing experience.

### DESIRED OUTCOMES

- To increase the overall use of the golf facility
- To make needed course improvements
- To increase customer satisfaction

### RESOURCES PROVIDED

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

<u>Golf</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004/2005</u>
Total rounds of golf	24,848	22,375	22,757	20,000 (estimated)

### 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

- 2001 – 2.0 FTE
- 2002 – 2.0 FTE
- 2003 – 2.0 FTE
- 2004 – 2.0 FTE
- 2005 – 2.0 FTE

## DIVISION SUMMARY

Key performance indicators are expected to remain constant over the next several budget years. Currently, the division is not meeting performance standards in the areas of course maintenance and improvements. The obsolete irrigation system that at times cannot be adequately repaired is one of the primary reasons for the inability to meet performance standards. In order to meet performance standards, a significant amount of resources will need to be invested in the course as well as an increased level of ongoing maintenance.

*parks and recreation department - golf division*

PARKS & RECREATION FUND  
PARKS & RECREATION DEPARTMENT  
GOLF DIVISION

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Personal Services</b>				
510 Salaries and Wages	\$ 96,109	\$ 110,863	\$ 113,200	\$ 123,000
520 Fringe Benefits	40,887	44,770	52,400	62,000
<b>Total Personal Services</b>	<b>136,996</b>	<b>155,633</b>	<b>165,600</b>	<b>185,000</b>
<b>Materials and Services</b>				
601 Supplies	15,512	16,052	8,300	9,900
602 Rental, Repair, Maintenance	62,025	71,610	89,100	98,100
603 Communications	828	865	700	700
604 Contractual Services	78,233	74,889	78,000	69,000
605 Misc. Charges and Fees	-	997	6,300	6,300
606 Other Purchased Services	10,573	7,717	10,000	11,000
<b>Total Materials and Services</b>	<b>167,171</b>	<b>172,130</b>	<b>192,400</b>	<b>195,000</b>
<b>Capital Outlay</b>				
Buildings	-	-	-	-
Improvements	-	-	8,000	8,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>8,000</b>	<b>8,000</b>
<b>Debt Service</b>				
801 Debt Service - Principal	4,290	6,435	5,000	5,000
802 Debt Service - Interest	1,048	1,195	2,000	2,000
<b>Total Debt Service</b>	<b>5,338</b>	<b>7,630</b>	<b>7,000</b>	<b>7,000</b>
	<b>\$ 309,504</b>	<b>\$ 335,393</b>	<b>\$ 373,000</b>	<b>\$ 395,000</b>

## Youth Activities Levy Fund

By contractual agreement with the Ashland School District, the levy provides monies for a wide variety of extra-curricular activities for students in the district's elementary, middle, and high schools. Of the fund's resources, \$129,000 is dedicated for the use of Ashland Parks and Recreation Department to offer recreational activities.

### Fund Goals

- To provide the Ashland School District with the resources to offer a variety of extra-curricular, recreational activities.
- To enhance community recreational activities.

### Significant Budget Changes

- In May 2004, voters approved a five-year levy generating and estimated \$2.1 million per year.

#### YOUTH ACTIVITIES LEVY FUND PARKS & RECREATION DEPARTMENT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Personal Services</b>				
510 Salaries and Wages	\$ 72,985	\$ 71,878	\$ 74,000	\$ 78,000
520 Fringe Benefits	15,543	12,763	15,000	15,000
<b>Total Personal Services</b>	<b>88,528</b>	<b>84,641</b>	<b>89,000</b>	<b>93,000</b>
<b>Materials and Services</b>				
601 Supplies	22,873	-	-	-
604 Contractual Services	1,777,008	1,887,855	2,006,000	2,293,000
<b>Total Materials and Services</b>	<b>1,799,881</b>	<b>1,887,855</b>	<b>2,006,000</b>	<b>2,293,000</b>
	<b>\$ 1,888,409</b>	<b>\$ 1,972,496</b>	<b>\$ 2,095,000</b>	<b>\$ 2,386,000</b>

## **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.

### **Fund Goals**

- To replace vehicles and equipment as needed.
- To fund long-term development projects.

### **Significant Budget Changes**

- There are no significant budget changes.

**PARKS CAPITAL IMPROVEMENTS FUND  
PARKS & RECREATION DEPARTMENT**

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Capital Outlay</b>				
Buildings	\$ 8,117	\$ -	\$ -	\$ -
Equipment	67,570	117,326	143,000	143,000
Improvements	3,755	115,680	100,000	178,500
<b>Total Capital Outlay</b>	<u>79,442</u>	<u>233,006</u>	<u>243,000</u>	<u>321,500</u>
	<u>\$ 79,442</u>	<u>\$ 233,006</u>	<u>\$ 243,000</u>	<u>\$ 321,500</u>

## 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. The loans shown here are for the Community Development Block Grant for the purchase of The Grove, the Airport Fund for capital outlay and the Water Fund to meet the appropriation level.

### INTERFUND LOANS

<u>Description</u>	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Amended</u>	<u>2006 Adopted</u>
Other Financing Uses				
901				
CDBG				215,000
Airport				200,000
Water Fund	1,950,000	2,275,000		1,000,000
Wastewater Fund	3,950,000	4,275,000		
Electric Fund		375,000		
<b>Total City</b>	<b>\$ 5,900,000</b>	<b>\$ 6,925,000</b>	<b>\$ -</b>	<b>\$ 1,415,000</b>

## Operating Transfer Out

Transfers from one fund to another are shown on this page as expenditures and also in each fund as revenues. The 2006 proposed column represents the normal recurring transfers. Included in the 2006 proposed budget is a transfer out of \$500,000 from the Electric Fund for a subsidy for AFN.

### OPERATING TRANSFERS OUT

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Other Financing Uses</b>				
902 General Fund	\$ 200,500	\$ 133,500	\$ 43,833	\$ 500
Capital Improvements Fund:				
S.D.C. - Parks	429,000	311,000	320,330	321,829
Affordable Housing			30,900	
Debt Service Fund	40,000			
Electric Fund				500,000
Central Services Fund	205,000			
Cemetery Trust Fund	11,608	6,893	12,360	14,400
<b>Total City</b>	<b>886,108</b>	<b>451,393</b>	<b>407,423</b>	<b>836,729</b>
<b>Parks and Recreation Funds:</b>				
Parks Division	50,000	70,000	100,000	125,000
Golf Division	20,000			
<b>Total Parks</b>	<b>70,000</b>	<b>70,000</b>	<b>100,000</b>	<b>125,000</b>
	<b>\$ 956,108</b>	<b>\$ 521,393</b>	<b>\$ 507,423</b>	<b>\$ 961,729</b>

## Operating Contingencies

In general, operating contingencies meet policy requirements. Overall the contingencies have increased \$71,608 due to revenue increases. During 2003 and 2004 no monies are shown as being spent from the contingencies. Instead, a transfer of appropriations by resolution moves the contingency to the appropriation category where actual expenditures are incurred.

OPERATING CONTINGENCIES

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
905 General Fund	\$ -	\$ -	\$ 339,636	\$ 350,000
CDBG Fund	-	-	-	-
Street Fund	-	-	142,000	145,000
Airport Fund	-	-	5,000	5,000
Capital Improvements Fund	-	-	-	-
Debt Service Fund	-	-	-	-
Water Fund	-	-	180,000	185,000
Wastewater Fund	-	-	154,000	160,000
Electric Fund	-	-	350,000	386,270
Telecommunications Fund	-	-	131,644	140,000
Central Services Fund	-	-	147,382	150,000
Insurance Services Fund	-	-	100,000	100,000
Equipment Fund	-	-	175,000	175,000
<b>Total City</b>	<b>-</b>	<b>-</b>	<b>1,724,662</b>	<b>1,796,270</b>
Parks and Recreation Fund	-	-	35,000	35,000
<b>Total Parks</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,759,662</b>	<b>\$ 1,831,270</b>

## Unappropriated Ending Fund Balance

Budgeted Unappropriated Ending Fund Balance is down \$1,414,917 or 8.5% which is consistent with overall changes in operating costs and revenue funds. Reserved or Restricted has increased \$1,040,488 mostly due to the proposed financing of Fire Station #2 with construction in future years starting in 2007. The decreasing trend in actual balances will continue as the City pays for capital projects.

UNAPPROPRIATED ENDING FUND BALANCE

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
909 General Fund	\$ 1,715,220	\$ 1,755,143	\$ 936,568	\$ 1,051,981
Community Block Grant Fund	(32,433)	33,018	-	-
Street Fund:				
General Operations	934,212	(508,654)	649,234	(166,283)
S.D.C. - Storm Drain	260,393	245,024	145,843	92,880
S.D.C. - Transportation	1,334,145	579,476	1,180,969	806,476
Airport Fund	32,135	218,377	42,315	37,660
Capital Improvements Fund	67,583	396,855	389,839	3,609,193
Debt Service Fund	282,293	433,278	695,484	569,205
Water Fund:				
S.D.C. - Supply	(1,070,990)	(1,080,864)	(1,441,614)	(1,773,958)
S.D.C. - Treatment	471,761	759,685	775,608	1,229,949
S.D.C. - Distribution	3,075,926	3,042,314	2,643,321	1,064,270
General Operations	2,185,331	2,281,613	1,547,555	1,638,627
Wastewater Fund:				
S.D.C. - Treatment	(354,444)	1,454,140	(77,178)	(281,029)
S.D.C. - Collection	1,319,761	(221,638)	1,438,930	1,509,838
General Operations	1,390,737	308,623	3,102,043	2,671,159
Electric Fund	1,497,827	1,539,766	1,812,094	1,405,027
Telecommunications Fund	388,018	62,636	954,723	70,187
Central Services Fund	947,953	569,013	113,758	10,000
Insurance Services Fund	145,978	934,499	471,538	417,936
Equipment Fund	1,121,598	1,224,311	965,561	856,499
Cemetery Trust Fund	679,646	684,476	681,408	699,876
<b>Total City</b>	<b>16,392,650</b>	<b>14,711,091</b>	<b>17,027,999</b>	<b>15,519,493</b>
Parks & Recreation Fund	1,403,171	1,558,332	965,822	993,667
Ashland Youth Activities Fund	36,403	122,588	2,166	125,306
Parks Capital Improvement Fund	367,733	300,331	169,965	112,569
<b>Total Parks and Recreation Funds</b>	<b>1,807,307</b>	<b>1,981,251</b>	<b>1,137,953</b>	<b>1,231,542</b>
	<b>\$ 18,199,957</b>	<b>\$ 16,692,342</b>	<b>\$ 18,165,952</b>	<b>\$ 16,751,035</b>
Reserved or Restricted	\$ 6,179,619	\$ 7,260,263	\$ 6,904,148	\$ 7,944,636
Operating	12,020,338	9,432,079	11,261,804	8,806,399
	<b>\$ 18,199,957</b>	<b>\$ 16,692,342</b>	<b>\$ 18,165,952</b>	<b>\$ 16,751,035</b>



## Resources and Long-Term Plan

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*resources and long-term plan*

**RESOURCE SUMMARY**

	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues:</b>					
Taxes	\$ 14,421,344	\$ 15,569,116	\$ 15,925,457	\$ 16,216,293	\$ 17,139,045
Licenses and Permits	1,312,818	1,156,244	1,418,120	1,400,989	1,682,463
Intergovernmental Revenues	4,469,379	3,495,984	3,704,763	3,527,129	2,451,204
Charges for Services	27,671,286	30,517,818	31,924,768	31,549,936	33,601,988
Systems Development Charges	1,498,688	1,491,451	1,507,943	1,550,000	1,607,000
Fines and Forfeitures	107,607	120,749	118,110	148,000	152,440
Assessment Payments	214,607	170,859	235,634	107,567	303,000
Interest on Investments	510,990	258,454	292,672	434,355	451,279
Miscellaneous Revenues	513,971	1,744,266	379,601	440,524	565,381
<b>Total Revenues</b>	<b>50,720,690</b>	<b>54,524,941</b>	<b>55,507,068</b>	<b>55,374,793</b>	<b>57,953,800</b>
<b>Budgetary Resources:</b>					
Working Capital Carryover	25,205,231	18,199,957	14,150,299	16,692,342	23,303,321
<b>Other Financing Sources:</b>					
Bond & Bank Loan Proceeds	7,746,875	375,000	17,000,000	16,500,000	4,700,000
Interfund Loan	11,325,000	12,825,000	7,365,000	7,540,000	1,415,000
Operating Transfers In	1,006,108	521,393	507,423	459,063	961,729
<b>Total Budgetary Resources</b>	<b>45,283,214</b>	<b>31,921,350</b>	<b>39,022,722</b>	<b>41,191,405</b>	<b>30,380,050</b>
<b>Total Resources</b>	<b>\$ 96,003,904</b>	<b>\$ 86,446,291</b>	<b>\$ 94,529,790</b>	<b>\$ 96,566,198</b>	<b>\$ 88,333,850</b>

	2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget
\$	18,346,900	\$ 19,184,880	\$ 17,216,808	\$ 17,925,279	\$ 17,588,597
	1,750,000	1,820,000	1,893,000	1,969,000	2,048,000
	2,058,300	2,299,400	2,566,300	3,610,000	2,429,600
	35,590,700	37,653,700	39,704,810	41,905,911	44,266,482
	1,656,800	1,706,500	1,757,700	1,810,400	1,864,700
	159,000	165,000	172,000	179,000	186,000
	313,300	324,600	337,100	350,800	365,900
	443,900	420,900	390,000	362,100	341,300
	359,900	446,720	383,560	395,520	407,820
	<b>60,678,800</b>	<b>64,021,700</b>	<b>64,421,278</b>	<b>68,508,010</b>	<b>69,498,399</b>
	18,459,005	15,165,546	11,563,443	14,808,968	8,619,992
	4,300,000	1,600,000	6,314,678	2,000,000	6,000,000
	600,000	700,000	800,000	650,000	350,000
	396,800	407,100	417,800	428,800	440,200
	<b>23,755,805</b>	<b>17,872,646</b>	<b>19,095,921</b>	<b>17,887,768</b>	<b>15,410,192</b>
\$	<b>84,434,605</b>	<b>\$ 81,894,346</b>	<b>\$ 83,517,200</b>	<b>\$ 86,395,778</b>	<b>\$ 84,908,591</b>

*long-term plan fund totals*

FUND TOTALS	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
General Fund	\$ 12,639,973	\$ 12,976,866	\$ 13,669,758	\$ 13,622,066	\$ 14,288,783
Community Development Block Grant Fund	49,341	769,147	736,978	603,018	574,100
Street Fund	8,300,837	6,509,317	5,998,636	3,648,572	5,079,055
Airport Fund	235,609	508,562	1,312,037	1,502,831	383,767
Capital Improvements Fund	5,108,583	1,005,375	898,279	1,040,246	4,814,574
Debt Service Fund	1,101,820	1,350,958	1,742,286	1,457,741	1,594,069
Water Fund	13,567,129	11,361,651	9,723,147	13,009,598	11,815,685
Wastewater Fund	15,547,854	10,371,147	9,504,875	10,150,544	10,366,843
Electric Fund	12,176,588	13,319,740	14,140,635	14,152,866	14,941,468
Telecommunications Fund	9,861,796	9,665,885	18,568,920	18,376,636	4,286,337
Central Services Fund	5,676,166	5,554,234	5,748,694	5,470,513	6,129,470
Insurance Services Fund	858,516	1,732,616	1,218,068	1,612,499	1,534,999
Equipment Fund	2,651,415	2,521,637	2,522,981	2,620,311	2,800,382
Cemetery Trust Fund	691,254	691,369	693,768	705,976	714,276
<b>Total by Fund</b>	<b>88,466,881</b>	<b>78,338,504</b>	<b>86,479,062</b>	<b>87,973,417</b>	<b>79,323,808</b>
Parks and Recreation Fund	5,165,036	5,479,366	5,540,597	5,836,368	6,064,667
Ashland Youth Activities Levy Fund	1,924,812	2,095,084	2,097,166	2,306,916	2,511,306
Parks Capital Imp Fund	447,175	533,337	412,965	449,497	434,069
<b>Total Parks</b>	<b>7,537,023</b>	<b>8,107,787</b>	<b>8,050,728</b>	<b>8,592,781</b>	<b>9,010,042</b>
<b>Grand total</b>	<b>\$ 96,003,904</b>	<b>\$ 86,446,291</b>	<b>\$ 94,529,790</b>	<b>\$ 96,566,198</b>	<b>\$ 88,333,850</b>

	2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget
\$	14,651,781	\$ 15,048,481	\$ 15,463,681	\$ 15,898,381	\$ 16,351,581
	221,000	221,000	221,000	221,000	221,000
	5,538,173	6,730,073	5,714,673	8,391,173	5,756,573
	311,160	305,588	615,694	332,516	326,016
	4,263,293	1,074,493	895,093	975,293	907,493
	1,992,005	2,025,705	2,018,605	2,022,005	2,036,305
	10,243,488	9,310,419	13,610,925	12,891,699	13,194,069
	8,840,968	7,717,372	6,733,812	5,815,713	4,211,756
	15,316,897	15,799,497	16,429,697	17,251,897	18,561,497
	3,896,487	4,223,065	4,640,167	4,899,254	4,989,654
	6,354,500	6,700,200	7,011,000	7,284,100	7,517,400
	1,156,936	1,019,936	1,132,936	1,301,936	1,536,936
	2,459,499	2,506,499	2,542,499	2,604,499	2,664,499
	722,776	731,476	740,476	749,676	759,076
	<b>75,968,963</b>	<b>73,413,804</b>	<b>77,770,258</b>	<b>80,639,142</b>	<b>79,033,855</b>
	5,740,667	5,555,667	5,457,667	5,454,667	5,554,667
	2,457,306	2,649,006	2,006	-	-
	267,669	275,869	287,269	301,969	320,069
	<b>8,465,642</b>	<b>8,480,542</b>	<b>5,746,942</b>	<b>5,756,636</b>	<b>5,874,736</b>
\$	<b>84,434,605</b>	<b>\$ 81,894,346</b>	<b>\$ 83,517,200</b>	<b>\$ 86,395,778</b>	<b>\$ 84,908,591</b>



## General Fund Narrative

Ashland's diverse tax revenues are emphasized in this General Fund budget with five classifications of taxes, none bearing more than 18 percent of total resources. Taxes represent 62 percent of the adopted revenues, with current property taxes and electrical utility users tax each comprising 18 percent 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 split between the General fund and the Parks fund. The General fund tax rate in this budget is an increase of \$.15 from \$1.4719 to \$1.6219.

**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.

**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 settlement with Qwest.

**Water Occupation Tax.** The Water Occupation Tax is equal to 5 percent of water revenues.

**Hotel-Motel Tax.** Included in this document is a 7% increase in the total Hotel-Motel Tax over the present budget. The increase over the budget is due to the increase in rates imposed by the Hotel-Motel industry. Hotel-Motel Tax collections are projected to continue to grow.

**Fire Permits.** The adopted budget includes an increase in fire permits for 2006 due to the anticipated necessary revenues for the reorganization in the Fire Department.

**Planning and Zoning Fees.** The proposed budget includes increased planning fees over the next three years 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. The staff recommends that planning fees be increased again in the future.

**State Liquor Tax, Cigarette Tax, and State Revenue Sharing.** Estimates are based on per capita information

compiled by the League of Oregon Cities. Total Intergovernmental Revenues have leveled off and are trending to increase proportionately with population growth.

**Ambulance Revenues.** Ambulance revenues are based on transports consistent with prior years.

### Long-Term Assumptions

- Property assessed valuation growth will be 3% plus new construction of 2%.
- Property tax rate will not exceed \$1.6219 City, \$2.09 Parks, \$3.7147 combined. (Total authorized is \$4.29).
- Electric Utility Users Tax and Utility Franchise revenue will increase an average of 1.5% in addition to applicable rate increases.
- Natural gas franchise revenue will increase 3% on average.
- Telephone Franchise revenue will increase 3% on average.
- Water franchise revenue will increase 3% on average.
- Wastewater franchise revenue will increase 3% on average.
- Transit occupancy revenue will increase 1.5% on average.
- Planning fees will increase to provide approximately 75% of Planning Department related costs.
- Building permits and fees will provide approximately 3% on average.
- Intergovernmental revenues will grow at 1.5% on average.
- Court fees will grow at 3% on average.
- Ambulance revenues will grow at 3% per year.
- The City will comply with Federal and State requirements.
- Ambulance revenues will grow at 3% per year.
- The City will comply with Federal and State requirements.

*general fund resources*

GENERAL FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>400 Working Capital Carryover</b>	<b>\$ 1,865,212</b>	<b>\$ 1,715,220</b>	<b>\$ 1,455,429</b>	<b>\$ 1,329,184</b>
<b>Taxes</b>				
Property Taxes				
Current	1,968,692	2,071,095	2,246,580	2,611,200
Prior	91,394	98,938	80,000	99,240
Electric Utility User Tax	1,929,092	2,102,550	2,256,000	2,431,715
Franchises	1,574,540	1,985,361	1,988,430	2,201,614
License	160,058	162,358	172,845	185,530
Hotel/Motel Tax	1,254,631	1,309,013	1,338,240	1,442,000
<b>410 Total Taxes</b>	<b>6,978,408</b>	<b>7,729,315</b>	<b>8,082,095</b>	<b>8,971,298</b>
<b>Licenses and Permits</b>				
Planning and Zoning Fees	767,119	650,527	756,070	825,019
Building Permits	545,699	505,717	617,050	691,287
Fire Permits			45,000	166,157
<b>420 Total Licenses and Permits</b>	<b>1,312,818</b>	<b>1,156,244</b>	<b>1,418,120</b>	<b>1,682,463</b>
<b>Intergovernmental Revenues</b>				
Federal	25,138	88,955	439,565	-
State	394,588	463,255	453,570	455,496
<b>430 Total Intergovernmental</b>	<b>419,725</b>	<b>552,210</b>	<b>893,135</b>	<b>455,496</b>
<b>Charges for Services</b>				
Police	157,332	172,543	143,400	177,543
Court	368,824	376,620	378,200	334,956
Fire and Rescue	997,537	798,853	794,880	699,297
Cemetery	54,368	45,960	51,390	54,558
Planning Division Services	85,888	80,217	112,270	103,000
Building Division Services	76,022	114,848	104,030	25,000
Rent	2,669	1,121	1,240	1,020
<b>440 Total Charges for Services</b>	<b>1,742,639</b>	<b>1,590,162</b>	<b>1,585,410</b>	<b>1,395,374</b>
<b>Fines</b>				
Court Fines	107,607	120,749	118,110	152,440
<b>450 Total Fines</b>	<b>107,607</b>	<b>120,749</b>	<b>118,110</b>	<b>152,440</b>
<b>Interest on Investments</b>				
Interest on Pooled Investments	26,426	18,654	16,700	35,525
<b>470 Total Interest on Investments</b>	<b>26,426</b>	<b>18,654</b>	<b>16,700</b>	<b>35,525</b>

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
<b>Miscellaneous Revenues</b>				
Donations	82,343	25,578	51,000	36,465
Miscellaneous Income	8,509	21,353	6,500	1,140
Notes Receivable Payments	44,677	40,490		
<b>480 Total Miscellaneous Revenues</b>	<b>135,529</b>	<b>87,421</b>	<b>57,500</b>	<b>37,605</b>
<b>Other Financing Sources</b>				
Operating Transfers In				
From CDBG				215,000
From Capital Improvements			30,900	-
From Debt Service Fund	40,000	-		
From Cemetery Trust	11,608	6,893	12,360	14,400
<b>490 Total Other Financing Sources</b>	<b>51,608</b>	<b>6,893</b>	<b>43,260</b>	<b>229,400</b>
<b>Total General Fund</b>	<b>\$ 12,639,972</b>	<b>\$ 12,976,868</b>	<b>\$ 13,669,759</b>	<b>\$ 14,288,784</b>

*general fund long-term plan*

GENERAL FUND #110	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	6,978,409	\$ 7,729,316	\$ 8,082,095	\$ 8,192,039	\$ 8,971,298
Licenses and Permits	1,312,818	1,156,244	1,418,120	1,400,989	1,682,463
Intergovernmental Revenue	419,725	552,210	893,135	646,494	455,496
Charges for Services	1,742,639	1,590,160	1,585,410	1,362,994	1,395,374
Fines and Forfeitures	107,607	120,749	118,110	148,000	152,440
Interest on Pooled Investments	26,426	18,654	16,700	35,000	35,525
Miscellaneous Revenues	135,529	87,420	57,499	36,507	37,603
Interfund Loan					215,000
Operating Transfers In	51,608	6,893	43,260	44,900	14,400
<b>Total Revenues</b>	<b>10,774,761</b>	<b>11,261,646</b>	<b>12,214,329</b>	<b>11,866,923</b>	<b>12,959,599</b>
<b>Expenditures</b>					
Administration	93,162	93,781	109,600	105,642	107,865
Administration - Senior Program	111,883	116,178	115,545	115,000	-
Finance - Municipal Court	256,003	285,646	297,426	317,000	363,537
Finance - Social Services Grant	101,521	118,669	110,000	108,000	112,000
Finance - Economic and Cultural Grants	387,000	406,800	445,600	445,600	458,970
Finance - Miscellaneous	4,303	3,746	25,000	23,000	41,000
Finance - Band	51,777	43,418	57,490	46,870	59,680
Police	4,040,649	4,078,475	4,375,830	4,375,830	4,735,909
Fire and Rescue	3,965,547	4,118,824	4,788,107	4,603,107	4,769,452
Public Works - Cemetery	283,166	273,479	298,260	279,000	309,483
Community Development - Planning	763,508	862,872	1,027,055	975,000	1,190,895
Community Development - Building	665,734	686,333	699,808	640,000	737,511
Interfund Loan			215,000	215,000	
Operating Transfers Out	200,500	133,500	43,833	43,833	500
Operating Contingency			339,636		350,000
<b>Total Expenditures</b>	<b>10,924,753</b>	<b>11,221,721</b>	<b>12,948,190</b>	<b>12,292,882</b>	<b>13,236,802</b>
Excess (Deficiency) of Revenues over Expenditures	(149,992)	39,925	(733,861)	(425,959)	(277,203)
Working Capital Carryover	1,865,212	1,715,220	1,455,429	1,755,143	1,329,184
<b>Ending Fund Balance</b>	<b>\$ 1,715,220</b>	<b>\$ 1,755,145</b>	<b>\$ 721,568</b>	<b>\$ 1,329,184</b>	<b>\$ 1,051,981</b>
Fund Balance Policy Requirement	1,077,000	1,196,040	1,221,433	1,151,417	1,296,000
Fund Balance and Contingency	1,715,220	1,755,143	1,061,204	1,329,184	1,401,981
Excess (Deficiency)	638,220	559,103	(160,229)	177,767	105,981

*general fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
9,330,000	9,703,000	10,091,000	10,495,000	10,915,000	Calculated	104.0%
1,750,000	1,820,000	1,893,000	1,969,000	2,048,000	Calculated	104.0%
469,000	483,000	497,000	512,000	527,000	Calculated	103.0%
1,451,000	1,509,000	1,569,000	1,632,000	1,697,000	Calculated	104.0%
159,000	165,000	172,000	179,000	186,000	Calculated	104.0%
37,000	38,000	39,000	40,000	41,000	Calculated	103.0%
39,000	40,000	41,000	42,000	43,000		103.0%
14,800	15,200	15,700	16,200	16,700		
<b>13,249,800</b>	<b>13,773,200</b>	<b>14,317,700</b>	<b>14,885,200</b>	<b>15,473,700</b>		
111,000	114,000	117,000	121,000	125,000		103.0%
-	-	-	-	-		103.0%
378,000	393,000	409,000	425,000	442,000		104.0%
115,000	118,000	122,000	126,000	130,000		103.0%
473,000	487,000	502,000	517,000	533,000	Calculated 33.34% of Hotel Tax	103.0%
25,000	25,000	25,000	25,000	25,000	Flat	
61,000	63,000	65,000	67,000	69,000		103.0%
4,925,000	5,122,000	5,327,000	5,540,000	5,762,000		104.0%
4,960,000	5,158,000	5,364,000	5,579,000	5,802,000		104.0%
322,000	335,000	348,000	362,000	376,000		104.0%
1,239,000	1,289,000	1,341,000	1,395,000	1,451,000		104.0%
767,000	798,000	830,000	863,000	898,000		104.0%
500	500	500	500	500	\$500 to Cemetery Trust per Charter	
397,000	413,000	430,000	447,000	464,000		
<b>13,773,500</b>	<b>14,315,500</b>	<b>14,880,500</b>	<b>15,467,500</b>	<b>16,077,500</b>		
(523,700)	(542,300)	(562,800)	(582,300)	(603,800)		
1,401,981	1,275,281	1,145,981	1,013,181	877,881	Assumes contingency is not used	
<b>\$ 878,281</b>	<b>\$ 732,981</b>	<b>\$ 583,181</b>	<b>\$ 430,881</b>	<b>\$ 274,081</b>		
1,325,000	1,377,000	1,432,000	1,489,000	1,547,000		
1,275,281	1,145,981	1,013,181	877,881	738,081		
(49,719)	(231,019)	(418,819)	(611,119)	(808,919)		

## **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 tenth year the City has received these funds that must be used to assist low and moderate income neighborhoods and households.

This year's federal allocation is approximately \$357,082. The funds are used for a variety of purposes that include administration, architectural barrier removal to comply with the Americans with Disabilities Act, and public facilities such as sidewalks in qualifying neighborhoods.

Past grants have included the purchase of a site for the Interfaith Care Community of Ashland (ICCA) to operate a homeless resource center, the Jackson County Housing Authority for rehabilitation and repair of homes of qualifying families, Community Works for the Ashland Family Resource Center, and ACCESS, Inc. for a weatherization program for homes of qualifying families.

The Budget Committee will approve the budget and set the appropriation level while another group, empowered by the city council, will evaluate proposed programs and develop recommended actions.

### **Long-Term Assumptions**

The Community Development Block Grant is expected to remain constant.

### **Fund Balance**

There is no fund balance policy.

*community development block grant fund resources*

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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ (35,904)	\$ (32,433)		\$ 2,018
Intergovernmental Revenues				
Federal:	85,245	801,580	521,978	357,082
430 Total Intergovernmental	85,245	801,580	521,978	357,082
Other Resources				
Misc				215,000
Interfund Loan	-	-	215,000	
470 Total Interest on Investments	-	-	215,000	215,000
Total Community Development Block Grant Fund	<u>\$ 49,341</u>	<u>\$ 769,147</u>	<u>\$ 736,978</u>	<u>\$ 574,100</u>

*community development block grant long-term plan*

COMMUNITY DEVELOPMENT BLOCK GRANT FUND #250	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Intergovernmental Revenue	\$ 85,245	\$ 801,580	\$ 521,978	\$ 355,000	\$ 357,082
Miscellaneous					\$ 215,000
Interfund Loan			215,000	215,000	-
<b>Total Revenues</b>	<b>85,245</b>	<b>801,580</b>	<b>736,978</b>	<b>570,000</b>	<b>572,082</b>
<b>Expenditures</b>					
Personal Services	41,100	45,151	31,000	31,000	33,600
Materials and Services	40,674	690,978	705,978	570,000	325,500
Capital Outlay					
Interfund Loan					215,000
<b>Total Expenditures</b>	<b>81,774</b>	<b>736,129</b>	<b>736,978</b>	<b>601,000</b>	<b>574,100</b>
Excess (Deficiency) of Revenues over Expenditures	3,471	65,451	-	(31,000)	(2,018)
Working Capital Carryover	(35,904)	(32,433)	-	33,018	2,018
<b>Ending Fund Balance</b>	<b>\$ (32,433)</b>	<b>\$ 33,018</b>	<b>\$ -</b>	<b>\$ 2,018</b>	<b>\$ -</b>

No Fund Balance Policy

*community development block grant long-term plan*

	2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$	221,000	\$ 221,000	\$ 221,000	\$ 221,000	\$ 221,000	Assumed flat	
	-	-	-	-	-		
	<u>221,000</u>	<u>221,000</u>	<u>221,000</u>	<u>221,000</u>	<u>221,000</u>		
	44,000	44,000	44,000	44,000	44,000		
	177,000	177,000	177,000	177,000	177,000		
	-	-	-	-	-		
	<u>221,000</u>	<u>221,000</u>	<u>221,000</u>	<u>221,000</u>	<u>221,000</u>		
	-	-	-	-	-		
	-	-	-	-	-		
<u>\$</u>	<u>-</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		

## Street Fund Narrative

**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.** A portion of the Electric Utility Franchise Fee will not be used to fund street maintenance in the Street Fund. Water and Sewer Franchise Fee will be increased from 5% to 7%. The 2% increase will go to fund needed projects.

**Intergovernmental Revenues.** The primary source of Intergovernmental Revenue, the State Gasoline Tax is budgeted at approximately \$41.22 per capita, an increase of \$.43 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 is 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

- Transportation Utility fees and Storm Drain fees are expected to increase by 1.5% annually based on growth
- Transportation Utility Fees and Storm Drain fees are expected to increase by 5% in July 1, 2005.
- Requires debt financing on current and future large projects.

### Fund Balance

The fund balance policy requires a balance of 10 percent of revenues. The Long-term budget shows that this balance cannot be maintained without additional revenues or program cuts.

STREET FUND				
Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 2,785,057	\$ 2,528,750	\$ 1,957,106	\$ 466,334
<b>Taxes</b>				
Franchises:	336,983	234,496	245,251	250,000
410 Total Taxes	336,983	234,496	245,251	250,000
<b>Intergovernmental Revenues</b>				
Federal:				
State:	3,529,435	1,992,152	900,000	1,243,626
County and Other:				
430 Total Intergovernmental	3,529,435	1,992,152	900,000	1,243,626
<b>Charges for Services</b>				
Public Works Services	8,364	42,317	11,330	35,328
System Development Charges:	430,806	376,951	432,146	456,290
Sales:	-	-	-	-
Storm Drain Utility	259,808	291,325	306,988	324,030
Transportation Utility Fee	779,556	873,886	919,545	973,119
440 Total Charges for Services	1,478,535	1,584,478	1,670,010	1,788,767
<b>Assessments and Consortiums</b>				
UnBonded Assessments	5,637		20,000	20,600
UnAssessed Principal	113,810	148,081	150,000	82,400
Developer Co-involvement	10,413		30,000	
460 Total Assessments and Consortiums	129,859	148,081	200,000	103,000
<b>Interest on Investments</b>				
Interest on Pooled Investments	37,119	20,959	25,619	15,450
Interest on Proprietary	325		-	-
470 Total Interest on Investments	37,444	20,959	25,619	15,450
<b>Miscellaneous Revenues</b>				
Miscellaneous Income	3,525	400	650	11,878
480 Total Miscellaneous Revenues	3,525	400	650	11,878
<b>Other Financing Sources</b>				
Other			1,000,000	1,200,000
Operating Transfers In	-	-	-	-
490 Total Other Financing Sources	-	-	1,000,000	1,200,000
<b>Total Street Fund</b>	<b>\$ 8,300,837</b>	<b>\$ 6,509,316</b>	<b>\$ 5,998,636</b>	<b>\$ 5,079,055</b>

*street fund long-term plan*

STREET FUND #260	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 336,983	\$ 234,496	\$ 245,251	\$ 235,000	250,000
Intergovernmental Revenue	810,501	916,554	900,000	900,000	877,000
Intergovernmental Revenue Grants				355,948	366,626
Charges for Services	1,047,728	1,207,528	1,237,864	1,269,679	1,332,477
Jurisdictional exchange	2,718,934	1,075,598			
Sys. Dev. Charges-Storm Water	77,892	63,767	150,000	160,000	160,000
Sys. Dev. Charges-Transportation	352,914	313,184	282,146	283,000	296,290
Assessment Revenues	129,859	148,081	200,000	102,567	103,000
Interest on Investments	37,444	20,959	25,619	15,000	15,450
Miscellaneous Revenues	3,525	400	650	11,532	11,878
Bond Proceeds			1,000,000		1,200,000
Operating Transfers In		-		-	-
<b>Total Revenues</b>	<b>5,515,780</b>	<b>3,980,567</b>	<b>4,041,530</b>	<b>3,332,726</b>	<b>4,612,721</b>
<b>Expenditures</b>					
Street Operations	4,730,409	3,777,308	2,186,755	2,019,500	2,393,121
Boulevard Maintenance		92,388	165,000	165,000	174,920
Storm Water Operations	740,655	784,260	702,380	658,050	790,755
Storm Water - SDC	61,276	610,883	258,050	257,938	214,206
Transportation - SDC	138,404	181,375	348,050	81,250	243,040
Transportation - LID	101,343	747,257	220,355	500	384,940
Debt Service					
Operating Contingency			142,000		145,000
<b>Total Expenditures</b>	<b>5,772,087</b>	<b>6,193,471</b>	<b>4,022,590</b>	<b>3,182,238</b>	<b>4,345,982</b>
Excess (Deficiency) of Revenues over Expenditures	(256,307)	(2,212,904)	18,940	150,488	266,739
Working Capital Carryover	2,785,057	2,528,750	1,957,106	315,846	466,334
<b>Ending Fund Balance</b>	<b>\$ 2,528,750</b>	<b>\$ 315,846</b>	<b>\$ 1,976,046</b>	<b>\$ 466,334</b>	<b>\$ 733,073</b>
SDC Storm Balance	260,393	245,024	145,843	147,086	92,880
SDC Transportation Balance	1,334,145	579,476	1,180,969	781,226	834,476
Operations Fund Balance	934,212	(508,654)	649,234	(461,978)	(194,283)
<b>Total Fund Balance</b>	<b>2,528,750</b>	<b>315,846</b>	<b>1,976,046</b>	<b>466,334</b>	<b>733,073</b>
Fund Balance Policy Requirement		360,000	2,625,280	4,356	416,000
Excess (deficiency)	934,212	(868,654)	(1,976,046)	(433,784)	(610,283)

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
257,500	265,200	273,200	281,400	289,800		103.0%
903,300	930,400	958,300	987,000	1,016,600		103.0%
200,000	400,000	625,000	1,625,000	400,000	Calculated for projects	103.0%
1,399,100	1,469,100	1,542,600	1,619,700	1,700,700	5% in 2006 plus growth	105.0%
						103.0%
164,800	169,700	174,800	180,000	185,400		103.0%
305,200	314,400	323,800	333,500	343,500		103.0%
113,300	124,600	137,100	150,800	165,900	Calculated for projects	110.0%
15,900	16,400	16,900	17,400	17,900		103.0%
1,000	76,000	1,000	1,000	1,000		
1,300,000	1,600,000		2,000,000			
<b>4,660,100</b>	<b>5,365,800</b>	<b>4,052,700</b>	<b>7,195,800</b>	<b>4,120,800</b>		
2,690,600	3,042,800	2,653,500	4,057,780	3,500,000	Calculated for projects	103.0%
181,900	189,200	196,800	204,700	212,900		104.0%
822,400	855,300	889,500	925,100	962,100		104.0%
50,220	105,300	18,000	36,800	25,000	Calculated for projects	
60,000	279,500	492,500	1,200,000	300,000	Calculated for projects	
218,780	421,000	94,000	131,020	50,000	Calculated for projects	
150,000	175,000	175,000	200,000	200,000		
101,000	113,000	122,000	156,000	124,000		
<b>4,274,900</b>	<b>5,181,100</b>	<b>4,641,300</b>	<b>6,911,400</b>	<b>5,374,000</b>		
385,200	184,700	(588,600)	284,400	(1,253,200)		
878,073	1,364,273	1,661,973	1,195,373	1,635,773	Assumes contingency is not used	
<b>\$ 1,263,273</b>	<b>\$ 1,548,973</b>	<b>\$ 1,073,373</b>	<b>\$ 1,479,773</b>	<b>\$ 382,573</b>		
207,460	271,860	428,660	571,860	732,260		
1,079,676	1,114,576	945,876	79,376	122,876		
(23,863)	162,537	(301,163)	828,537	(472,563)		
1,263,273	1,548,973	1,073,373	1,479,773	382,573		
419,000		355,000	668,000	359,000		
(442,863)	162,537	(656,163)	160,537	(831,563)		

## **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 no FAA grants for improvements to the airport.

**Rental Income.** The 2006 budget calls for an increase in lease and rental fees of 3% to 5% starting in 2006 as needed, plus additional miscellaneous income to generate the necessary revenues for operations.

### **Long-Term Assumptions**

- Operational expenses will increase at 5% per year.

### **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				
Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 22,560	\$ 32,135	\$ 55,387	\$ 256,772
Intergovernmental Revenues				
Federal:	156,141	3,859	934,650	-
430 Total Intergovernmental	156,141	3,859	934,650	-
Charges for Services				
Rent:	53,321	79,657	110,000	124,495
440 Total Charges for Services	53,321	79,657	110,000	124,495
Interest on Investments				
Interest on Pooled Investments	-	167	2,000	500
470 Total Interest on Investments	-	167	2,000	500
Miscellaneous Revenues				
Miscellaneous Income	3,587	17,744	10,000	2,000
480 Total Miscellaneous Revenues	3,587	17,744	10,000	2,000
Other Financing Sources				
490 Total Other Financing Sources	-	375,000	200,000	-
Total Airport Fund	\$ 235,609	\$ 508,562	\$ 1,312,037	\$ 383,767

*airport fund long-term plan*

AIRPORT FUND #280	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Intergovernmental Revenue	\$ 156,141	\$ 3,859	\$ 934,650	\$ 933,687	
Charges for Services	53,321	79,657	110,000	148,575	124,495
Interest on Investments		167	2,000	2,192	500
Other Financing Sources		375,000			
Interfund Loan			200,000	200,000	
Miscellaneous	3,587	17,744	10,000		2,000
<b>Total Revenues</b>	<b>213,049</b>	<b>476,427</b>	<b>1,256,650</b>	<b>1,284,454</b>	<b>126,995</b>
<b>Expenditures</b>					
Materials and Services	69,753	97,911	95,000	79,000	105,934
Capital Outlay	133,721	192,274	1,134,650	1,131,987	
Capital soft match					
Debt Service			35,072	35,072	35,173
Interfund Loan					200,000
Operating Contingency			5,000		5,000
<b>Total Expenditures</b>	<b>203,474</b>	<b>290,185</b>	<b>1,269,722</b>	<b>1,246,059</b>	<b>346,107</b>
Excess (Deficiency) of Revenues over Expenditures	9,575	186,242	(13,072)	38,395	(219,112)
Working Capital Carryover	22,560	32,135	55,387	218,377	256,772
<b>Ending Fund Balance</b>	<b>\$ 32,135</b>	<b>\$ 218,377</b>	<b>\$ 42,315</b>	<b>\$ 256,772</b>	<b>\$ 37,660</b>
Fund Balance Policy Requirement	34,000	16,000	52,000	56,000	20,000
Excess (deficiency)	(1,865)	202,377	(9,685)	(32,000)	17,660

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		
131,000	138,000	145,000	152,000	160,000		105.0%
500	500	500	500	500		103.0%
		314,678			Refinance T-hangar Bank Loan in 2009	
2,000	2,000	2,000	2,000	2,000	Flat	
<b>268,500</b>	<b>275,500</b>	<b>597,178</b>	<b>289,500</b>	<b>297,500</b>		
111,000	117,000	123,000	129,000	135,000		105.0%
150,000	150,000	150,000	150,000	150,000	Soft Match in Central Service Charges	
(15,000)	(15,000)	(15,000)	(15,000)	(15,000)		
35,072	35,072	314,678	40,000	40,000		
5,000	5,000	5,000	5,000	5,000	Assumes contingency is not used	
<b>286,072</b>	<b>292,072</b>	<b>577,678</b>	<b>309,000</b>	<b>315,000</b>		
(17,572)	(16,572)	19,500	(19,500)	(17,500)		
42,660	30,088	18,516	43,016	28,516		
<b>\$ 25,088</b>	<b>\$ 13,516</b>	<b>\$ 38,016</b>	<b>\$ 23,516</b>	<b>\$ 11,016</b>		
21,000	22,000	24,000	25,000	26,000		
4,088	(8,484)	14,016	(1,484)	(14,984)		

## **CIP Fund Narrative**

**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 4% of the tax are 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, wastewater, 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.

### **Long-Term Assumptions**

- Construction of Fire Station 2 will cost \$3.5 million in FY 2006-07.
- Included in the budget is a voter approve bond for FY 2005-06 for the construction of Fire Station 2.

### **Fund Balance**

There is no fund balance policy for this fund.

CAPITAL IMPROVEMENTS FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 2,833,606	\$ 67,583	\$ 358,983	\$ 679,481
<b>Taxes</b>				
Franchises:	40,552	-	-	-
Food and Beverage Tax	320,043	336,716	342,885	360,500
410 Total Taxes	360,595	336,716	342,885	360,500
<b>Charges for Services</b>				
Rent:	4,500	4,500	4,500	4,500
System Development Charges:	130,486	107,687	113,047	115,360
Use of Facilities Fee	104,500	57,800	69,990	137,840
440 Total Charges for Services	239,486	169,987	187,537	257,700
<b>Interest on Investments</b>				
Interest on Pooled Investments	33,868	1,964	1,624	9,643
470 Total Interest on Investments	33,868	1,964	1,624	9,643
<b>Miscellaneous Revenues</b>				
Donations:				
Loan Proceeds:	11,903	369,324	-	-
Miscellaneous Income		52,552	-	-
Notes Receivable Payments	7,250	7,250	7,250	7,250
480 Total Miscellaneous Revenues	19,153	429,126	7,250	7,250
<b>Other Financing Sources</b>				
Proceeds from Debt Issuance	1,621,875			3,500,000
490 Total Other Financing Sources	1,621,875	-	-	3,500,000
<b>Total Capital Improvements Fund</b>	<b>\$ 5,108,583</b>	<b>\$ 1,005,376</b>	<b>\$ 898,279</b>	<b>\$ 4,814,574</b>

*capital improvements plan fund long-term*

CAPITAL IMPROVEMENTS FUND #410	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 360,596	\$ 336,715	\$ 342,885	\$ 350,000	\$ 360,500
Intergovernmental Revenues					
Charges for Services	109,000	62,300	74,490	154,500	142,340
System Dev. Charges	130,486	107,687	113,047	112,000	115,360
Interest on Investments	33,867	1,964	1,624	9,500	9,643
Miscellaneous Revenues	19,153	429,126	7,250	17,391	7,250
Other Financing Sources	1,621,875				3,500,000
Operating Transfers In					-
<b>Total Revenues</b>	<b>2,274,977</b>	<b>937,792</b>	<b>539,296</b>	<b>643,391</b>	<b>4,135,093</b>
<b>Expenditures</b>					
Materials and Services	48,385	48,667	17,210	8,708	30,052
Capital Outlay	4,563,615	248,853	140,000	827	853,500
Operating Transfers Out	429,000	311,000	351,230	351,230	321,829
Operating Contingency					
<b>Total Expenditures</b>	<b>5,041,000</b>	<b>608,520</b>	<b>508,440</b>	<b>360,765</b>	<b>1,205,381</b>
Excess (Deficiency) of Revenues over Expenditures	(2,766,023)	329,272	30,856	282,626	2,929,712
Working Capital Carryover	2,833,606	67,583	358,983	396,855	679,481
<b>Ending Fund Balance</b>	<b>\$ 67,583</b>	<b>\$ 396,855</b>	<b>\$ 389,839</b>	<b>\$ 679,481</b>	<b>\$ 3,609,193</b>

No Fund Balance required

*capital improvements plan fund long-term*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 371,300	\$ 382,400	\$ 393,900	\$ 405,700	\$ 210,000	Food & Beverage tax ends Dec 2010	103.0%
-	-	-	-	-		
146,600	151,000	155,500	160,200	165,000		103.0%
118,800	122,400	126,100	129,900	133,800		103.0%
9,900	10,200	10,500	10,800	11,100		103.0%
7,500	7,700	7,900	8,100	8,300		103.0%
-	-	-	-	-		
-	-	-	-	-		
<b>654,100</b>	<b>673,700</b>	<b>693,900</b>	<b>714,700</b>	<b>528,200</b>		
31,000	31,900	32,900	33,900	34,900		103.0%
3,500,000	500,000	250,000	200,000	375,000	Per CIP	103.0%
331,500	341,400	351,600	362,100	373,000		103.0%
<b>3,862,500</b>	<b>873,300</b>	<b>634,500</b>	<b>596,000</b>	<b>782,900</b>	No Requirement	
(3,208,400)	(199,600)	59,400	118,700	(254,700)		
3,609,193	400,793	201,193	260,593	379,293		
<b>\$ 400,793</b>	<b>\$ 201,193</b>	<b>\$ 260,593</b>	<b>\$ 379,293</b>	<b>\$ 124,593</b>		

## **Debt Service Fund Narrative**

This fund accounts for most long-term indebtedness, both bonded and unbonded. 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 \$258,680.

**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 \$321,829 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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Total Working Capital Carryover	\$ 136,978	\$ 282,293	\$ 187,960	\$ 610,940
<b>Taxes</b>				
Property Taxes:				
Current	374,161	394,832	360,000	110,000
Prior	16,167	18,696	14,000	14,000
410 Total Taxes	390,328	413,528	374,000	124,000
<b>Charges for Services</b>				
Rent:				
440 Total Charges for Services	144,789	287,489	289,926	290,000
<b>Assessments</b>				
Principle Assessments:				
Interest Assessments:				
460 Total Assessment Payments	84,748	22,778	35,634	200,000
<b>Interest on Investments</b>				
Interest on Pooled Investments				
470 Total Interest on Investments	6,676	4,567	5,134	18,000
<b>Miscellaneous Revenues</b>				
Miscellaneous Income				
Notes Receivable Payments				
480 Total Miscellaneous Revenues	29,302	29,302	29,302	29,300
<b>490 Other Financing Sources</b>				
Proceeds from Debt Issuance				
Operating Transfers In:				
From Capital Improvements Fund				
490 Total Other Financing Sources	309,000	311,000	820,330	321,829
Total Debt Service Fund	\$ 1,101,820	\$ 1,350,957	\$ 1,742,286	\$ 1,594,069

*debt service fund long-term plan*

DEBT SERVICE FUND #530	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 390,328	\$ 413,529	\$ 374,000	\$ 369,831	\$ 124,000
Charges for Services	144,789	287,489	289,926	290,000	290,000
Assessment Payments	84,748	22,778	35,634	5,000	200,000
Interest on Investments	6,675	4,567	5,134	10,000	18,000
Miscellaneous Revenues	29,302	29,302	29,302	29,302	29,300
Financing from Other sources			500,000		-
Operating Transfers In	309,000	311,000	320,330	320,330	321,829
<b>Total Revenues</b>	<b>964,842</b>	<b>1,068,665</b>	<b>1,554,326</b>	<b>1,024,463</b>	<b>983,129</b>
<b>Expenditures</b>					
Bancroft	58,030		200,000		200,000
General Obligation	352,429	381,144	372,607	372,606	373,601
Notes and Contracts	369,068	536,536	474,195	474,195	451,263
Debt Service					
Operating Transfers Out	40,000				-
<b>Total Expenditures</b>	<b>819,527</b>	<b>917,680</b>	<b>1,046,802</b>	<b>846,801</b>	<b>1,024,864</b>
Excess (Deficiency) of Revenues over Expenditures	145,315	150,985	507,524	177,662	(41,735)
Working Capital Carryover	136,978	282,293	187,960	433,278	610,940
<b>Ending Fund Balance</b>	<b>\$ 282,293</b>	<b>\$ 433,278</b>	<b>\$ 695,484</b>	<b>\$ 610,940</b>	<b>\$ 569,205</b>

*debt service fund long-term plan*

	2007	2008	2009	2010	2011		
	Budget	Budget	Budget	Budget	Budget	Assumptions	Percent
\$	555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000		
	290,000	290,000	290,000	290,000	290,000	Facilities use fees for debt	
	200,000	200,000	200,000	200,000	200,000		
	17,000	18,000	17,000	17,000	17,000		103.0%
	29,300	29,300	29,300	29,300	29,300	OSF payment on parking structure	
	-	-	-	-	-		
	331,500	341,400	351,600	362,100	373,000	Open Space	103.0%
	<b>1,422,800</b>	<b>1,433,700</b>	<b>1,442,900</b>	<b>1,453,400</b>	<b>1,464,300</b>		
	250,000	300,000	300,000	300,000	300,000	Estimates per	
	675,000	675,000	675,000	675,000	675,000	CIP and debt schedules	
	475,000	475,000	475,000	475,000	475,000		
	-	-	-	-	-		
	<b>1,400,000</b>	<b>1,450,000</b>	<b>1,450,000</b>	<b>1,450,000</b>	<b>1,450,000</b>		
	22,800	(16,300)	(7,100)	3,400	14,300		
	569,205	592,005	575,705	568,605	572,005		
\$	<b>592,005</b>	<b>\$ 575,705</b>	<b>\$ 568,605</b>	<b>\$ 572,005</b>	<b>\$ 586,305</b>		

## **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.

**Property Taxes.** Shown in this budget are the property taxes that support the general obligation water debt. The property taxes levy is \$106,943.

**Water Sales.** This plans reflects an increase in water rates of 3% in FY 2005-06.

### **Long-Term Assumptions**

- Water revenues are expected to increase by 3% annually based rate increases and growth.
- Significant projects are expected to be completed in FY 2006 and FY 2007 funded by the 2003 revenue bonds.
- Issue revenue bonds in 2007 or after as needed.

### **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

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 1,985,298	\$ 4,662,028	\$ 2,767,172	\$ 6,657,492
<b>Taxes</b>				
Property Taxes				
Current	165,364	174,107	176,850	103,793
Prior	11,159	5,195	9,000	3,150
410 Total Taxes	176,523	179,302	185,850	106,943
<b>Intergovernmental Revenues</b>				
Federal				
430 Total Intergovernmental	110,147	129,721	290,000	290,000
<b>Charges for Services</b>				
Public Works Services				
System Development Charges				
Sales	528,447	574,539	525,000	551,250
440 Total Charges for Services	3,023,149	3,520,169	3,604,000	3,885,000
<b>Interest on Investments</b>				
Interest on Pooled Investments				
470 Total Interest on Investments	116,666	67,546	76,125	120,000
<b>Miscellaneous Revenues</b>				
Miscellaneous Income				
480 Total Miscellaneous Revenues	1,898	278,346	-	5,000
<b>Other Financing Sources</b>				
Interfund Loans				
Proceeds from Debt Issuance	2,000,000	1,950,000	2,275,000	200,000
Operating Transfers In	5,625,000			
From Debt Fund				
490 Total Other Financing Sources	7,625,000	1,950,000	2,275,000	200,000
Total Water Fund	\$ 13,567,129	\$ 11,361,651	\$ 9,723,147	\$ 11,815,685

*water fund long-term plan*

WATER FUND #670	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 176,523	\$ 179,302	\$ 185,850	\$ 101,850	\$ 106,943
Intergovernmental Revenue	110,147	129,721	290,000	290,000	290,000
System Development Charges:	528,553	574,540	525,000	525,000	551,250
Charges for Services	3,023,043	3,520,168	3,604,000	3,700,000	3,885,000
Interest on investments	116,666	67,546	76,125	110,000	120,000
Miscellaneous Revenues	1,899	278,346	-	5,000	5,000
Interfund Loan	2,000,000	1,950,000	2,275,000	2,275,000	200,000
Bond Issue	5,625,000			1,000,000	
<b>Total Revenues</b>	<b>11,581,831</b>	<b>6,699,623</b>	<b>6,955,975</b>	<b>8,006,850</b>	<b>5,158,193</b>
<b>Expenditures</b>					
Conservation	137,742	161,549	154,430	145,580	162,436
Supply Operations	175,318	248,062	205,030	253,030	240,556
Supply Capital not SDC	49,102		237,500		1,283,500
Supply Debt Service	27,325	606,686	53,343	53,343	53,123
Supply New Debt service	2,750,000				
Distribution Operations	1,584,410	1,673,757	1,582,215	2,687,245	2,115,834
Distribution Capital not SDC	287,094		542,250		861,000
Distribution Debt Service	366,325		330,189	330,189	327,576
Treatment Plant Operations	685,777	609,398	639,951	839,100	668,035
Treatment Capital	17,226		200,000		455,000
Treatment Plant Debt not SDC	226,648		168,068	168,068	165,764
Forest Interface	211,592	485,524	396,500	150,000	387,400
SDC Supply	26,289	92,794	762,500	30,000	821,500
SDC Treatment				42,000	58,000
SDC Treatment Debt	136,416	85,022	84,034	84,034	82,882
SDC Distribution	273,837	78,600	420,250	1,327,500	747,750
SDC Distribution Debt		42,511	42,017	42,017	41,441
Interfund Loan	1,950,000	2,275,000	200,000	200,000	1,000,000
Contingency			180,000		185,000
<b>Total Expenditures</b>	<b>8,905,101</b>	<b>6,358,903</b>	<b>6,198,277</b>	<b>6,352,106</b>	<b>9,656,797</b>
Excess (Deficiency) of Revenues over Expenditures	2,676,730	340,720	757,698	1,654,744	(4,498,604)
Working Capital Carryover	1,985,298	4,662,028	2,767,172	5,002,748	6,657,492
<b>Ending Fund Balance</b>	<b>\$ 4,662,028</b>	<b>\$ 5,002,748</b>	<b>\$ 3,524,870</b>	<b>\$ 6,657,492</b>	<b>\$ 2,158,888</b>
SDC Water Supply Fund Balance	(1,070,990)	(1,080,864)	(1,441,614)	(1,035,146)	(1,773,958)
SDC Water Treatment Fund Balance	471,761	759,685	775,608	990,468	1,229,949
SDC Water Distribution Fund Balance	3,075,926	3,042,314	2,643,321	1,765,261	1,064,270
Bond Reserves Fund Balance			-		
Water Bond Proceeds Balance	2,000,000	2,000,000	500,000	2,000,000	-
Water Operations Fund Balance	185,331	281,613	1,047,555	2,936,909	1,638,627
<b>Total Fund Balance</b>	<b>4,662,028</b>	<b>5,002,748</b>	<b>3,524,870</b>	<b>6,657,492</b>	<b>2,158,888</b>
Fund Balance Policy Requirement	791,000	950,000	936,000	946,000	992,000
Excess (deficiency)	(605,669)	(668,387)	111,555	1,990,909	646,627
Interfund Loan Receivable	1,950,000	2,275,000	200,000	200,000	1,000,000
Adjusted Excess (Deficiency)	1,344,331	1,606,613	311,555	2,190,909	1,646,627

	2007	2008	2009	2010	2011		
	Budget	Budget	Budget	Budget	Budget	Assumptions	Percent
\$	108,000	\$ 110,000	\$ 115,000	\$ 120,000	\$ 125,000	per tax summary	
	-	-	-	-	-	Forest Interface Grant	102.0%
	568,000	585,000	603,000	621,000	640,000		103.0%
	4,079,000	4,283,000	4,497,000	4,722,000	4,958,000	3% increase each year + growth	105.0%
	124,000	128,000	132,000	136,000	140,000		103.0%
	20,600	21,220	21,860	22,520	22,520		103.0%
	-	-	-	-	-		
	3,000,000	-	6,000,000	-	6,000,000		
	<b>7,899,600</b>	<b>5,127,220</b>	<b>11,368,860</b>	<b>5,621,520</b>	<b>11,885,520</b>		
	167,000	172,000	177,000	182,000	187,000		103.0%
	250,000	260,000	270,000	281,000	292,000		104.0%
	810,000	200,000	500,000	2,500,000	2,500,000	per CIP	
	53,050	53,120	22,764	22,860	23,147		
		225,000	225,000	600,000	600,000		
	2,200,000	2,288,000	2,380,000	2,475,000	2,574,000		104.0%
	406,000	1,395,475	484,750	760,000	760,000	per CIP	
	326,065	325,918	322,150	281,250	330,190		
	695,000	723,000	752,000	782,000	813,000		104.0%
	300,000		40,000	21,250	165,000	per CIP	
	165,242	166,466	163,904	164,594	166,660		
	80,000	80,000	80,000	80,000	80,000		103.0%
	150,000	200,000	500,000	3,152,250	3,152,250	per CIP	
	50,000		120,000	63,750	495,000		
	82,621	83,233	81,952	82,297	83,330		
	284,000	854,525	180,250	93,750	40,000	per CIP	
	41,311	41,617	40,976	41,149	41,665		
	-	-	-	-	-		
	147,000	154,000	161,000	169,000	177,000		
	<b>6,207,289</b>	<b>7,222,354</b>	<b>6,501,746</b>	<b>11,752,150</b>	<b>12,480,242</b>		
	1,692,311	(2,095,134)	4,867,114	(6,130,630)	(594,722)		
	2,343,888	4,183,199	2,242,065	7,270,179	1,308,549	Assumes contingency is not used	
<b>\$</b>	<b>4,036,199</b>	<b>\$ 2,088,065</b>	<b>\$ 7,109,179</b>	<b>\$ 1,139,549</b>	<b>\$ 713,827</b>		
	(1,838,758)	(1,951,008)	(2,360,558)	(5,419,658)	(8,475,908)		
	1,489,248	1,809,665	2,023,783	2,306,226	2,169,496		
	829,839	27,297	(97,449)	(132,988)	(112,253)		
	2,500,000	1,250,000	4,000,000	2,000,000	4,000,000		
	1,055,870	952,111	3,543,403	2,385,969	3,132,492		
	<b>4,036,199</b>	<b>2,088,065</b>	<b>7,109,179</b>	<b>1,139,549</b>	<b>713,827</b>		
	980,000	1,025,000	1,074,000	1,124,000	1,177,000		
	75,870	(72,889)	2,469,403	1,261,969	1,955,492		
	-	-	-	-	-		
	75,870	(72,889)	2,469,403	1,261,969	1,955,492		

## 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.** Charges for Wastewater services are expected to remain stable the next year. This plan reflects a 3% increase in rates in FY 2005-06 to cover operational reserves by DEQ loan.

The residential wastewater rates are based on winter consumption, while commercial rates are based on year-round water consumption. Although we have increased commercial rates faster than residential rates, our current rate study points out that commercial users were not paying for full cost of service.

### Long-Term Budget Assumptions

- Rate increase planned in Wastewater fees for July 2005, 2006, and 2007
- Food and Beverage taxes are expected to increase by 3% annually. The tax sunsets in fiscal year 2011 (December 2010).

### 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. The Long-term budget shows that this balance cannot be maintained without additional revenues.

## WASTEWATER FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 9,190,945	\$ 2,356,054	\$ 986,845	\$ 4,856,636
<b>Taxes</b>				
Food and Beverage Tax	1,280,190	1,346,864	1,370,000	1,439,322
410 Total Taxes	1,280,190	1,346,864	1,370,000	1,439,322
<b>Intergovernmental Revenues</b>				
Grants:				
430 Total Intergovernmental	-	-	-	-
<b>Charges for Services</b>				
Public Works Services	13,225	12,000	12,360	12,360
System Development Charges:	408,144	432,273	437,750	484,100
Sales:	2,152,756	2,193,408	2,291,720	2,478,000
440 Total Charges for Services	2,574,125	2,637,681	2,741,830	2,974,460
<b>Interest on Investments</b>				
Interest on Pooled Investments	149,627	75,570	81,200	96,425
470 Total Interest on Investments	149,627	75,570	81,200	96,425
<b>Miscellaneous Revenues</b>				
Miscellaneous Income	2,967	4,977	-	-
480 Total Miscellaneous Revenues	2,967	4,977	-	-
<b>Other Financing Sources</b>				
Loan Proceeds:	500,000			
Flood Protection Reimbursements			50,000	
Interfund Loans	1,600,000	3,950,000	4,275,000	1,000,000
Interfund Transfers in:				
From General Fund	200,000			
From Parks and Recreation Fund	50,000			
490 Total Other Financing Sources	2,350,000	3,950,000	4,325,000	1,000,000
<b>Total Wastewater Fund</b>	<b>\$ 15,547,854</b>	<b>\$ 10,371,146</b>	<b>\$ 9,504,875</b>	<b>\$ 10,366,843</b>

wastewater fund long-term plan

WASTEWATER FUND #675	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 1,280,190	\$ 1,346,863	\$ 1,370,000	\$ 1,397,400	\$ 1,439,322
Charges for Services SDC	408,843	432,273	437,750	470,000	484,100
Charges for Services UB	2,165,282	2,205,409	2,304,080	2,372,000	2,490,360
Rate Increase					-
Interest on Investments	149,627	75,570	81,200	95,000	96,425
Miscellaneous	2,967	4,978	-	19	-
Interfund Loan	1,600,000	3,950,000	4,275,000	4,275,000	1,000,000
Other Financing Resources	500,000				
Interfund Transfers in	250,000		50,000		-
<b>Total Revenues</b>	<b>6,356,909</b>	<b>8,015,093</b>	<b>8,518,030</b>	<b>8,609,419</b>	<b>5,510,207</b>
<b>Expenditures</b>					
Collection	1,256,764	1,303,574	1,438,460	1,118,160	2,274,537
Treatment	1,035,147	1,235,040	1,337,450	1,270,578	1,746,473
WWTP Debt Service	3,349,236	1,807,219	1,802,670	1,802,670	1,798,065
WWTP Construction	3,558,025	83,189			-
SDC Treatment					6,250
SDC Collection	42,628	126,000	308,500	102,500	481,550
Interfund Loans	3,950,000	4,275,000		1,000,000	-
Contingency			154,000		160,000
<b>Total Expenditures</b>	<b>13,191,800</b>	<b>8,830,022</b>	<b>5,041,080</b>	<b>5,293,908</b>	<b>6,466,875</b>
Excess (Deficiency) of Revenues over Expenditures	(6,834,891)	(814,929)	3,476,950	3,315,511	(956,668)
Working Capital Carryover	9,190,945	2,356,054	986,845	1,541,125	4,856,636
<b>Ending Fund Balance</b>	<b>\$ 2,356,054</b>	<b>\$ 1,541,125</b>	<b>\$ 4,463,795</b>	<b>\$ 4,856,636</b>	<b>\$ 3,899,968</b>
SDC Collection	1,319,761	1,454,140	1,438,930	1,667,038	1,509,838
SDC Treatment	(354,444)	(221,638)	(77,178)	(75,786)	(281,029)
Operations	1,390,737	308,623	3,102,043	3,265,384	2,671,159
<b>Total Fund Balance</b>	<b>2,356,054</b>	<b>1,541,125</b>	<b>4,463,795</b>	<b>4,856,636</b>	<b>3,899,968</b>
Fund Balance Policy Requirement	1,675,000	1,684,000	1,701,000	1,701,000	1,751,000
Excess (deficiency)	(284,263)	(1,375,377)	1,401,043	1,564,384	920,159
Interfund Loan	3,950,000	4,275,000	-	1,000,000	-
Excess (deficiency) after AFN	3,665,737	2,899,623	1,401,043	2,564,384	920,159

wastewater fund long-term plan

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 1,483,000	\$ 1,527,000	\$ 1,573,000	\$ 1,620,000	\$ 800,000	Food & Beverage tax ends Dec 2010	103.0%
500,000	515,000	530,000	546,000	562,000		103.0%
2,565,000	2,774,000	3,000,000	3,245,000	3,509,000		103.0%
128,000	139,000	150,000	162,000	175,000	5% increase each year anticipating F&B tax sunset	
105,000	76,000	39,000	2,000	(29,000)	Assumes 3.0 %	
-	-	-	-	-		
-	-	-	-	-		
-	-	-	-	-		
<b>4,781,000</b>	<b>5,031,000</b>	<b>5,292,000</b>	<b>5,575,000</b>	<b>5,017,000</b>		
2,366,000	2,461,000	2,559,000	2,661,000	2,767,000		104.0%
1,816,000	1,889,000	1,965,000	2,044,000	2,126,000		104.0%
1,793,096	1,788,060	1,782,849	1,777,457	1,771,879		
50,000	100,000	100,000	100,000	100,000	per CIP	
125,000	-	18,750	12,500	18,750	per CIP	
4,500	37,500	67,500	26,000	23,000	per CIP	
-	-	-	-	-		
143,000	151,000	159,000	167,000	151,000		
<b>6,297,596</b>	<b>6,426,560</b>	<b>6,652,099</b>	<b>6,787,957</b>	<b>6,957,629</b>		
(1,516,596)	(1,395,560)	(1,360,099)	(1,212,957)	(1,940,629)		
4,059,968	2,686,372	1,441,812	240,713	(805,244)	Assumes contingency is not used	
<b>\$ 2,543,372</b>	<b>\$ 1,290,812</b>	<b>\$ 81,713</b>	<b>\$ (972,244)</b>	<b>\$ (2,745,873)</b>		
1,840,338	2,147,888	2,435,488	2,775,308	3,128,848		
(551,125)	(642,235)	(695,934)	(685,711)	(1,490,880)	Assumes debt amount above tax paid by SDC	
1,254,159	(214,841)	(1,657,841)	(3,061,841)	(4,383,841)		
2,543,372	1,290,812	81,713	(972,244)	(2,745,873)		
1,791,000	1,829,000	1,868,000	1,910,000	1,827,000	Minimum debt requirement	
(536,841)	(2,043,841)	(3,525,841)	(4,971,841)	(6,210,841)		
-	-	-	-	-		
(536,841)	(2,043,841)	(3,525,841)	(4,971,841)	(6,210,841)		

## **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**

- Assumes an overall rate increase of 5% in July 2005.
- Assumes a decrease in surcharge in July 2005.
- BPA power will be reviewed and adjusted annually based upon contractual requirements.
- Assumes this fund will be the subsidy for AFN fund. A transfer out is the amount required each year as a subsidy.

### **Fund Balance**

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

ELECTRIC FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 1,069,861	\$ 1,497,827	\$ 1,385,735	\$ 2,065,808
<b>Intergovernmental</b>				
Federal	137,483	7,165	85,000	50,000
430 Total Intergovernmental	137,483	7,165	85,000	50,000
<b>Charges for Services</b>				
Sales	10,076,049	10,316,614	10,495,000	11,310,300
Surcharge		1,329,577	1,347,600	1,211,910
Miscellaneous Services	13,418	93,054	351,900	212,000
440 Total Charges for Services	10,089,466	11,739,245	12,194,500	12,734,210
<b>Interest on Investments</b>				
Interest on Pooled Investments	23,583	6,502	20,000	30,450
470 Total Interest on Investments	23,583	6,502	20,000	30,450
<b>Miscellaneous Revenues</b>				
Donations:	4,711	3,889	5,100	6,000
Loan Proceeds:	47,348	46,588	40,000	45,000
Miscellaneous Income	79,135	18,524	10,300	10,000
480 Total Miscellaneous Revenues	131,195	69,001	55,400	61,000
<b>Other Financing Sources</b>				
Interfund Loans	725,000		400,000	
Interfund Transfers in:				
From General Fund				
490 Total Other Financing Sources	725,000	-	400,000	-
<b>Total Electric Fund</b>	<b>\$ 12,176,588</b>	<b>\$ 13,319,740</b>	<b>\$ 14,140,635</b>	<b>\$ 14,941,468</b>

*electric fund long-term plan*

ELECTRIC FUND #690	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Intergovernmental Revenue	\$ 137,483	\$ 7,165	\$ 85,000	\$ 30,000	\$ 50,000
Charges for Services	9,081,891	10,316,614	10,495,000	10,592,000	11,310,300
Fees	13,418	93,054	351,900	200,000	212,000
Surcharge	994,157	1,329,577	1,347,600	1,338,000	1,211,910
Interest on Investments	23,583	6,502	20,000	30,000	30,450
Miscellaneous Revenues	131,195	69,001	55,400	48,100	61,000
Other Financing Sources					-
Operating Transfers In					-
Interfund Loan Proceeds	725,000		400,000	375,000	-
<b>Total Revenues</b>	<b>11,106,727</b>	<b>11,821,913</b>	<b>12,754,900</b>	<b>12,613,100</b>	<b>12,875,660</b>
<b>Expenditures</b>					
Conservation	424,500	274,759	411,410	360,810	441,621
BPA power costs	5,248,993	5,519,561	5,899,475	5,917,332	6,095,000
Supply	362,824	242,861	261,240	250,000	321,741
Distribution	3,639,925	4,397,983	4,470,973	4,423,473	4,743,209
Transmission	926,959	947,473	935,443	935,443	1,048,600
Debt Service - Supply	75,560	22,337			
Operating Transfers Out				200,000	500,000
Interfund Loan		375,000			-
Operating Contingency			350,000		386,270
<b>Total Expenditures</b>	<b>10,678,761</b>	<b>11,779,974</b>	<b>12,328,541</b>	<b>12,087,058</b>	<b>13,536,441</b>
Excess (Deficiency) of Revenues over Expenditures	427,966	41,939	426,359	526,042	(660,781)
Working Capital Carryover	1,069,861	1,497,827	1,385,735	1,539,766	2,065,808
<b>Ending Fund Balance</b>	<b>\$ 1,497,827</b>	<b>\$ 1,539,766</b>	<b>\$ 1,812,094</b>	<b>\$ 2,065,808</b>	<b>\$ 1,405,027</b>
Fund Balance Policy Requirement		1,419,000	1,531,000	1,514,000	1,545,000
Fund Balance and Contingency	1,497,827	1,539,766	2,162,094	2,065,808	1,791,297
Excess (deficiency)	1,497,827	120,766	631,094	551,808	246,297

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		
12,054,000	12,846,600	13,691,300	14,591,500	15,550,900	Net 5% above surcharge reductions + growth	105.0%
218,400	225,000	231,800	238,800	246,000		103.0%
1,107,100	1,011,300	923,800	843,900	770,900	Decreasing starting 10% 2006	
31,100	31,700	32,300	32,900	33,600		102.0%
65,000	67,000	69,000	71,100	73,200		103.0%
-	-	-	-	-		
-	-	-	-	-		
-	-	-	-	-		
<b>13,525,600</b>	<b>14,231,600</b>	<b>14,998,200</b>	<b>15,828,200</b>	<b>16,724,600</b>		
455,000	469,000	483,000	497,000	512,000		103.0%
6,339,000	6,593,000	6,857,000	7,131,000	7,416,000	Calculated	104.0%
331,000	341,000	351,000	362,000	373,000		103.0%
4,933,000	5,130,000	5,335,000	5,548,000	5,770,000		104.0%
1,091,000	1,135,000	1,180,000	1,227,000	1,276,000	Calculated	104.0%
600,000	700,000	800,000	650,000	350,000		
-	-	-	-	-		
406,000	427,000	450,000	475,000	502,000		
<b>14,155,000</b>	<b>14,795,000</b>	<b>15,456,000</b>	<b>15,890,000</b>	<b>16,199,000</b>		
(629,400)	(563,400)	(457,800)	(61,800)	525,600		
1,791,297	1,567,897	1,431,497	1,423,697	1,836,897	Assumes contingency is not used	
<b>\$ 1,161,897</b>	<b>\$ 1,004,497</b>	<b>\$ 973,697</b>	<b>\$ 1,361,897</b>	<b>\$ 2,362,497</b>		
1,623,000	1,708,000	1,800,000	1,899,000	2,007,000		
1,567,897	1,431,497	1,423,697	1,836,897	2,864,497		
(55,103)	(276,503)	(376,303)	(62,103)	857,497		

## **Telecommunication Fund Narrative**

The Ashland Fiber Network was created in 1999 and FY 2005-06 represents the seventh year of operation in the original business plan. In FY 2004-05 all outstanding internal and external debt was refinanced to resolve capital projects and interfund cash flow issues. FY 2005-06 includes a “place holder” subsidy from the Electric Fund as the City considers its options for dealing with revenue shortfalls.

### **Long-Term Assumptions**

- Rate adjustments and subsidies as required to meet operational costs and debt service.

### **Fund Balance**

There is no fund balance Policy.

TELECOMMUNICATION FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 1,982,175	\$ 388,018	\$ 174,168	\$ 963,017
<b>Taxes</b>				
Franchises:	98,092	121,328	96,376	86,182
410 Total Taxes	98,092	121,328	96,376	86,182
<b>Charges for Services</b>				
Sales:	1,864,734	2,174,837	2,771,876	2,710,000
440 Total Charges for Services	1,864,734	2,174,837	2,771,876	2,710,000
<b>Interest on Investments</b>				
Interest on Pooled Investments	10,542	2,173	2,000	11,138
470 Total Interest on Investments	10,542	2,173	2,000	11,138
<b>Miscellaneous Revenues</b>				
Miscellaneous Income	6,253	54,529	24,500	16,000
480 Total Miscellaneous Revenues	6,253	54,529	24,500	16,000
<b>Other Financing Sources</b>				
Franchise Fee				
Transfer from Electric				500,000
Interfund Loans	5,900,000	6,925,000		
Proceeds from Debt Issuance			15,500,000	
490 Total Other Financing Sources	5,900,000	6,925,000	15,500,000	500,000
<b>Total Telecommunications Fund</b>	<b>\$ 9,861,796</b>	<b>\$ 9,665,885</b>	<b>\$ 18,568,920</b>	<b>\$ 4,286,337</b>

*telecommunication fund long-term plan*

TELECOMMUNICATIONS FUND #691	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 98,092	\$ 121,328	\$ 96,376	\$ 86,000	\$ 86,182
Charges for Services	1,864,734	2,174,837	2,771,876	2,505,000	2,710,000
Interest on Investments	10,542	2,173	2,000	7,000	11,138
Miscellaneous Revenues	6,253	54,529	24,500	16,000	16,000
Other Financing Sources			15,500,000	15,500,000	-
Interfund Loan	5,900,000	6,925,000		200,000	500,000
<b>Total Revenues</b>	<b>7,879,621</b>	<b>9,277,867</b>	<b>18,394,752</b>	<b>18,314,000</b>	<b>3,323,320</b>
<b>Expenditures</b>					
Promotions	121,249	143,195	222,032	87,580	223,614
Cable Television	1,904,236	1,620,236	1,638,993	1,838,703	1,656,687
Internet	897,708	735,990	775,594	522,488	746,279
High Speed	443,161	190,914	235,214	354,128	215,322
Debt service	6,107,424	6,912,915	14,610,720	14,610,720	1,234,248
Contingency			131,644		140,000
<b>Total Expenditures</b>	<b>9,473,778</b>	<b>9,603,250</b>	<b>17,614,197</b>	<b>17,413,619</b>	<b>4,216,150</b>
Excess (Deficiency) of Revenues over Expenditures	(1,594,157)	(325,383)	780,555	900,381	(892,830)
Working Capital Carryover	1,982,175	388,018	174,168	62,636	963,017
<b>Ending Fund Balance</b>	<b>\$ 388,018</b>	<b>\$ 62,635</b>	<b>\$ 954,723</b>	<b>\$ 963,017</b>	<b>\$ 70,187</b>

No fund balance policy established.

*telecommunication fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 94,800	\$ 104,280	\$ 114,708	\$ 126,179	\$ 138,797		110.0%
2,981,000	3,279,100	3,607,010	3,967,711	4,364,482		110.0%
2,000	2,000	2,000	2,000	2,000		3.0%
8,500	8,500	8,500	8,500	8,500		
-	-	-	-	-		
600,000	700,000	800,000	650,000	350,000	Subsidy - 2005 through 2011	
<b>3,686,300</b>	<b>4,093,880</b>	<b>4,532,218</b>	<b>4,754,390</b>	<b>4,863,779</b>		
232,980	244,884	256,000	268,000	280,000		104.5%
1,693,980	1,783,980	1,864,000	1,948,000	2,036,000		104.5%
755,004	799,152	835,000	873,000	912,000		104.5%
220,884	231,252	242,000	253,000	264,000		104.5%
864,454	1,055,849	1,298,303	1,431,379	1,428,745		
100,000	100,000	100,000	100,000	100,000		
<b>3,867,302</b>	<b>4,215,117</b>	<b>4,595,303</b>	<b>4,873,379</b>	<b>5,020,745</b>		
(181,002)	(121,237)	(63,085)	(118,989)	(156,966)		
210,187	129,185	107,948	144,864	125,875	Assumes contingency is not used	
<b>\$ 29,185</b>	<b>\$ 7,948</b>	<b>\$ 44,864</b>	<b>\$ 25,875</b>	<b>\$ (31,091)</b>		

## **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 four departments: Administration, Administrative Services, City Recorder, Public Works.

Revenues supporting Central Services are charged out monthly to departments based on benefits received. The department allocations are made during the budget process based on a matrix called the Central Services Allocation.

**Central Services.** This charge has increase 225% FY 2006 budget. This fund had a large fund balance in the past which was used instead of increasing fees to departments. The fund balance is now at an acceptable level.

### **Long-Term Assumptions**

- Charges for services will increase at 3.75% in FY 2010.
- Expenditures are expected to increase between 4 to 6 % each year in the future.

### **Fund Balance**

The fund balance policy calls for the fund balance to consist of a 3% contingency. This is met in all years.

CENTRAL SERVICE FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 823,405	\$ 947,953	\$ 835,974	\$ 274,946
<b>Charges for Services</b>				
Finance Department Services	78,963	155,485	187,000	128,000
Lien Search	20,170	15,640	20,000	15,000
Public Works Services	447,658	417,995	490,000	530,200
Interdepartmental:	4,202,000	3,898,000	4,108,720	5,071,876
440 Total Charges for Services	4,748,791	4,487,120	4,805,720	5,745,076
<b>Interest on Investments</b>				
Interest on Pooled Investments	16,692	10,566	12,000	16,748
470 Total Interest on Investments	16,692	10,566	12,000	16,748
<b>Miscellaneous Revenues</b>				
Miscellaneous Income	87,279	108,595	95,000	92,700
480 Total Miscellaneous Revenues	87,279	108,595	95,000	92,700
<b>Total Central Services Fund</b>	<b>\$ 5,676,166</b>	<b>\$ 5,554,234</b>	<b>\$ 5,748,694</b>	<b>\$ 6,129,470</b>

*central services fund long-term plan*

CENTRAL SERVICES FUND #710	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Charges for Services	\$ 4,748,790	\$ 4,487,120	\$ 4,805,720	\$ 4,795,000	\$ 5,745,076
Interest on Investments	16,692	10,566	12,000	16,500	16,748
Miscellaneous Revenues	87,279	108,595	95,000	90,000	92,700
Operating Transfers In					-
<b>Total Revenues</b>	<b>4,852,761</b>	<b>4,606,281</b>	<b>4,912,720</b>	<b>4,901,500</b>	<b>5,854,524</b>
<b>Expenditures</b>					
Administration	623,645	891,229	1,149,855	1,106,008	987,160
Administrative Services (old)	270,826	189,258			
Finance (Administrative Services New)	1,347,027	1,379,652	1,626,724	1,432,085	1,984,555
City Recorder	150,231	159,246	172,375	170,080	182,690
Public Works	1,031,163	1,176,615	1,274,200	1,237,000	1,350,765
Facilities and Safety	402,174	440,085	491,780	485,500	533,260
Computer Services	698,147	749,136	772,620	764,894	931,040
Transfers	205,000				-
Contingency			147,382		150,000
<b>Total Expenditures</b>	<b>4,728,213</b>	<b>4,985,221</b>	<b>5,634,936</b>	<b>5,195,567</b>	<b>6,119,470</b>
Excess (Deficiency) of Revenues over Expenditures	124,548	(378,940)	(722,216)	(294,067)	(264,946)
Working Capital Carryover	823,405	947,953	835,974	569,013	274,946
<b>Ending Fund Balance</b>	<b>\$ 947,953</b>	<b>\$ 569,013</b>	<b>\$ 113,758</b>	<b>\$ 274,946</b>	<b>\$ 10,000</b>
Fund Balance Policy Requirement	146,000	138,000	147,000	147,000	176,000
Fund Balance and Contingency	947,953	569,013	261,140	274,946	160,000
Excess (deficiency)	801,953	431,013	114,140	127,946	(16,000)

*central services fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 6,090,000	\$ 6,430,000	\$ 6,623,000	\$ 6,822,000	\$ 7,027,000	2009-2011 Calculated at 3%	106.0%
7,500	7,500	7,500	7,500	7,500	Flat	
97,000	102,000	107,000	112,000	118,000		105.0%
-	-	-	-	-		
<b>6,194,500</b>	<b>6,539,500</b>	<b>6,737,500</b>	<b>6,941,500</b>	<b>7,152,500</b>		
1,021,700	1,057,500	1,094,500	1,132,800	1,172,400		103.5%
-	-	-	-	-		104.0%
2,063,900	2,146,500	2,232,400	2,321,700	2,414,600		104.0%
190,000	197,600	205,500	213,700	222,200		104.0%
1,398,000	1,446,900	1,497,500	1,549,900	1,604,100		103.5%
551,900	571,200	591,200	611,900	633,300		103.5%
968,300	1,007,000	1,047,300	1,089,200	1,132,800		104.0%
-	-	-	-	-		104.0%
150,000	175,000	200,000	210,000	220,000		
<b>6,343,800</b>	<b>6,601,700</b>	<b>6,868,400</b>	<b>7,129,200</b>	<b>7,399,400</b>		
(149,300)	(62,200)	(130,900)	(187,700)	(246,900)		
160,000	160,700	273,500	342,600	364,900	Assumes contingency is not used	
<b>\$ 10,700</b>	<b>\$ 98,500</b>	<b>\$ 142,600</b>	<b>\$ 154,900</b>	<b>\$ 118,000</b>		
186,000	196,000	202,000	208,000	215,000		
160,700	273,500	342,600	364,900	338,000		
(25,300)	77,500	140,600	156,900	123,000		

## **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 5 % in the future years to pay for increased claims activity and higher premiums.

**Personal Services.** With the PERS increase of 46%, the departments are paying 20% and the remaining amount will be paid here. Back in FY 2004 monies from departments were set aside in an anticipation of a large increase from PERS.

### **Fund Balance**

The fund balance is based on activity.

INSURANCE SERVICE FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 204,263	\$ 145,978	\$ 608,491	\$ 949,499
<b>Charges for Services</b>				
Interdepartmental:	621,288	676,023	600,000	566,500
Rebates		376,506		
440 Total Charges for Services	621,288	1,052,529	600,000	566,500
<b>Interest on Investments</b>				
Interest on Pooled Investments	22,556	4,972	9,577	18,000
470 Total Interest on Investments	22,556	4,972	9,577	18,000
<b>Miscellaneous Revenues</b>				
Miscellaneous Income	10,408	529,137	-	1,000
480 Total Miscellaneous Revenues	10,408	529,137	-	1,000
Total Insurance Services Fund	\$ 858,516	\$ 1,732,616	\$ 1,218,068	\$ 1,534,999

*insurance services fund long-term plan*

<b>INSURANCE SERVICES FUND #720</b>	<b>2003 Actual</b>	<b>2004 Actual</b>	<b>2005 Amended</b>	<b>2005 Estimate</b>	<b>2006 Adopted</b>
<b>Revenues</b>					
Charges for Services	\$ 621,289	\$ 1,052,529	\$ 600,000	\$ 650,000	\$ 566,500
New Charge or shift					-
Interest on Investments	22,556	4,972	9,577	27,000	18,000
Miscellaneous Revenues	10,408	529,137	-	1,000	1,000
<b>Total Revenues</b>	<b>654,253</b>	<b>1,586,638</b>	<b>609,577</b>	<b>678,000</b>	<b>585,500</b>
<b>Expenditures</b>					
Personal Services	-				400,000
Materials and Services	712,538	798,117	646,530	663,000	617,063
Transfers					-
Operating Contingency			100,000		100,000
<b>Total Expenditures</b>	<b>712,538</b>	<b>798,117</b>	<b>746,530</b>	<b>663,000</b>	<b>1,117,063</b>
Excess (Deficiency) of Revenues over Expenditures	(58,285)	788,521	(136,953)	15,000	(531,563)
Working Capital Carryover	204,263	145,978	608,491	934,499	949,499
<b>Ending Fund Balance</b>	<b>\$ 145,978</b>	<b>\$ 934,499</b>	<b>\$ 471,538</b>	<b>\$ 949,499</b>	<b>\$ 417,936</b>
Fund Balance Policy Requirement	419,000	458,000	467,160	469,450	481,000
Fund Balance and Contingency	145,978	934,499	571,538	949,499	517,936
Excess (deficiency)	(273,022)	476,499	104,378	480,049	36,936

*insurance services fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 623,000	\$ 685,000	\$ 754,000	\$ 829,000	\$ 912,000		110.0%
-	-	-	-	-		
15,000	13,000	13,000	14,000	17,000		103.0%
1,000	1,000	1,000	1,000	1,000		
<b>639,000</b>	<b>699,000</b>	<b>768,000</b>	<b>844,000</b>	<b>930,000</b>		
200,000	-	-	-	-	PERS set aside pay out	
636,000	655,000	675,000	695,000	716,000	Estimated on claims projected/trended.	103.0%
-	-	-	-	-		
100,000	100,000	100,000	100,000	100,000	flat	
<b>936,000</b>	<b>755,000</b>	<b>775,000</b>	<b>795,000</b>	<b>816,000</b>		
(297,000)	(56,000)	(7,000)	49,000	114,000		
517,936	320,936	364,936	457,936	606,936	Assumes contingency is not used	
<b>\$ 220,936</b>	<b>\$ 264,936</b>	<b>\$ 357,936</b>	<b>\$ 506,936</b>	<b>\$ 720,936</b>		
495,000	510,000	525,000	541,000	557,000		103.0%
320,936	364,936	457,936	606,936	820,936		
(174,064)	(145,064)	(67,064)	65,936	263,936		

## **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. Budgets are estimated based on the estimated cost providing these services. All departments and divisions are billed monthly according to use.

### **Long-Term Assumptions**

- Charges for services are expected to increase 5% per year.

### **Fund Balance**

No minimum fund balance is required.

EQUIPMENT FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 783,340	\$ 1,121,598	\$ 1,045,791	\$ 1,435,976
<b>Charges for Services</b>				
Technology Fee	65,000	64,880	61,800	63,654
Maintenance Services	558,980	606,170	624,386	522,416
Equipment Replacement	641,650	557,170	662,322	658,486
Fuel Sales	30,398	43,737	61,800	35,200
Interdepartmental:				
440 Total Charges for Services	1,296,028	1,271,957	1,410,308	1,279,756
<b>Interest on Investments</b>				
Interest on Pooled Investments	19,737	9,776	11,882	28,000
470 Total Interest on Investments	19,737	9,776	11,882	28,000
<b>Miscellaneous Revenues</b>				
Miscellaneous Income	21	1,010		650
Sale of Equipment	52,290	117,296	55,000	56,000
480 Total Miscellaneous Revenues	52,311	118,306	55,000	56,650
<b>Other Financing Sources</b>				
Interfund Loans	500,000		-	-
490 Total Other Financing Sources	500,000	-	-	-
Total Equipment Fund	\$ 2,651,415	\$ 2,521,637	\$ 2,522,981	\$ 2,800,382

*equipment fund long-term plan*

EQUIPMENT FUND #730	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Charges for Services	\$ 1,296,027	\$ 1,271,957	\$ 1,410,308	\$ 1,215,000	\$ 1,279,756
Interest on Investments	19,737	9,776	11,882	26,000	28,000
Miscellaneous Revenues	52,311	118,306	55,000	155,000	56,650
Interfund Loan	500,000	-	-	-	-
<b>Total Revenues</b>	<b>1,868,075</b>	<b>1,400,039</b>	<b>1,477,190</b>	<b>1,396,000</b>	<b>1,364,406</b>
<b>Expenditures</b>					
Personal Services	224,764	244,913	242,900	242,900	254,200
Materials and Services	411,334	423,413	451,435	451,435	492,683
Capital Outlay	893,719	629,000	688,085	490,000	1,022,000
Interfund Loan					-
Operating Contingency			175,000		175,000
<b>Total Expenditures</b>	<b>1,529,817</b>	<b>1,297,326</b>	<b>1,557,420</b>	<b>1,184,335</b>	<b>1,943,883</b>
Excess (Deficiency) of Revenues over Expenditures	338,258	102,713	(80,230)	211,665	(579,477)
Working Capital Carryover	783,340	1,121,598	1,045,791	1,224,311	1,435,976
<b>Ending Fund Balance</b>	<b>\$ 1,121,598</b>	<b>\$ 1,224,311</b>	<b>\$ 965,561</b>	<b>\$ 1,435,976</b>	<b>\$ 856,499</b>

*equipment fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 1,344,000	\$ 1,411,000	\$ 1,482,000	\$ 1,556,000	\$ 1,634,000		105.0%
26,000	25,000	24,000	24,000	23,000		103.0%
58,000	60,000	62,000	64,000	66,000		103.0%
-	-	-	-	-		
<b>1,428,000</b>	<b>1,496,000</b>	<b>1,568,000</b>	<b>1,644,000</b>	<b>1,723,000</b>		
267,000	280,000	294,000	309,000	324,000		105.0%
507,000	522,000	538,000	554,000	571,000		103.0%
675,000	730,000	750,000	800,000	850,000		
-	-	-	-	-		
175,000	175,000	175,000	175,000	175,000		
<b>1,624,000</b>	<b>1,707,000</b>	<b>1,757,000</b>	<b>1,838,000</b>	<b>1,920,000</b>		
(196,000)	(211,000)	(189,000)	(194,000)	(197,000)		
1,031,499	1,010,499	974,499	960,499	941,499		
<b>\$ 835,499</b>	<b>\$ 799,499</b>	<b>\$ 785,499</b>	<b>\$ 766,499</b>	<b>\$ 744,499</b>	Assumes contingency is not used	

## **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 at 3%.

**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.
- Rates are expected to increase from a review of the current rate structure.

### **Fund Balance**

No minimum fund balance is required.

CEMETERY TRUST FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
400 Working Capital Carryover	\$ 72,823	\$ 679,646	\$ 680,571	\$ 691,976
Charges for Services				
Sales:	6,396	5,568	5,886	7,400
440 Total Charges for Services	6,396	5,568	5,886	7,400
Interest on Investments				
Interest on Pooled Investments	11,535	5,655	6,811	14,400
470 Total Interest on Investments	11,535	5,655	6,811	14,400
Other Financing Sources				
Other Financing Sources				
Interfund loans	600,000			
Operating Transfers In:				
From General Fund	500	500	500	500
490 Total Other Financing Sources	600,500	500	500	500
Total Cemetery Trust Fund	\$ 691,254	\$ 691,368	\$ 693,768	\$ 714,276

*cemetery trust fund long-term plan*

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CEMETERY TRUST FUND #815	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Charges for Services	\$ 6,396	\$ 5,568	\$ 5,886	\$ 7,000	\$ 7,400
Interest on Investments	11,535	5,655	6,811	14,000	14,400
Interfund Loan	600,000	-	-	-	-
Operating Transfers In	500	500	500	500	500
<b>Total Revenues</b>	<b>618,431</b>	<b>11,723</b>	<b>13,197</b>	<b>21,500</b>	<b>22,300</b>
<b>Expenditures</b>					
Interfund Loan					
Interfund Loan Airport					
Operating Transfers Out	11,608	6,893	12,360	14,000	14,400
<b>Total Expenditures</b>	<b>11,608</b>	<b>6,893</b>	<b>12,360</b>	<b>14,000</b>	<b>14,400</b>
Excess (Deficiency) of Revenues over Expenditures	606,823	4,830	837	7,500	7,900
Working Capital Carryover	72,823	679,646	680,571	684,476	691,976
<b>Ending Fund Balance</b>	<b>\$ 679,646</b>	<b>\$ 684,476</b>	<b>\$ 681,408</b>	<b>\$ 691,976</b>	<b>\$ 699,876</b>

*cemetery trust fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 7,600	\$ 7,800	\$ 8,000	\$ 8,200	\$ 8,400	5% Increase for 2005-06 then 3% growth	103.0%
14,800	15,200	15,700	16,200	16,700		103.0%
500	500	500	500	500	Per charter	
<u>22,900</u>	<u>23,500</u>	<u>24,200</u>	<u>24,900</u>	<u>25,600</u>		
14,800	15,200	15,700	16,200	16,700	Interest earnings transfer to General Fund	
<u>14,800</u>	<u>15,200</u>	<u>15,700</u>	<u>16,200</u>	<u>16,700</u>		
8,100	8,300	8,500	8,700	8,900		
699,876	707,976	716,276	724,776	733,476		
<u>\$ 707,976</u>	<u>\$ 716,276</u>	<u>\$ 724,776</u>	<u>\$ 733,476</u>	<u>\$ 742,376</u>		

## **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.** Grants for \$55,000 are anticipated for FY 2006

**Charges for Services.** Contracted Services, rents and program fees account for \$804,000 in 2006 with a 3% increase in years out.

### **Long-Term Assumptions**

- This revenue is expected to remain stable.
- Rates are expected to increase slightly at the same time as demand decreases.

### **Fund Balance**

A minimum of 20% of operational revenues.

PARKS & RECREATION FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Working Capital Carryover	\$ 1,168,934	\$ 1,403,171	\$ 1,363,556	\$ 1,643,167
<b>Taxes</b>				
Property Taxes				
Current	2,781,967	3,009,290	3,076,000	3,369,600
Prior	129,785	139,596	76,000	132,900
<b>Total Taxes</b>	<b>2,911,752</b>	<b>3,148,886</b>	<b>3,152,000</b>	<b>3,502,500</b>
<b>Intergovernmental Revenues</b>				
FEMA	-	-	-	-
Grants	31,203	9,297	80,000	55,000
<b>Total Intergovernmental</b>	<b>31,203</b>	<b>9,297</b>	<b>80,000</b>	<b>55,000</b>
<b>Charges for Service</b>				
Community Center Rent	29,323	32,359	35,000	35,000
Contract Service Fees	183,021		318,708	259,000
Golf Course Fees	336,102	333,203	355,000	350,000
Park Fees	28,018	212,790	5,000	30,000
Recreation Program Fees	90,318	163,499	125,000	130,000
<b>Total Charges for Services</b>	<b>666,782</b>	<b>741,851</b>	<b>838,708</b>	<b>804,000</b>
<b>Interest on Investments</b>				
Interest on Pooled Investments	30,802	25,779	18,000	30,000
<b>Total Interest on Investments</b>	<b>30,802</b>	<b>25,779</b>	<b>18,000</b>	<b>30,000</b>
<b>Miscellaneous</b>				
Donations	25,604	17,382	15,000	30,000
Miscellaneous Income	4,959		30,000	-
<b>Total Miscellaneous Income</b>	<b>30,563</b>	<b>17,382</b>	<b>45,000</b>	<b>30,000</b>
<b>Other Financing Sources</b>				
Operating Transfers In				
From Central Servical Fund	205,000	133,000	43,333	
From Parks Capital Improvements Fund	120,000	-	-	-
<b>Total Other Financing Sources</b>	<b>325,000</b>	<b>133,000</b>	<b>43,333</b>	<b>-</b>
<b>Total Parks &amp; Recreation</b>	<b>\$ 5,165,036</b>	<b>\$ 5,479,366</b>	<b>\$ 5,540,597</b>	<b>\$ 6,064,667</b>

*parks and recreation fund long-term plan*

PARKS AND RECREATION FUND	2003	2004	2005	2005	2006
	Actual	Actual	Amended	Estimate	Adopted
<b>Revenues</b>					
Taxes	\$ 2,911,752	\$ 3,148,886	\$ 3,152,000	\$ 3,299,845	\$ 3,502,500
Intergovernmental Revenues	31,203	9,297	80,000	16,000	55,000
Charges for Service	666,782	741,851	838,708	858,188	804,000
Interest on Investments	30,802	25,779	18,000	29,997	30,000
Miscellaneous	30,563	17,382	45,000	30,673	30,000
Transfers In	325,000	133,000	43,333	43,333	-
<b>Total Revenues</b>	<b>3,996,102</b>	<b>4,076,195</b>	<b>4,177,041</b>	<b>4,278,036</b>	<b>4,421,500</b>
<b>Expenditures</b>					
Parks Division	3,142,363	3,293,704	3,673,075	3,385,415	3,653,600
Recreation Division	224,156	207,829	363,700	360,374	862,400
Golf Division	304,165	327,763	366,000	371,890	395,000
Debt Service	21,181	21,738	37,000	25,522	-
Transfers Out	70,000	70,000	100,000	50,000	125,000
Contingency			35,000		35,000
<b>Total Expenditures</b>	<b>3,761,865</b>	<b>3,921,034</b>	<b>4,574,775</b>	<b>4,193,201</b>	<b>5,071,000</b>
Excess (Deficiency) of Revenues over Expenditures	234,237	155,161	(397,734)	84,835	(649,500)
Working Capital Carryover	1,168,934	1,403,171	1,363,556	1,558,332	1,643,167
<b>Ending Fund Balance</b>	<b>\$ 1,403,171</b>	<b>\$ 1,558,332</b>	<b>\$ 965,822</b>	<b>\$ 1,643,167</b>	<b>\$ 993,667</b>

*parks and recreation fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 3,692,000	\$ 3,891,000	\$ 4,101,000	\$ 4,322,000	\$ 4,555,000		105.4%
80,000	80,000	80,000	80,000	80,000		Flat
878,000	904,000	931,000	959,000	988,000		103.0%
31,000	32,000	33,000	34,000	35,000		103.0%
31,000	32,000	33,000	34,000	35,000		103.0%
-	-	-	-	-		
<b>4,712,000</b>	<b>4,939,000</b>	<b>5,178,000</b>	<b>5,429,000</b>	<b>5,693,000</b>		
3,763,000	3,876,000	3,992,000	4,112,000	4,235,000		103.0%
888,000	915,000	942,000	970,000	999,000		103.0%
407,000	419,000	432,000	445,000	458,000		103.0%
16,000	16,000	16,000	16,000	16,000	Calculated	
50,000	50,000	50,000	50,000	50,000	Flat	
35,000	35,000	35,000	35,000	35,000	Flat	
<b>5,159,000</b>	<b>5,311,000</b>	<b>5,467,000</b>	<b>5,628,000</b>	<b>5,793,000</b>		253,550
(447,000)	(372,000)	(289,000)	(199,000)	(100,000)		
1,028,667	616,667	279,667	25,667	(138,333)		
<b>\$ 581,667</b>	<b>\$ 244,667</b>	<b>\$ (9,333)</b>	<b>\$ (173,333)</b>	<b>\$ (238,333)</b>		

## **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.** Budgeted at \$125,000, more than the prior year, to support projects.

**Interest.** Interest is budgeted consistent with the prior year.

### **Long-Term Assumptions**

- Stable funding in the Long-term.
- Consistent expenditures in the Long-term.

### **Fund Balance**

No minimum fund balance policy established.

PARKS CAPITAL IMPROVEMENTS FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Working Capital Carryover	\$ 280,337	\$ 367,733	\$ 266,965	\$ 207,069
<b>Charges for Service</b>				
Funded Depreciation	92,000	92,000	92,000	95,000
<b>Total Charges for Service</b>	<b>92,000</b>	<b>92,000</b>	<b>92,000</b>	<b>95,000</b>
<b>Interest on Investments</b>				
Interest on Investments	4,838	3,604	4,000	7,000
<b>Total Interest on Investments</b>	<b>4,838</b>	<b>3,604</b>	<b>4,000</b>	<b>7,000</b>
<b>Transfers In</b>				
From Parks & Recreation	70,000	70,000	50,000	125,000
<b>Total Parks Capital Improvement</b>	<b>\$ 447,175</b>	<b>\$ 533,337</b>	<b>\$ 412,965</b>	<b>\$ 434,069</b>

*parks capital improvement fund long-term plan*

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PARKS CAPITAL IMPROVEMENTS FUND	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Charges for Service	\$ 92,000	\$ 92,000	\$ 92,000	\$ 92,000	\$ 95,000
Interest on Investments	4,838	3,604	4,000	7,166	7,000
Transfers In	70,000	70,000	50,000	50,000	125,000
<b>Total Revenues</b>	<b>166,838</b>	<b>165,604</b>	<b>146,000</b>	<b>149,166</b>	<b>227,000</b>
<b>Expenditures</b>					
Capital Outlay	79,442	233,006	243,000	242,428	321,500
<b>Total Expenditures</b>	<b>79,442</b>	<b>233,006</b>	<b>243,000</b>	<b>242,428</b>	<b>321,500</b>
Excess (Deficiency) of Revenues over Expenditures	87,396	(67,402)	(97,000)	(93,262)	(94,500)
Working Capital Carryover	280,337	367,733	266,965	300,331	207,069
<b>Ending Fund Balance</b>	<b>\$ 367,733</b>	<b>\$ 300,331</b>	<b>\$ 169,965</b>	<b>\$ 207,069</b>	<b>\$ 112,569</b>

*parks capital improvement fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 97,900	\$ 100,800	\$ 103,800	\$ 106,900	\$ 110,100		103.0%
7,200	7,400	7,600	7,800	8,000		103.0%
50,000	50,000	50,000	50,000	50,000	Flat	
<b>155,100</b>	<b>158,200</b>	<b>161,400</b>	<b>164,700</b>	<b>168,100</b>		
150,000	150,000	150,000	150,000	150,000	Flat	
<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>		
5,100	8,200	11,400	14,700	18,100		
112,569	117,669	125,869	137,269	151,969		
<b>\$ 117,669</b>	<b>\$ 125,869</b>	<b>\$ 137,269</b>	<b>\$ 151,969</b>	<b>\$ 170,069</b>		

## **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 expires in 2008.

### **Long-Term Assumptions**

- Activities will be consistent with revenues.

### **Fund Balance**

No fund balance requirement.

YOUTH ACTIVITIES LEVY FUND

Description	2003 Actual	2004 Actual	2005 Amended	2006 Adopted
Working Capital Carryover	\$ 36,341	\$ 36,403	\$ 20,166	\$ 213,006
Taxes				
Property Taxes				
Current	1,808,599	1,969,517	2,029,000	2,222,400
Prior	79,872	89,164	48,000	75,900
Total Taxes	1,888,471	2,058,681	2,077,000	2,298,300
Total Youth Activities Levy	\$ 1,924,812	\$ 2,095,084	\$ 2,097,166	\$ 2,511,306

*youth activities levy fund long-term plan*

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YOUTH ACTIVITIES LEVY FUND	2003 Actual	2004 Actual	2005 Amended	2005 Estimate	2006 Adopted
<b>Revenues</b>					
Taxes	\$ 1,888,471	\$ 2,058,681	\$ 2,077,000	\$ 2,184,328	\$ 2,298,300
Charges for Service					-
Interest on Investments					-
<b>Total Revenues</b>	<b>1,888,471</b>	<b>2,058,681</b>	<b>2,077,000</b>	<b>2,184,328</b>	<b>2,298,300</b>
<b>Expenditures</b>					
Personal Services	88,528	84,641	89,000	88,526	93,000
Materials and Services	1,799,881	1,887,855	2,006,000	2,005,384	2,293,000
Transfers Out					-
<b>Total Expenditures</b>	<b>1,888,409</b>	<b>1,972,496</b>	<b>2,095,000</b>	<b>2,093,910</b>	<b>2,386,000</b>
Excess (Deficiency) of Revenues over Expenditures	62	86,185	(18,000)	90,418	(87,700)
Working Capital Carryover	36,341	36,403	20,166	122,588	213,006
<b>Ending Fund Balance</b>	<b>\$ 36,403</b>	<b>\$ 122,588</b>	<b>\$ 2,166</b>	<b>\$ 213,006</b>	<b>\$ 125,306</b>

*youth activities levy fund long-term plan*

2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	Assumptions	Percent
\$ 2,455,300	\$ 2,647,000				YAL expires in 2008	
-	-	-				
-	-	-				
<u>2,455,300</u>	<u>2,647,000</u>	-	-	-		
87,000	87,000					105.0%
2,368,300	2,560,000	2,006				104.0%
-	-	-				
<u>2,455,300</u>	<u>2,647,000</u>	<u>2,006</u>	-	-		
-	-	(2,006)				
125,306	125,306	125,306				
<u>\$ 125,306</u>	<u>\$ 125,306</u>	<u>\$ 123,300</u>	\$ -	\$ -		



## Appendix

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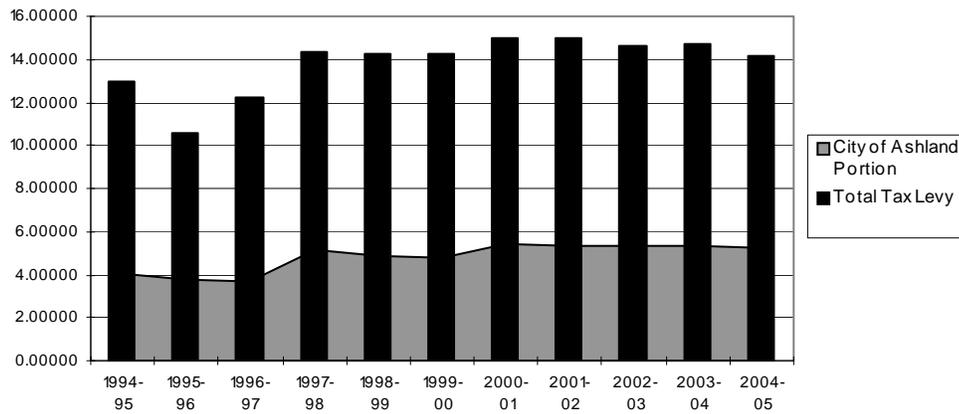
## history of combined property tax rates

The table below shows combined city and county property tax rates per thousand dollars of assessed value.

### HISTORY OF COMBINED PROPERTY TAX RATES

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
	Tax Rate						
City of Ashland	4.91850	4.81387	5.48310	5.37730	5.38390	5.33990	5.25330
County	2.20550	2.25340	2.55500	2.65720	2.70170	2.79100	2.39900
Vector	0.04270	0.04270	0.04290	0.04290	0.04160	0.04170	0.04170
RVTD	0.17720	0.17720	0.00000	0.17720	0.16980	0.17090	0.17110
Schools-ESD-Rogue	5.00000	5.02530	5.02530	5.02530	4.99720	4.99920	5.00000
School Debt	1.94340	1.94560	1.83760	1.66620	1.36650	1.32980	1.28240
<b>Total Tax Rate</b>	<b>14.28730</b>	<b>14.25807</b>	<b>14.94390</b>	<b>14.94610</b>	<b>14.66070</b>	<b>14.67250</b>	<b>14.14750</b>
Assessed Valuation	1,088,136,230	1,157,736,510	1,240,116,210	1,333,040,730	1,423,894,752	1,511,613,496	1,511,835,569

### Combined Property Tax Rates



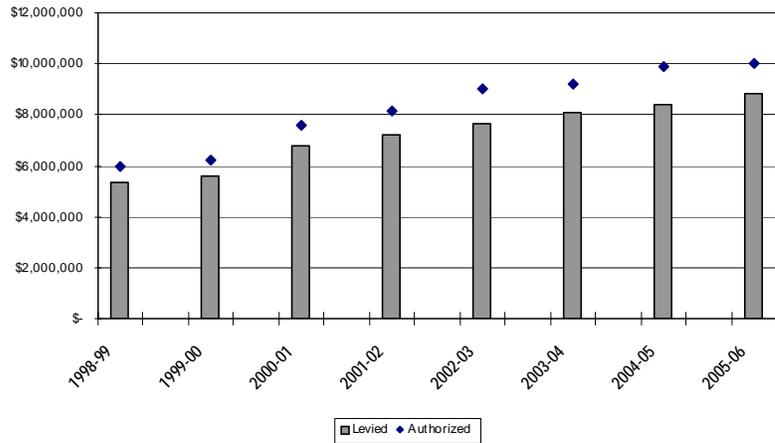
This chart shows the combined property tax rates per thousand dollars of assessed valuation from fiscal year 1994-95 through year 2004-2005.

The table below shows the total property taxes levied from 1998-99 fiscal year through the adopted 2005-06.

History of Property Tax Levies

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	Adopted 2005-06
	Tax Levy							
General Fund	\$ 1,583,000	\$ 1,740,000	\$ 1,862,656	\$ 1,997,793	\$ 2,094,099	\$ 2,218,261	\$ 2,352,000	\$ 2,720,000
Parks Continuing Levy	2,458,000	2,458,000	2,631,773	2,758,856	2,977,649	3,192,132	3,344,000	3,510,000
Ashland Youth Activity	1,100,000	1,100,000	1,712,104	1,841,695	1,970,420	2,094,699	2,205,000	2,315,000
1982 Water Bond Levy	53,000	53,000	83,000	83,000	83,000	84,046	83,000	-
1992 Water Bond Levy	50,000	100,000	100,000	100,000	100,000	101,455	-	-
1997 Flood Restoration Bonds	115,000	125,000	100,000	95,000	105,000	105,058	105,000	230,980
2000 Fire Station/ Flood Restoration Bonds	-	-	311,000	310,388	304,000	309,770	310,000	27,700
	<b>\$ 5,359,000</b>	<b>\$ 5,576,000</b>	<b>\$ 6,800,533</b>	<b>\$ 7,186,732</b>	<b>\$ 7,634,168</b>	<b>\$ 8,105,421</b>	<b>\$ 8,399,000</b>	<b>\$ 8,803,680</b>
Authorized	5,963,000	6,239,000	7,557,000	8,142,000	9,046,000	9,176,000	9,883,000	10,033,500

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.

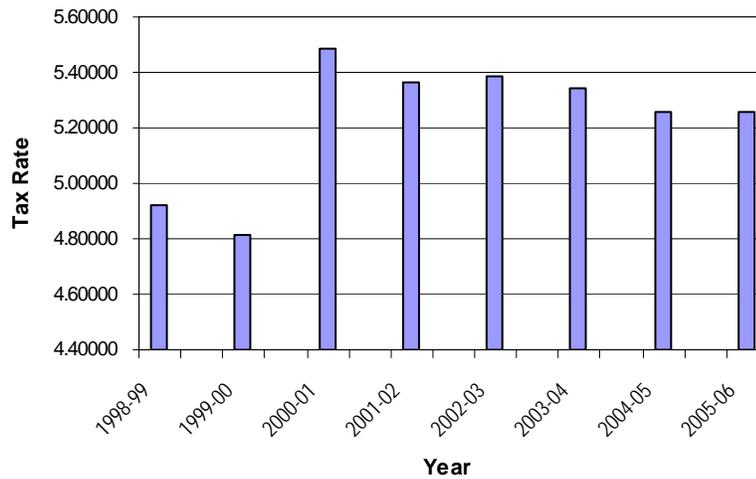


## history of property tax rates

The table below shows the property tax rates per thousand dollars of assessed value from fiscal year 1998-99 through the adopted rates for 2005-06.

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	Adopted 2005-06
	Tax Rate							
General Fund	1.45291	1.50224	1.50200	1.47170	1.47170	1.47194	1.47190	1.62190
Parks	2.25600	2.12202	2.12220	2.09250	2.09250	2.09247	2.09280	2.09280
Ashland Youth Activities Levy	1.00960	0.94960	1.38000	1.38000	1.38000	1.38000	1.38000	1.38000
1982 Water Bond Levy	0.04864	0.04576	0.06760	0.06230	0.06310	0.05491	0.05190	-
1992 Water Bond Levy	0.04589	0.08634	0.08150	0.07500	0.07610	0.06615	-	-
1997 Flood Restoration Bonds	0.10555	0.10792	0.08150	0.07350	0.07230	0.06946	0.06570	0.14340
2000 Flood Restoration Bonds	-	-	0.01300	-	-	-	-	-
2000 Flood and Fire Station Bonds	-	-	0.24050	0.20940	0.22820	0.20508	0.19400	0.01720
	<b>4.91859</b>	<b>4.81387</b>	<b>5.48830</b>	<b>5.36440</b>	<b>5.38390</b>	<b>5.34001</b>	<b>5.25630</b>	<b>5.25530</b>
Assessed Valuation	1,088,136,230	1,157,736,510	1,240,116,210	1,333,040,730	1,423,894,752	1,511,613,496	1,511,835,569	1,677,271,999

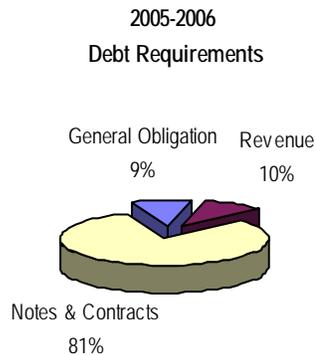
### History of Property Taxes



The table below shows the minimum requirements of Debt Service repayments. The current year budget contains provisions for additional payments on Bond and Notes with call features that allow for prepayment. The current budget also contains significant issues yet to be marketed, so future requirements are not known and, therefore, not included.

	Joint Revenue & Tax Supported				Joint Revenue & Tax Supported	
	General Obligation		Revenue Supported		Notes and Contracts	
	Bonds		Revenue		Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2005-06	355,000	228,731	320,000	140,456	1,284,210	2,503,292
2006-07	370,000	213,209	325,000	134,006	1,318,808	1,711,940
2007-08	390,000	196,888	335,000	127,406	1,506,429	1,655,626
2008-09	385,000	174,378	335,000	120,288	2,091,141	1,594,374
2009-10	405,000	155,675	345,000	112,206	1,988,727	1,508,648
2010-11	430,000	135,703	360,000	102,944	2,055,480	1,429,129
2011-12	455,000	114,266	370,000	92,444	2,069,411	1,346,133
2012-13	180,000	98,460	375,000	81,269	2,138,646	1,261,467
2013-14	190,000	88,560	385,000	69,628	2,050,468	1,171,902
2014-15	200,000	78,110	400,000	57,413	2,138,984	1,083,644
2015-16	210,000	66,910	155,000	48,694	2,195,264	992,402
2016-17	220,000	55,150	160,000	43,475	2,293,761	896,488
2017-18	235,000	42,720	165,000	37,929	2,393,977	794,607
2018-19	250,000	29,325	175,000	31,976	2,500,974	687,898
2019-20	260,000	14,950	180,000	25,585	2,609,816	576,151
2020-21	-	-	185,000	18,831	2,730,571	457,826
2021-22	-	-	190,000	11,681	2,858,300	332,345
2022-23	-	-	200,000	4,000	1,281,542	215,104
2023-24	-	-	-	-	1,359,418	135,899
2024-25	-	-	-	-	1,442,455	51,867
2025-26	-	-	-	-	60,661	6,959
2026-27	-	-	-	-	64,046	3,574
<b>Totals</b>	<b>\$ 4,535,000</b>	<b>\$ 1,693,033</b>	<b>\$ 4,960,000</b>	<b>\$ 1,260,231</b>	<b>\$ 40,433,088</b>	<b>\$ 20,417,275</b>

This graph shows principal debt by type of debt service as a percentage of total debt.



## 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, Senior Program, 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.

**Community Development Block Grant Fund.** This fund was established in 1994-95. The fund accounts for the Block Grant and related expenditures.

- A fund balance policy is not needed since this fund works on a reimbursement basis.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual 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 non-recurring 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.

- 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.
- 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.

**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.

**Telecommunications Fund.** The Telecommunications Fund accounts for the revenues and expenditures of the Ashland Fiber Network.

- No fund balance policy has been established.

### 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.

**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, Senior Program, 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 cemetery 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

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Effective January 1, 2005

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<b><u>Elected and Appointed:</u></b>		
Mayor	500	500
Council	350	350
City Recorder/Treasurer	64,328	64,328
Municipal Judge	43,719	43,719
<b><u>Management and Confidential:</u></b>		
City Administrator	102,820	121,425
City Attorney	79,723	89,608
Police Chief	79,723	89,608
Electric & Telecommunications Director	79,723	89,608
Finance Director	79,723	89,608
Fire Chief	79,723	89,608
Public Works Director	79,723	89,608
Community Development Director	79,723	89,608
Electric Operations Superintendent	70,710	79,668
Assistant Fire Chief	70,318	79,223
EMS Fire Training Coordinator	65,745	73,904
Police Lieutenant	65,745	73,904
Human Resources Director	65,745	73,904
Public Works Superintendent	63,538	71,840
Telecommunications Engineer	63,538	71,840
Engineering Services Manager	58,643	68,409
Cable TV Manager	57,995	67,777
Network Administrator	57,995	65,170
Database Administrator	57,995	65,170
Management Analyst	57,995	65,170
Senior Planner	56,287	63,408
Building Official	56,287	63,408
Fire Protection Plans Examiner	56,287	63,408
Police Sergeant	55,077	62,040
Water Plant Supervisor	52,858	59,409
Water Quality Supervisor (Collection/Plant)	52,858	59,409
Accounting Division Manager	49,780	57,075
Associate Engineer	50,341	56,580
Water Quality Supervisor (Distribution)	47,413	53,316
Maintenance Safety Supervisor	47,413	53,316
Street Supervisor	47,413	53,316
Customer Service Supervisor	46,045	51,770
Police Admin. Services Manager	47,402	53,316
Accreditation/Training Manager	47,402	53,316
Telecomm/Computer Technician	47,413	53,316
Assistant City Attorney	46,609	52,509
User Support Administrator	46,310	52,069
Legal Assistant/Claims Management	40,078	45,078
Senior Program Director	37,120	41,727

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<b><u>Management and Confidential:</u></b>		
Executive Secretary	36,389	40,906
Administrative Assistant	29,484	35,798
Legal Secretary	29,484	35,798
Administrative Secretary	27,440	33,294
Secretary	23,760	28,799
<b><u>General City Services Staff:</u></b>		
Engineering Tech III	44,318	53,865
Building Inspector	42,177	53,313
Staff Accountant	40,638	51,262
Project Coordinator	40,638	51,262
Associate Planner	38,684	47,745
Engineering Assistant	38,684	47,745
Housing Program Specialist	38,684	47,745
Account Representative	37,879	47,354
Engineering Tech II	36,291	45,962
GIS Specialist	36,291	45,962
Account Clerk II	33,458	41,079
Computer Technician	33,404	40,641
Assistant Planner	30,405	38,513
Conservation Analyst	30,363	46,840
Code Compliance Specialist	29,697	36,486
Engineering Tech I	29,184	36,975
Account Clerk I	26,864	33,849
Secretary (IBEW)	25,594	32,384
Clerk II	23,836	30,088
Senior Center Specialist	22,420	25,209
Clerk I	20,013	25,156
Bailiff	3,450	3,450
<b><u>Fire and Rescue Personnel:</u></b>		
Captain-EMT "P"	57,424	62,973
Captain-EMT "I"	55,484	61,067
Captain-EMT "B"	54,157	59,739
Engineer-EMT "P"	51,679	55,986
Engineer-EMT "I"	49,614	53,886
Engineer-EMT "B"	48,155	52,427
Firefighter-EMT "P"	41,891	52,035
Firefighter-EMT "I"	39,863	49,899
Firefighter-EMT "B"	38,368	48,476
<b><u>Police Personnel:</u></b>		
Police Officer	38,026	48,308
Community Outreach Officer	34,563	43,641
Community Services Officer	28,314	34,742

## *salary schedule*

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<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<b><u>General Labor:</u></b>		
Utility Worker IV	35,576	44,033
Cemetery Sexton	35,576	44,033
Water Treatment Plant Operator III	35,455	43,887
Utility Worker III	33,681	42,210
Treatment Plant Operator WW	33,666	43,047
Water Treatment Plant Operator	32,198	41,505
Mechanic	32,628	42,639
Utility Worker II	28,845	38,152
Meter Reader/Repair	28,092	36,985
Utility Worker I	26,026	33,996
<b><u>Electric Staff:</u></b>		
Lead Working Line Installer	66,968	66,968
Meter Relay Technician	65,009	65,009
Line Installer/Service Person	61,913	61,913
Line Installer	61,913	61,913
Electrician	61,913	61,913
Electric Meter Reader	58,816	58,816
Line Truck Driver	48,975	48,975
Head-Technician	46,407	52,177
Connect-Disconnect	44,379	44,379
Electrical Warehouse Worker	43,508	43,508
Lead Telecommunications Technician	44,236	44,236
Meter Reader	42,130	42,130
Grounds Person	42,130	42,130
Telecommunications Technician	42,130	42,130
Tree Trimmer	52,132	52,132
<b><u>Regular Part-time Employees:</u></b>		
Community Services Volunteer Coordinator	38,851	43,817
Band Director	3,451	3,451

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<u>Department</u>	<u>2003 Actual</u>	<u>2004 Adopted</u>	<u>2005 Adopted</u>	<u>2006 Adopted</u>
Administration	11.75	13.25	10.25	8.50
Finance	13.80	15.80	20.25	36.65
City Recorder	2.00	2.00	2.00	2.00
Police	44.29	37.30	39.80	39.80
Fire and Rescue	31.00	32.00	34.00	34.00
Public Works	55.30	55.80	57.80	58.80
Community Development	14.00	15.00	15.20	17.00
Electric	31.75	31.00	36.05	21.25
<b>Subtotal</b>	<b>203.89</b>	<b>202.15</b>	<b>215.35</b>	<b>218.00</b>
Parks and Recreation	38.20	36.40	46.90	48.45
<b>Total Staffing Requirement</b>	<b>242.09</b>	<b>238.55</b>	<b>262.25</b>	<b>266.45</b>

\* 2005, 2006 Includes temporary employees

*summary of union affiliation*

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	<u>Non- represented</u>	<u>IBEW Clerical</u>	<u>IBEW Electrical</u>	<u>Laborers</u>	<u>Ashland Police Assoc.</u>	<u>Ashland Firefighters</u>	<u>Temps</u>	<u>Total</u>
Administration Department	8.50							8.50
Finance Department	13.65	18.00	5.00					36.65
City Recorder	2.00							2.00
Police Department	9.30	3.00			25.00		2.50	39.80
Fire and Rescue Department	5.00					27.00	2.00	34.00
Public Works Department	12.00	5.50		40.30			1.00	58.80
Community Development	6.00	11.00						17.00
Electric Department	3.00	3.50	14.00				0.75	21.25
Parks Department	41.75						6.70	48.45
	<u>101.20</u>	<u>41.00</u>	<u>19.00</u>	<u>40.30</u>	<u>25.00</u>	<u>27.00</u>	<u>12.95</u>	<u>266.45</u>
	By							
Contract Status	Resolution	Settled	Settled	Settled	Settled	Settled		
Termination Date	N/A	6/30/2009	6/30/2005*	6/30/2008	6/30/2006	6/30/2006		

\*In negotiations at time of publication



## *chart of accounts descriptions*

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The following descriptions include the types of Materials and Services 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.

### **MATERIALS & SERVICES (600)**

The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay. Includes contractual and other services, materials, supplies and other charges.

#### **601 Supplies**

All supplies used by the City such as; office supplies, small tools under \$5,000, food and related items, and books and periodicals.

#### **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.

#### **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.

#### **605 Miscellaneous Charges and Fees**

All internal charges are located here. Central Service Fees, Insurance Service Fees, Facilities Use Fees 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.

#### **607 Insurance**

Expenditures for insurance premiums, self-insurance direct claims, and administration.

#### **608 Commission**

Expenditures relating to advisory committees and commissions created by council.

#### **609 Grants**

All Social Service, Economic and Cultural grants awarded by the City.

#### **610 Programs**

Programs are groups of activities to accomplish a major service or function for which the local government is responsible.

#### **612 Franchise**

General government tax assessed on city enterprise utility gross revenues.

## **CAPITAL OUTLAY (700)**

Monies spent to purchase or construct land, buildings, internal and contracted improvement projects or equipment with a minimum value of \$5,000 as per the Fixed Asset Capitalization Policy, and buildings such as the Civic Center, Public Library, and the City Hall. Items, which generally have a useful life of two or more years, such as machinery, land, furniture, equipment or buildings.

### **701 Land**

Land is categorized into three groups:

- 1) Land which constitutes all city owned property other than easements which are not capitalized.
- 2) Dedicated Park Land which constitutes property dedicated by the City Council as perpetual parkland and
- 3) Open Space Land, which constitutes property dedicated by the City Council as designated open space park.

### **702 Buildings**

All city owned or occupied buildings. Buildings include fixtures and attachments permanently fixed to the structure such as light fixtures, wiring, plumbing, and HVAC.

### **703 Equipment**

Equipment such as small equipment, heavy equipment, vehicles, computer network and software peripherals including hardware and printers, including parts and supplies that aren't otherwise categorized with a minimum value of \$5,000 as per the Fixed Assets Capitalization Policy.

### **704 Improvements Other than Buildings**

Infrastructure improvements per the Fixed Assets Capitalization Policy.

## **DEBT SERVICE (800)**

Payments of interest and principal related to long-term debt or loans made to the City including interest for land, buildings, internal and contracted improvement projects and equipment.

### **801 Principal**

Payments retiring the current portion of the City's long-term debt.

### **802 Interest**

Payment of interest on the City's long-term debt.

## **OTHER FINANCING USES (900)**

All Interfund Loans, Operating Transfers, Contingency Appropriations and Unappropriated funds.

### **901 Interfund Loans**

Loans made between funds.

### **902 Operating Transfers Out**

An amount distributed from one fund to finance another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

## *chart of accounts descriptions*

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### **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.



**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)]

**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 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.

**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).

**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 tax 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.
- 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.

<b>A</b>	<b>ACCESS-</b> Aging Community Coordinated Enterprise and Supportive Services		<b>EMT I-</b> Emergency Medical Technician Intermediate
	<b>ADA-</b> Americans with Disabilities Act		<b>EMT P-</b> Emergency Medical Technician Paramedic
	<b>AFN-</b> Ashland Fiber Network		<b>EOC-</b> Emergency Operations Center
	<b>AMR-</b> Automatic Meter Reading System		<b>EOFY-</b> End of Fiscal Year
	<b>APD-</b> Ashland Police Department		<b>EOY-</b> End of Year
	<b>ASA-</b> Ambulance Service Area		<b>EPA-</b> Environmental Protection Agency
	<b>AWTA-</b> Ashland Woodland Trails Association		<b>ESD-</b> Educational Service District
<b>B</b>	<b>BPA-</b> Bonneville Power Administration	<b>F</b>	<b>F&amp;B-</b> Food and Beverage
<b>C</b>	<b>CAFR-</b> Comprehensive Annual Financial Report		<b>FAA-</b> Federal Aviation Administration
	<b>CAP-</b> Civil Air Patrol		<b>FAM-</b> Federal Aid Money to Municipalities
	<b>CATV-</b> Cable Television		<b>FBO-</b> Fixed Base Operator
	<b>CDBG-</b> Community Development Block Grant		<b>FEMA-</b> Federal Emergency Management Agency
	<b>CERT-</b> Community Emergency Response Team		<b>FFY-</b> Federal Fiscal Year
	<b>CERVS-</b> Community Resource and Vital Services		<b>FTE-</b> Full Time Employee
	<b>CIP-</b> Capital Improvement Plan		<b>FY-</b> Fiscal Year. Example: FY 2005-2006, FY 2005-06, FY 2006
	<b>CMOM-</b> Capacity, Management, Operation, and Maintenance	<b>G</b>	<b>GAAP-</b> Generally Accepted Accounting Principals
	<b>CPI-</b> Consumer Price Index		<b>GASB-</b> Government Accounting Standards Board
	<b>CSO-</b> Community Service Officer		<b>GIS-</b> Geographic Information Systems
	<b>CSV-</b> Community Service Volunteer		
	<b>CUFR-</b> Component Unit Financial Report	<b>H</b>	<b>HIPAA-</b> Health Insurance Portability and Accountability Act
	<b>CWSRF-</b> Clean Water State Revolving Fund		<b>HR-</b> Human Resources
<b>D</b>	<b>DARE-</b> Drug Awareness Resistance Education		<b>HUD-</b> Housing and Urban Development
	<b>DEQ-</b> Department of Environmental Quality		<b>IBEW-</b> International Brotherhood of Electrical Workers
<b>E</b>	<b>EMS-</b> Emergency Medical Services		
	<b>EMT-</b> Emergency Medical Technician	<b>I</b>	<b>ICCA-</b> Interfaith Care Community of Ashland
	<b>EMT B-</b> Emergency Medical Technician Basic		<b>IS-</b> Information Services

	<b>ISP</b> - Internet Service Provider		<b>SDC</b> - System Development Charges
	<b>ISTEA</b> - Intermodal Surface Transportation Efficiency Act		<b>SOU</b> - Southern Oregon University
<b>J</b>	<b>JJTC</b> - Jackson/Josephine Transportation Committee		<b>SOWAC</b> - Southern Oregon Women's Access to Credit
<b>L</b>	<b>LCDC</b> - Land Conservation Development Commission		<b>SRO</b> - School Resource Officer
	<b>LID</b> - Local Improvement District	<b>T</b>	<b>TAP</b> - Talent Ashland Phoenix
	<b>LLC</b> - Limited Liability Company		<b>TID</b> - Talent Irrigation District
<b>M</b>	<b>MS4</b> - Municipal Storm Drain System		<b>TOT</b> - Transient Occupancy Tax
<b>N</b>	<b>NPDES</b> - National Pollutant Discharge Elimination System		<b>TPAC</b> - Transportation Plan Advisory Committee
<b>O</b>	<b>OCI</b> - Overall Condition Index		<b>TTPC</b> - Transportation Transit Parking Committee
	<b>ODA</b> - Oregon Department of Agriculture	<b>U</b>	<b>UB</b> - Utility Billing
	<b>ODOT</b> - Oregon Department of Transportation		<b>USFS</b> -United States Forest Service
	<b>ORS</b> - Oregon Revised Statute	<b>W</b>	<b>WW</b> - Wastewater
	<b>OSF</b> - Oregon Shakespeare Festival		<b>WWTP</b> - Wastewater Treatment Plant
	<b>OSHA</b> - Occupational Safety and Health Administration	<b>Y</b>	<b>YAL</b> - Youth Activities Levy
<b>P</b>	<b>PEG</b> - Public Education and Government		<b>YDO</b> - Youth Diversion Officer
	<b>PERS</b> - Public Employee Retirement System		
	<b>PMS</b> - Pavement Management System		
	<b>PUC</b> - Public Utility Commission		
	<b>PW</b> - Public Works		
<b>R</b>	<b>RVACT</b> - Rogue Valley Area Commission on Transportation		
	<b>RVTD</b> - Rogue Valley Transit District		
	<b>RVTV</b> - Rogue Valley Television		
<b>S</b>	<b>SBA</b> - Small Business Administration		
	<b>SCADA</b> - Supervisory Control and Data Acquisition		

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**Budget Calendar  
FY 2005-06**

- 2/10/05**      **BUDGET COMMITTEE - Introduction**  
Council Chambers 7:00pm
- 3/9-3/10/05**      **BUDGET SUBCOMMITTEE**  
Social Service Grant Presentations  
Council Chambers 7:00pm
- 3/30-3/31/05**      **BUDGET SUBCOMMITTEE**  
Economic and Cultural Development Grant Presentations  
Council Chambers 7:00pm
- 5/2/05**      **FULL BUDGET COMMITTEE MEETING - Budget Message**  
City Recorder, Administration,  
Administrative Services Presentations (Municipal Court)  
Council Chambers 7:00pm
- 5/5/05**      **DEPARTMENTAL BUDGET PRESENTATIONS**  
Police, Fire Presentations  
Council Chambers 7:00pm
- 5/11/05**      **DEPARTMENTAL BUDGET PRESENTATIONS**  
Community Development, CDBG, Parks Presentations  
Council Chambers 7:00pm
- 5/12/05**      **DEPARTMENTAL BUDGET PRESENTATIONS**  
Electric Department, Information Technology Presentations  
Council Chambers 7:00pm
- 5/16/05**      **DEPARTMENTAL BUDGET PRESENTATIONS**  
Public Works CIP, Airport, Street,  
Water, Wastewater, Admin, Facilities, Cemetery, & Equipment  
Council Chambers 7:00pm
- 5/19/05**      **FULL BUDGET COMMITTEE MEETING/WRAP-UP/APPROVAL**  
Administrative Services Presentation  
Council Chambers 7:00pm
- 6/7/04**      **PUBLIC HEARING**  
First Reading of Ordinance

### Affidavit of Publication

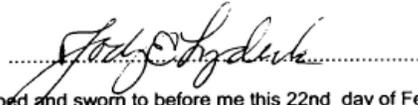
State of Oregon,            )  
                                      )        ss.  
County of Jackson         )

I, Jody E. Lydick, being first duly sworn, depose and say that I am the Principal Clerk of Ashland Daily Tidings of general circulation, printed and published in Ashland in the aforesaid county and state; that the

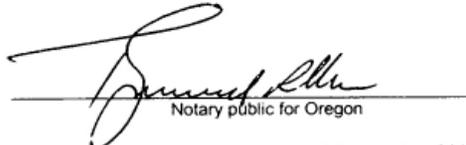
City of Ashland PO#85889

Budget Committee Meeting

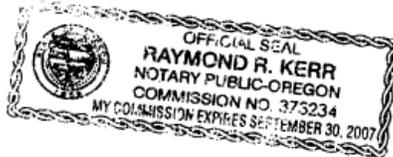
A printed copy of which is hereto annexed, was published in the entire issue of said newspaper for one insertion in the following issues:  
2/7 2005



Subscribed and sworn to before me this 22nd day of February, 2005.

  
Notary public for Oregon

My Commission expires 30th day of September 2007.





**CITY OF  
ASHLAND  
NOTICE OF BUDGET  
COMMITTEE MEETING**

An introductory meeting of the Budget Committee for the City of Ashland to discuss the budget for the fiscal year July 1, 2005, to June 30, 2006, will be held in the Council Chambers at the Ashland Civic Center, 1175 East Main Street. This meeting will take place on February 10, 2005 at 7:00 p.m. The purpose of this meeting is to discuss the budget calendar and budget assumptions.

The schedule for the Budget Committee and Subcommittee meetings to receive questions and comments from the public will be published when determined by the committee.

These are public meetings where deliberation of the Budget Committee takes place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee or a Subcommittee.

*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).*

No. 339131  
Publish 2/7, 2005

### Affidavit of Publication

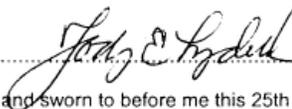
State of Oregon,            )  
  )            ss.  
County of Jackson        )

I, Jody E. Lydick, being first duly sworn, depose and say that I am the Principal Clerk of Ashland Daily Tidings of general circulation, printed and published in Ashland in the aforesaid county and state; that the

City of Ashland PO#68858

Budget Calendar

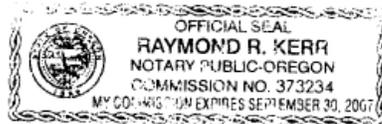
A printed copy of which is hereto annexed, was published in the entire issue of said newspaper for two insertions in the following issues: 4/18, 4/25 2005

  
.....

Subscribed and sworn to before me this 25th day of April, 2005.

  
\_\_\_\_\_  
Notary public for Oregon

My Commission expires 21st day of January 2009.





**CITY OF  
ASHLAND**  
CITY OF ASHLAND  
BUDGET CALENDAR  
FY 2005-06

When	What
5/2/05	<b>FULL BUDGET COMMITTEE MEETING</b> <b>-Budget Message</b> Administration, City Recorder, Finance Presentations (Accounting, Customer Service, Purchasing, and Non-Operating) Council Chambers, 7:00 p.m.

**5/5/05 DEPARTMENTAL BUDGET PRESENTATIONS**  
Police, Fire Presentations  
Council Chamber, 7:00 p.m.

**5/11/05 DEPARTMENTAL BUDGET PRESENTATIONS**  
Community Development, CDBG, Parks, Presentations, Council Chambers  
7:00 p.m.

**5/12/05 DEPARTMENTAL BUDGET PRESENTATIONS**  
Electric Department, Finance Presentations (Computers and AFN) Council Chambers 7:00 p.m.

**5/16/05 DEPARTMENTAL BUDGET PRESENTATIONS**  
Public Works CIP, Airport, Street, Water, Wastewater, Admin, Facilities, Cemetery, & Equipment, Council Chambers, 7:00 p.m.

**5/19/05 FULL BUDGET COMMITTEE MEETING/ WRAP-UP APPROVAL**  
Council Chambers  
7:00 p.m.

**6/7/05 PUBLIC HEARING**  
First reading of Ordinances, Resolution on appropriations, Resolution to qualify for state subventions, Resolution to receive state revenues, Resolution declaring to receive state revenues.

**6/21/05 SECOND READING OF ORDINANCE**

*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).*

No. 355659  
Publish: 4/18, 4/25, 2005

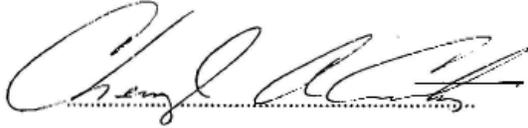
**Affidavit of Publication**

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 newspaper of general circulation, printed and published at Medford in the aforesaid county and state; that the

City Of Ashland Budget Meeting

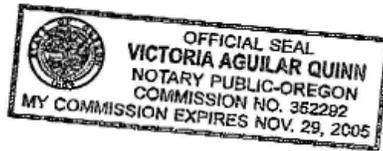
A printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 Insertion in the following issues:  
June 3, 2005



Subscribed and sworn to before me this 17 day of June,        2005.

  
Notary public for Oregon

My Commission expires 29th day of Nov 2005.



# City of Ashland Budget Meeting

A meeting of the Ashland City Council will be held on June 7, 2006, at 10:00 a.m. at the Civic Center, 1175 East Main Street, Ashland, Oregon. The purpose of the meeting is to discuss the budget for the fiscal year beginning July 1, 2006, as approved by the Ashland City Council. A summary of the proposed budget is available for review and comment at the meeting.

	2005-2006	2006-2007
<b>ANTICIPATED REVENUES</b>		
General Services	\$ 19,807,507	\$ 21,803,094
Utilities and Services	27,451,534	29,297,228
Capital Outlay	7,886,111	10,713,338
Debt Service	18,257,192	4,717,738
Transfer	152,422	801,719
Other Financing (Use of Proceeds)		1,415,033
Contingencies	1,102,313	1,417,373
Unassigned Ending Fund Balance	2,360,352	8,127,273
<b>Total Revenues</b>	<b>\$1,458,730</b>	<b>\$1,458,730</b>
<b>ANTICIPATED EXPENDITURES</b>		
Revenue Shortfall Property Taxes	\$4,915,705	\$4,915,705
Property Taxes Estimated on Estimated Tax Rate	8,482,823	8,287,443
<b>Total Revenues</b>	<b>\$1,458,730</b>	<b>\$1,458,730</b>

	2005-2006	2006-2007
<b>ANTICIPATED TAX LEVY</b>		
Property Taxes Estimated to be Received	7,608,500	8,148,400
Use Due to Conditional Leases	128,000	308,040
Debt, Other, Other (Application)	8,443,200	8,537,400
<b>Total Levy</b>	<b>16,179,700</b>	<b>16,993,840</b>
<b>TAX RATES BY TYPE</b>		
Permanent Rate Limit	4.275	4.275
Local Option Levy	1.906	1.906
Levy for Bonded Debt Obligations	502.000	529.500
<b>LONG TERM DEBT</b>		
Bonds	25,896,000	19,800,000
Other	22,584,000	22,584,000
<b>Total Debt</b>	<b>\$48,480,000</b>	<b>\$42,384,000</b>

### OVERVIEW

Submitted herein is the City of Ashland's proposed budget (revised by changes approved by the Budget Committee) for the fiscal year 2006-2007 (FY 2006-07). This budget meets the efforts of many staff members to present a balanced budget while maintaining existing services. As the challenges that face local government continue to grow, maintaining control of our fiscal books while ensuring that we are providing the highest quality services to our citizens is a challenge that we must meet. The budget presented here is a conservative one, characterized in its development by attention to two important factors: maintaining the level of our current operations, with ongoing revenues, and making steps to improve Capital funds while ensuring cost efficiency.

### MAJOR ACCOMPLISHMENTS

The Mayor and Council, City staff, committees and a committee volunteer and the community made significant progress on a number of issues and projects during FY 2006-07.

Non-emergency capital projects have been completed or are awaiting completion including improvements to the airport and construction of additional bicycle paths, pedestrian safety features on the downtown area and improvements on Greenway Lane and Tule River Road. The City has also completed a number of projects including water and wastewater lines, water and wastewater treatment and upgrades to electric and gas at our wastewater treatment plant. A number of projects at the Hazardous Waste Treatment and Storage Unit are progressing well and a number of other projects are in various stages of completion.

The annual and extra-budget of the Ashland Fire Services was reduced in August 2006 to provide better rates, reduce cash balances to many funds, provide services and facilities to simplify the structure of the Telecommunications Fund.

The upcoming fiscal year will include additional projects including improvements to the Water Street Bridge, additional pedestrian safety features on the downtown area, improvements to Council chambers and many ongoing operational improvements to the community infrastructure.

Non-emergency Capital funds that relate directly to our ability values will be addressed in the FY 2007-08 budget including projects within the Health and Human Services plan, the development of a debt strategy and a separate initiative. Attention to water quality and treatment, improvements through an active energy water management program remains as well as the implementation of our economic development program, the development of a comprehensive public transit plan and the implementation of our economic development program, the development of a comprehensive public transit plan and the implementation of our economic development program.

FY 2006-07 will include revenue, managerial and operational status relating to the City's charter, utility billing software, water and wastewater treatment plant changes and other public services.

### MAJOR CHALLENGES

In the past few years the City of Ashland has begun to move away from a modest balanced budget. The trend was to continue providing good and sometimes increased services by relying on reserve funds. In the last few budgets, however, our revenues decreased and our expenses increased. This trend is expected to continue in the next few years. The current fiscal conditions are adequate, but changes in the local economy could result in the need for a reduction in services to the citizens of Ashland. However, the City is able to provide a strong local economy that would allow the City to continue with its services and make other changes in operations to meet the changes in services desired (demanded) by the public as well as costs and revenue potentials that providing existing services.

The belief that adequate fiscal balances and reserves can and will be maintained for the short term is not a goal for the City. The City is committed to the long-term fiscal health of the City and the appropriate levels as well as making the revenue sources to fund the related activities.

While the current fiscal conditions are adequate, budget changes in the local economy could result in the need for a reduction in services to the citizens of Ashland. However, the City is able to provide a strong local economy that would allow the City to continue with its services and make other changes in operations to meet the changes in services desired (demanded) by the public as well as costs and revenue potentials that providing existing services.

Stability of our revenue streams compared to expenses continues to be problematic. Unrecovered revenue amounts from legislative action (increases on the amount collected by the ashland services), self contained enterprises (such as the ashland services), and changes in the economy (higher cost per gallon of gasoline causing less gallons to be sold decreasing gas tax revenue) are making it difficult to balance the budget. Much time has been invested over the past few years in building a more cost-effective and efficient organization and community related programs such as "best" and then becomes a document in the budget.

An important aspect of managing the financial future of the City of Ashland involves knowing the actual cost to provide specific services. This information is used to establish fees, manage costs, and evaluate the effectiveness of programs in relationship to the cost. This information can also be used to set rates and to make sure we are meeting City Council objectives regarding the recovery of costs. The proposed budget document provides to complete the effort.

A normal part of the budget preparation process is for staff to look at what things could be done differently as a means to make the City a better organization and a better service provider. It is not unusual for departmental managers and the staff to be included as part of the proposed budget. Over the years, Ashland has seen small and large changes in the way of service provided or delivery between departments to better meet or better align activities. Results of changes can be provided either at staff meetings or larger ones such as Public Accounting and Municipal Court moving to Finance at the last few years as brought to the Committee's attention. Large organizational changes like not meeting Public Outreach to Modified or changes in APN are often reviewed over multiple budget years.

The proposed budget includes several adjustments and commitments that will positively impact the services provided or effectiveness of services. A few of them are:

- Division of Information Technology Department which will include APN and Computer Services and creation of an Information Technology Director that will report to the City Administrator.
- Creation of an Administrative Services Department which will include Human Resources, Information Technology, and Finance. A long-term goal is to provide a community service (State Program) together with other activities and functions (Public & Recreation).
- Staff reorganization in Police, Fire and Community Development - Changing roles and responsibilities of existing staff and adding positions in some cases to better align internal and external goals.

Due to financial restraints, not all budget proposals could be accommodated. Publicly asked for 2.07% and 2.07% for 1.0. Some positions were added that it is not anticipated that existing others from the budget will have a significant impact on the ability of the organization to raise significant programs towards the achievement of Council or operational goals. The departments requested by the budget changes will be the activities listed in the attached list of the departments and the impact to the City of Ashland.

Several issues remain on the horizon that could have a negative impact on the financial condition of the City. The cost of the Public Employees Retirement System increased for two years and is budgeted to continue the increase in FY 2007-08 due to cost recovery of cost containment legislation and previous significant declines in PERA investments. PERA advised the City that the investment would not meet the needs of the City. The City of Ashland has attempted to pay by setting aside monies in FY 2006-07 to offset the impact of the investment. The budgeted impact by the Department for the proposed year is a 20% increase in retirement costs. The Insurance Fund the City has budgeted the impact by additional monies from the act above. Over the last few years the City has been able to maintain the impact of PERA increases in FY 2006-07. The result of investment gains in PERA investments in FY 2002-03 are expected to reach annual increases to meet retirement costs.

Health costs continue to escalate rapidly but the proposed amount for FY 2006-07 is less than expenditures in the last few years. Insurance average 10%-each year for the previous three years and cost savings such as program sharing

have not kept pace. A good experience rating during FY 2004-05 and changes in the insurance association program have resulted in the loss of cost to maintain the account. However, changes in the benefits provided by the association have given us some options and the City is now responsible for certain costs increasing from program balances. Additionally, future contract costs may increase since the Regan Policy has limited options to offer and making changes as they give the five different bargaining units is not an option for the City.

The high level of purchased power remains an issue. It has forced the City to budget for record-breaking amounts over the last several years and since the future is long years with the ongoing Bonneville Power Administration's schedule price plan. These amounts will increase over the next few years. Staff members hope that many of the EPA's financial problems are easing and we anticipate the need for a exchange to ease in the next few years. While that seems, re-negotiations for the utility's added charges will be brought to Council.

Also in the Electric Fund is a newly formed unit for the Telecommunications Fund involving over the years generated in the proposed budget and a Long-term Section as a place holder until Council has had a chance to decide which path to take in meeting APN's revenue shortfall.

The proposed budget has been prepared with a multi-year perspective, estimating trends in revenues and expenditures, taking into consideration the longer term impacts of decisions made today regarding staffing levels and services provided. Total budgeted fund balance remains at the \$15.2 million level for most of the long-term, and below the installed level by other agencies and rightfully to be used upon Ashland's current financial plan. The fund balance (including capital reserves) for FY 2006-07 and FY 2011-12 are \$15.2 million and should be the result of other of the past year given the increase in the future and the multiple of variables under the City's control to manage those numbers between now and then.

A key issue to note is that departmental expenditures have "moved" toward spending a higher percentage of then budgeted cost. This results in less "free" left in their budget year-end and a higher probability that monies will be used to fund (transfer) from Contingency or Ashland's other funds. In either case, similar balances will be carried forward to the following year-end. Attached is an explanation of this and a detail of three items:

- Holding budgets to small or no increases while many necessary work grew faster than inflation.
- Other, relating program changes but at a budget growth.
- Decrease for services given from other programs.

The impact of the above issues may not be fully revealed to the public in the budget and financial condition, established operations and delivery of services means to balance the budget and financial condition of the government over the long term. Staff is confident that changes can be made over the coming year to best deal with some of the above issues and make progress to balance the revenues and expenses to meet target balances.

### PROCESS

Each year the process for preparing the budget is modified to meet the needs of a systematic approach, allow for adequate public input and to accommodate for programmatic changes to programs and service levels deemed to be important portions of the overall budget. This year was off the following:

1. Evaluate current year revenues and expenses to better project end-of-year total revenues.
2. Review revenues and expenses for the proposed year to light the primary assumptions, including where necessary as an attempt to balance and adjust as well.
3. Prepare a budget proposal and set a target budget for the proposed year to meet approved levels of service.
4. Identify shortfalls or gaps between revenues and expenses and:
  - a. identify potential related alternative revenues or
  - b. reduce other priority expenses where possible to better align to target.
5. Make a long-term budgetary analysis of items 1 - 4 to provide better understanding of the issues above.

Consistent with past years' goals to prepare a budget that goes beyond the proposed year by projecting revenues, expenses and financial condition for the following five, the budget process includes information including planned programs, new initiatives, and new projects. The budget includes all departments and funds of the City including Public and Recreation.

The document is structured with two perspectives - by department and by fund. The departmental budget review with the focus is on a comprehensive review of the program and operations performed by one group. Staff has attempted to better coordinate departmental operations with major program or category of expenses in the long term plan for an extended period of time. It should be noted that the long-term projections are provided to help identify future impact and trends. The table to budgeting the differences between departmental and fund budgets in the following subsection. Each year, as a new budget is considered, revenues and requirements and increases and reductions are evaluated to present an accurate picture of the proposed long-term plan.

Throughout the document are tables and charts presenting preliminary performance measurements. Departmental accounts given directly to these measures' impact on the proposed budget and strategic goals. Balances in these presentations will require a corrected effort over the coming year as we identify those measures and indicators most meaningful to the citizens and staff.

The Goals of the City of Ashland are included in the budget document for reference. The goals have been grouped by departmental activity for FY 2006-07 and will be linked to the best goal area identified below:

- Climate Participation and Environment
- Environmental Resources
- Health
- Economic Strategy
- Public Services
- Transportation and Transit
- Energy, Air and Water Resources
- Public Open Space and Recreation
- Urbanization
- Humanized Sites and Structures
- Recreation Development
- Financial Management
- Social and Human Services

Within the budget document, each departmental account explains goals on the above list that specifically address them. Some of the goal related projects that are included in the proposed budget are:

- Protect a working economic development plan
- Complete revised development plan
- Develop Airport Outreach
- Improve transportation, traffic and related roadway safety
- Financial reviews and performance measures related reports

In the past, staff has presented additional information for council consideration that identifies potential changes to the proposed budget including staff additions, activities and funding alternatives. Some of those related directly to the proposed budget include the Goals of the City of Ashland. In the proposed budget, financial condition or sustainability \$10.0M for the environmentally sensitive and public development projects in the Central Service Fund as was originally planned (as a shortfall) in response to the needed expansion.

### BUDGET FORMAT

The budget format is consistent with the prior year. The significant portions of the document is organized by department, set by fund, the reader can be provided a different perspective than by fund. Each capital expenditure plan section and a long-term budget section are included in the budget to assist the Budget Committee in understanding the proposed capital improvement program and to a better sense of where the City is budgeted financially, as a multi-year basis.

In addition, long-term justifications in detail were entered into the management system - documentation and support. This information facilitates management's internal review process and is used by the departments to track their proposed expenditure needs and changes during the year. It ultimately results in better projections for the following year.

In this document and its budget components are used, the City will reflect information and how it is presented to the public and staff. The budget document is based on a financial plan, a communication device, a management tool and an operational goal. Development of performance goals and measures will change as the needs remain and their presentation in the budget will change accordingly.

Supporting information by fund, department, division and revenue flows 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-4 Financial Management Policies and A-12 Accounting Methods. Departmental programs are listed on page A-13 Chart of Accounts. Departmental programs are listed in the appendix on page A-13 Chart of Accounts. Departmental programs are listed in the appendix on page A-13 Chart of Accounts. Departmental programs are listed in the appendix on page A-13 Chart of Accounts.

### BUDGET SUMMARY

The total for all funds for the 2005-06 budget is \$180,013,100 which is \$6.1 million less than last year's recorded budget and is primarily due to the financial activity. The 2006-07 budget includes all appropriations, transfers, contracts and management fund balances, included in the proposed budget are:

- 5. Five fund services
- 6. Public services grants
- 7. Revenue and capital funds
- 8. Capital expenditures
- 9. Debt service
- 10. State and local subsidized services
- 11. Changes to revenues in asset city funds

Significant 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, one or half-year projects and related financing. Decreases occur in reductions to total capital projects, financing and related financing.

The Public & Recreation funds include the transfer of Senior Programs from the General Fund and received of the Youth Activities Levy Fund at a higher amount.

### BUDGET ASSUMPTIONS

The following assumptions were approved by the Budget Committee to be used in the preparation of the proposed budget:

- Inflation will be less than 2.0% for 2005-06. (Excludes for fuel, steel, aluminum & processed)
- Population growth will be 1.0%.
- Property tax rate will not exceed \$1.47 City, \$2.09 Public, \$3.50 combined - (Not used and \$1,551,000 of valuation assessed revenue is included in the budget for the General Fund).
- Property tax assessed valuations growth will be 2% under Measure 50 and new construction will be 2%.
- Half of new efficient and effective operations prior to recommending low level increases.
- Union contract provisions will be met and agreements reached with Police and Fire unions.
- The budget will address the City Council's strategic plan goals and objectives. Community relations and public goods were defined in the long-term.
- The City will pay to full extent to PERA. Potential 4% (actual 4.0%) increase for employee share.
- Health care premiums will increase 20%.
- New labor contracts will include employee sharing the cost - (Not used).
- Use fees will continue to support emergency operations.
- System development charges (SDCs) will be applied where applicable.
- Existing physical assets of the City and Parks will be maintained at current levels.
- The revenue distribution between City and Parks will be consistent with prior years.
- The City will comply with Federal and State requirements.

### REVENUES

Ashland's revenues are primarily fire 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 29.5% of the total revenues, 1.6% more of the total revenue than for the prior year. Property taxes represent 24.1% of the total revenues, 1.4% more of the total revenue than for the prior year. Electric Utility Levy, Fuel & Beverage taxes, Truck/Motor Vehicle taxes and franchise fees.

PROPERTY TAXES - Property taxes are distributed to the General Fund, Parks Fund, Ashland Youth Activities Fund (Parks) for services and the Water and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for 2006 is \$1.47, a little less than the prior year (over a long 1.5 per 1000 increase is projected due to replacement of revenue debt funded by local revenues).

CHARGES FOR SERVICE - Charges for services will increase for 60.5% of Ashland's revenues. Some of the charges are for ambulance patient services, transportation utility fees, storm drain utility fees, airport meter fees, water services, wastewater services, electric service and telecommunications services, system development charges and general services 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 adjusted 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.

Also, a change in Electric fuel fees and their distribution is budgeted for 2005-06. The transfer of Electric franchise fees (10% of revenue) has been budgeted completely in the General Fund rather than allocating 30% to the Street Fund. Water and Wastewater Fuel Franchise fees are budgeted to increase from 7% to 10% with the additional revenue being allocated to the Street Fund. In part to replace the decrease of electric franchise fees, but primarily to recognize the impact on rates that two companies have in working an adjustment. Staff intends to review the basis for calculating and allocating all franchise fees in FY 2006-07 to make an effective contribution.

SYSTEM DEVELOPMENT CHARGES - It is important for the City to evaluate such system development charges (SDCs) on a regular basis. As part of our long-term plan projections staff has identified several changes in rates for SDCs to better match their contribution to the total project investment and to ensure that the rates are fair. The rates for the new items are as follows: SDCs are used to evaluate SDCs for changes to the new fees for land acquisition projects. Analysis of capital projects identified and related impact is expected to be done by early summer. The priority will identify changes needed for water and wastewater SDCs as they change in response to the changes in rates and their distribution to water supply and water distribution SDCs as they change to the amount for both systems.

### OPERATIONAL EXPENSES

The total budget expenses in the amount of the City's financial condition but looking at it as an operational basis provides better information for budgeting. The budget assumptions identified 2% as the default inflation factor to be used in estimating program expenses. It may also be such as provided elsewhere, health care, retirement and other the total cost was different. A comparison of operational budget including personnel services, materials & services (including capital expenditures) and debt service is as follows:

PERSONAL SERVICES - Personnel services represent 24.4% of the total proposed budget and 24.4% of the operational budget. The estimated increased costs of status quo staff (including retirement and health care) are equal to approximately 3.5% over the prior year budget. This reduces the 9% prior budget to 5.9%.

It is important to note that health care costs are projected to increase 10%, retirement costs are budgeted as 4.5% and inflation for the new items are as shown in the budget. The total budgeted cost for the difference between the operational budgeted amount and the required employee share which is calculated to increase as approximately 40%.

The employee contingent for PERA in the Ashland Fund is approximately two-thirds of the amount set aside two years ago for the available amount. The remainder will be used in the coming year(s) to maintain the level of another employee contingent.

New positions include:

- 1 Account Representative and 4 FTE Account Clerk (in Administrative Services),
- 1 Account Representative and 1 FTE Account Clerk (in Community Development Services),
- 1 FTE Account Clerk and 1 FTE Utility Worker (in Public Works and
- multiple adjustments to Park personnel resulting in a 3 FTE impact on the budget.

More than 11 FTEs moved from Administration to Parks for the Senior Program from 10 FTE transferred from Parks to Information Technology as part of the change in IT/AR operations.

MATERIALS AND SERVICES - This category represents 12.8% of the total budget and is budgeted to increase 5.7% primarily due to annual changes for higher costs for shared services including administration, legal, finance, information technology, equipment and materials services.

Staff has operational materials and services budgets for (except for specific emergency fire services cost). Council goal related costs and budget components to maintain the impact of (increase) average inflation (4.8%) for Central Services (sanitation, computer, legal, insurance, recovery management, etc.) and for increases programs, facilities and equipment replacement costs. Another necessary increase to the budget was approximately 1.8% for the Youth Activities Levy based upon anticipated tax revenues.

CAPITAL OUTLAY - Total Capital Outlay (including equipment and furniture) and project costs are increasing from \$9.3 million to \$10.5 million. Included in that range are capital projects totaling \$7.8 million which are \$2.9 million more than the prior year. The majority of capital expenditure budgeted cost is based in the Equipment Fund and all equipment of each capital project can be found in the Capital Improvement section of this budget.

DEBT SERVICE - The proposed budget includes the payment of all current debt obligations of the City. The budgeted debt service is budgeted significantly due to the budgeted refinancing of Telecommunications debt in the prior year. The City has scheduled several external financing in 2005-06 including operations debt and five years of improvement debt (general obligation bonds).

The City Council authorized the Finance Director to refund part of the 1997 and 2000 general obligation bonds because rates had fallen to a level low enough to meet the state refunding requirement of at least 7% savings.

### 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 staff who have helped prepare this document. We look forward to your ongoing input and participation as we work toward central management of the budget process.

### SUMMARY AND CONCLUSION

In summary, this document represents the expertise, creativity, integrity and involvement of the Department Heads, Finance Department, Division Managers, Supervisors and Staff.

It is our hope and belief that this budget protects the capacity of the City in meeting ongoing service needs, prepares for the potential of a strong economy, and positions the City to improve our services levels while decreasing expenses. We look forward to the opportunity to discuss this budget with the Budget Committee.

Respectfully submitted,

City Administrator: Lee Turberg  
City Auditor: Cheryl O'Neil

RESOLUTION 2005-116

**RESOLUTION CERTIFYING CITY PROVIDES SUFFICIENT MUNICIPAL SERVICES TO QUALIFY FOR STATE SUBVENTIONS**

RECITALS:

A. ORS 221.760 provides the City of Ashland may disburse funds from the State 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.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

The City of Ashland 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

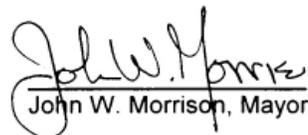
This resolution takes effect upon signing by the Mayor.

This resolution was READ BY TITLE ONLY and DULY ADOPTED at a regular meeting of the City Council of the City of Ashland on the 7<sup>th</sup> day of June, 2005.



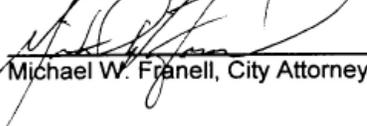
Barbara Christensen, City Recorder

SIGNED AND APPROVED this 7<sup>th</sup> day of June, 2005.



John W. Morrison, Mayor

Reviewed as to form:



Michael W. Franell, City Attorney

RESOLUTION 2005- 17

**A RESOLUTION DECLARING THE CITY'S ELECTION  
TO RECEIVE STATE REVENUES**

RECITALS:

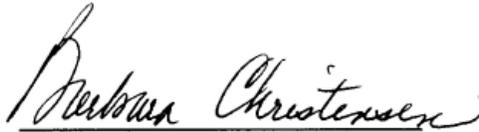
The City must annually adopt a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from tax imposed on the sale of liquor as part of State Revenue Sharing.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

Pursuant to ORS 221.770, the City elects to receive state revenues for fiscal year 2005-2006.

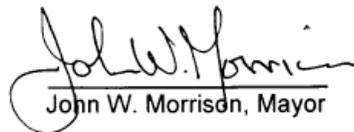
This resolution takes effect upon signing by the Mayor.

This resolution was read by title only and duly adopted at a regular meeting of the City Council of the City of Ashland on this 7<sup>th</sup> day of June, 2005.

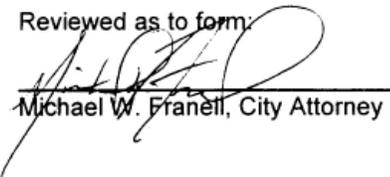


Barbara Christensen, City Recorder

SIGNED AND APPROVED this 7<sup>th</sup> day of June, 2005.

  
John W. Morrison, Mayor

Reviewed as to form:

  
Michael W. Franell, 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 19, 2005 and a public hearing before the City Council was held on June 7, 2005, giving citizens an opportunity to comment on use of State Revenue Sharing.

  
Barbara Christensen, City Recorder

RESOLUTION NO. 2005-18

A RESOLUTION ADOPTING THE ANNUAL BUDGET AND MAKING APPROPRIATIONS

The City of Ashland resolves that the 2005-2006 Fiscal Year Budget, now on file in the office of the City Recorder is adopted. The amounts for the fiscal year beginning July 1, 2005, and for the purposes shown below are hereby appropriated as follows:

<b>GENERAL FUND</b>	
Administration Department	\$ 107,865
Administrative Services - Municipal Court	363,537
Administrative Services - Social Services Grants	112,000
Administrative Services - Economic & Cultural Grants	458,970
Administrative Services - Miscellaneous	41,000
Administrative Services - Band	59,680
Police Department	4,735,909
Fire and Rescue Department	4,769,452
Public Works - Cemetery Division	309,483
Community Development - Planning Division	1,190,895
Community Development - Building Division	737,511
Transfers	500
Contingency	350,000
<b>TOTAL GENERAL FUND</b>	<u>13,236,802</u>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT FUND</b>	
Personal Services	33,600
Materials and Services	325,500
Other Financing Uses (Interfund Loans)	215,000
<b>TOTAL CDBG FUND</b>	<u>574,100</u>
<b>STREET FUND</b>	
Public Works - Street Operations	2,568,041
Public Works - Storm Water Operations	790,755
Public Works - Transportation SDC's	243,040
Public Works - Storm Water SDC's	214,206
Public Works - Local Improvement Districts	384,940
Contingency	145,000
<b>TOTAL STREET FUND</b>	<u>4,345,982</u>
<b>AIRPORT FUND</b>	
Materials and Services	105,934
Debt Service	35,173
Other Financing Uses (Interfund Loans)	200,000
Contingency	5,000
<b>TOTAL AIRPORT FUND</b>	<u>346,107</u>
<b>CAPITAL IMPROVEMENTS FUND</b>	
Materials and Services	30,052
Capital Outlay	853,500
Transfers	321,829
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<u>1,205,381</u>
<b>DEBT SERVICE FUND</b>	
Debt Service	1,024,864
<b>TOTAL DEBT SERVICE FUND</b>	<u>1,024,864</u>

<b>WATER FUND</b>	
Electric - Conservation Division	162,436
Public Works - Forest Lands Management Division	387,400
Public Works - Water Supply	1,524,056
Public Works - Water Treatment	1,123,035
Public Works - Water Distribution	2,976,834
Public Works - Supply SDC's	821,500
Public Works - Treatment SDC's	140,882
Public Works - Distribution SDC's	747,750
Debt Services	587,904
Other Financing Uses (Interfund Loans)	1,000,000
Contingency	185,000
<b>TOTAL WATER FUND</b>	<b>9,656,797</b>
<b>WASTEWATER FUND</b>	
Public Works - Wastewater Collection	2,274,537
Public Works - Wastewater Treatment	1,746,473
Public Works - Collection SDC's	481,550
Public Works - Treatment SDC's	6,250
Debt Services	1,798,065
Contingency	160,000
<b>TOTAL WASTEWATER FUND</b>	<b>6,466,875</b>
<b>ELECTRIC FUND</b>	
Electric - Conservation Division	441,621
Electric - Supply	6,416,741
Electric - Distribution	4,743,209
Electric - Transmission	1,048,600
Transfers	500,000
Contingency	386,270
<b>TOTAL ELECTRIC FUND</b>	<b>13,536,441</b>
<b>TELECOMMUNICATIONS FUND</b>	
IT - Customer Relations/Promotions (formerly Finance)	223,614
IT - Cable Television (formerly Finance)	1,656,687
IT - Internet (formerly Finance)	746,279
IT - High Speed (formerly Finance)	215,322
Debt Services	1,234,248
Contingency	140,000
<b>TOTAL TELECOMMUNICATIONS FUND</b>	<b>4,216,150</b>
<b>CENTRAL SERVICES FUND</b>	
Administration Department	987,160
Administrative Services Department (formerly Finance)	1,984,555
IT - Computer Services Division (formerly Finance)	931,040
City Recorder Division	182,690
Public Works - Administration and Engineering	1,350,765
Public Works - Facilities and Safety Division	533,260
Contingency	150,000
<b>TOTAL CENTRAL SERVICES FUND</b>	<b>6,119,470</b>
<b>INSURANCE SERVICES FUND</b>	
Personal Services	400,000
Materials and Services	617,063
Contingency	100,000
<b>TOTAL INSURANCE SERVICES FUND</b>	<b>1,117,063</b>

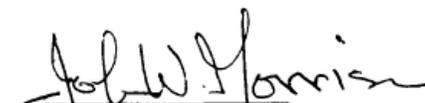
<b>EQUIPMENT FUND</b>	
Personal Services	254,200
Materials and Services	492,683
Capital Outlay	1,022,000
Contingency	<u>175,000</u>
<b>TOTAL EQUIPMENT FUND</b>	<b>1,943,883</b>
<b>CEMETERY TRUST FUND</b>	
Transfers	<u>14,400</u>
<b>TOTAL CEMETERY TRUST FUND</b>	<b>14,400</b>
<b>PARKS AND RECREATION FUND</b>	
Parks Division	3,653,600
Recreation Division	862,400
Golf Division	395,000
Transfers	125,000
Contingency	<u>35,000</u>
<b>TOTAL PARKS AND RECREATION FUND</b>	<b>5,071,000</b>
<b>YOUTH ACTIVITIES LEVY FUND</b>	
Personal Services	93,000
Materials and Services	<u>2,293,000</u>
<b>TOTAL YOUTH ACTIVITIES LEVY FUND</b>	<b>2,386,000</b>
<b>PARKS CAPITAL IMPROVEMENTS FUND</b>	
Capital Outlay	<u>321,500</u>
<b>TOTAL PARKS CAPITAL CIP FUND</b>	<b>321,500</b>
<b>TOTAL APPROPRIATIONS</b>	<b><u><u>\$ 71,582,815</u></u></b>

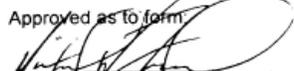
This resolution takes effect upon signing by the Mayor.

This resolution was READ BY TITLE ONLY and DULY ADOPTED at a regular meeting of the City Council of the City of Ashland on this 7th day of June, 2005.

  
Barbara Christensen, City Recorder

Signed and Approved on this 10 day of June, 2005.

  
John W. Morrison, Mayor

Approved as to form  
  
Michael W. Franel, City Attorney

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

**FORM LB-50  
2005-2006**

To assessor of Jackson County

- File no later than JULY 15.
- Be sure to read instructions in the 2005-2006 Notice of Property Tax Levy Forms and Instruction booklet

Check here if this is an amended form.

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

20 East Main Street Ashland OR 97520  
Mailing Address of District City State Zip

Lee Tuneberg Finance Director (541) 488-5300 June 22, 2005  
Contact Person Title Daytime Telephone Date

**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	3.7147	
2. Local option operating tax . . . . .	2	1.38	
3. Local option capital project tax . . . . .	3		
4. Levy for "Gap Bonds" . . . . .	4		Excluded from Measure 5 Limits Amount of Bond Levy
5. Levy for Pension and disability obligations . . . . .	5		
6a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	6a		<b>258,680</b>
6b. Levy for bonded indebtedness from bonds approved by voters <b>after</b> October 6, 2001 . . . . .	6b		
6c. Total levy for bonded indebtedness not subject to Measure 5 of Measure 50 (total of 6a + 6b) . . . . .	6c		<b>258,680</b>

**PART II: RATE LIMIT CERTIFICATION**

7. Permanent rate limit in dollars and cents per \$1,000 . . . . .	7	<b>4.2865</b>
8. Date received voter approval for rate limit if new district . . . . .	8	
9. <b>Estimated</b> 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 three 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
Youth Activities Levy	May 20, 2003	2003	2008	1.38

**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

ORDINANCE NO. 2919

**AN ORDINANCE LEVYING TAXES FOR THE PERIOD OF JULY 1, 2005 TO AND INCLUDING JUNE 30, 2006, SUCH TAXES IN THE SUM OF \$8,803,680 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 \$3.7147 per thousand an amount estimated to be \$6,230,000, voter authorized Local Option in the rate of \$1.3800 per thousand an amount estimated to be \$2,315,000, as well as \$258,680 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, 2005, on all taxable property within the City.

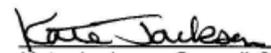
Section 2. That the City Council hereby declares that the taxes so levied are applicable to the following funds:

	Subject to General Government Limitation		Excluded from General Government Limitation	Rate
	Permanent Rate	Local Option	Bonded Debt	
General Fund	\$ 2,720,000			1.6219
Parks and Recreation Fund	3,510,000			2.0928
Youth Activities Levy		\$ 2,315,000		1.3800
1997 Flood Restoration Bond Levy			230,980	
2000 Flood and Fire Station Bonds			27,700	
	<u>\$ 6,230,000</u>	<u>\$ 2,315,000</u>	<u>\$ 258,680</u>	

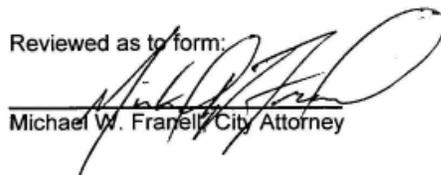
The foregoing ordinance was first READ on the 7<sup>th</sup> day of June, 2005 and duly PASSED and ADOPTED this 21<sup>st</sup> day of June, 2005.

  
Barbara Christensen, City Recorder

SIGNED and APPROVED this 22<sup>nd</sup> day of June, 2005.

  
Kate Jackson, Council Chair

Reviewed as to form:

  
Michael W. Franello, 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.