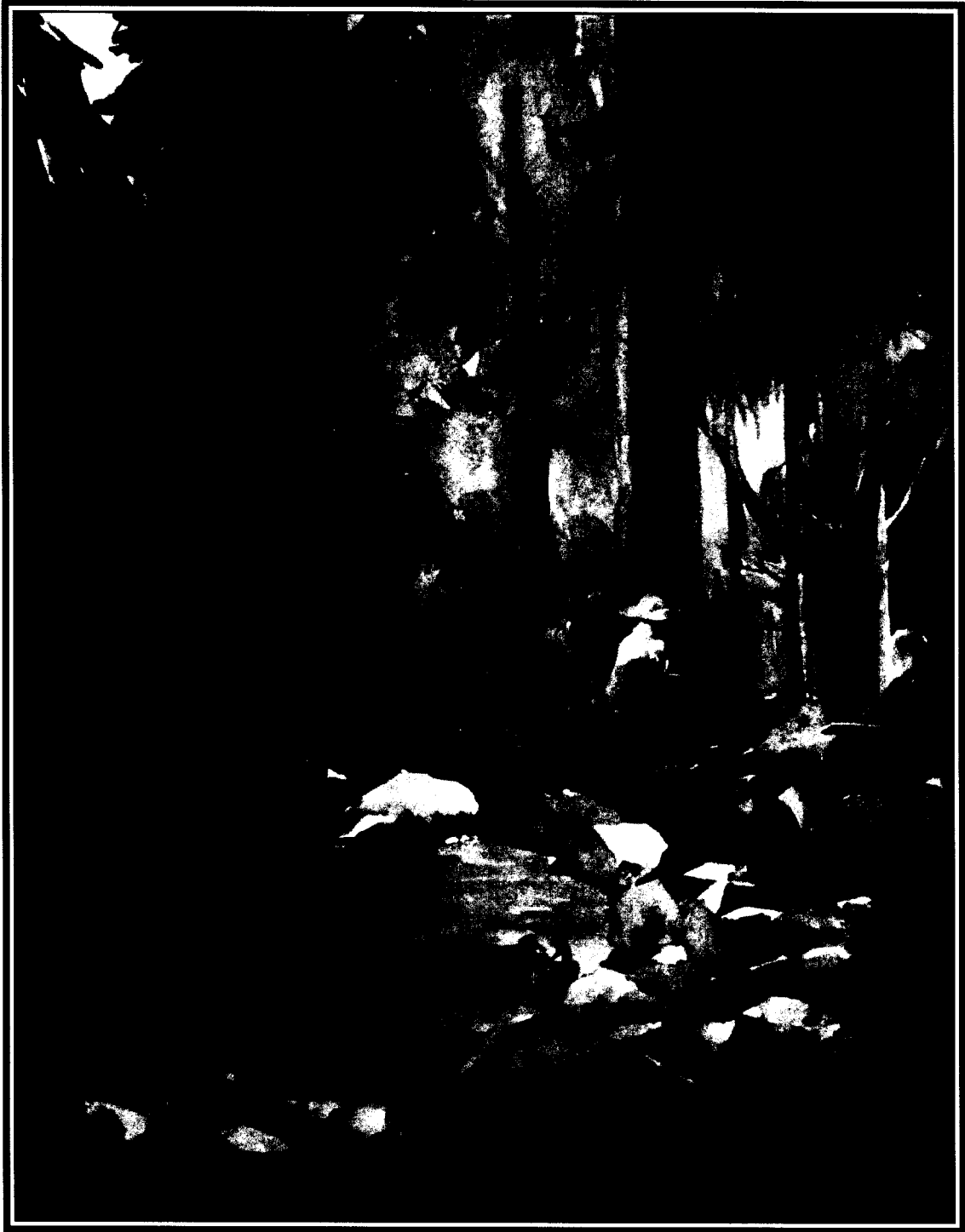


City of Ashland

— Oregon —



1999 - 2000 Annual Budget

CITY OF ASHLAND, OREGON
PROPOSED
1999–2000 BUDGET



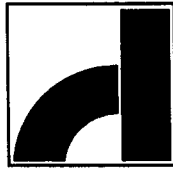
CITIZENS' BUDGET COMMITTEE

Catherine M. Shaw, Mayor
David Fine
Cameron Hanson
Steve Hauck
Don Laws
Susan Reid
Carole Wheeldon

Howard Braham
Cate Hartzell
Martin Levine
James Moore, Jr.
Richard Nichols
Regina Stepahin
David Williams

ADMINISTRATIVE STAFF

Mike Freeman, City Administrator
Jill Turner, Director of Finance
Kenneth Mickelsen, Director of Parks and Recreation



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

**PRESENTED TO
City of Ashland,
Oregon**

**For the Fiscal Year Beginning
July 1, 1998**

Douglas R. Ellsworth
President

Jeffrey L. Esser
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, 1998.

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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Special recognition is given to the following individuals for their help in preparing the 1999-2000 budget.

Cover

Laura Dunbar

Ashland Artist

Ms. Dunbar has been a resident of Ashland since 1991. She was born in Longview, Washington and has lived in a variety of California locations as well as in Hawaii and Montana. She considers Ashland an ideal place for creating art, with its intense natural beauty and thriving artist community.

The painting on the cover is titled *Art in the Park*, which is one of a series of watercolor paintings she has done of Ashland scenes.

Document

Jill Turner

Director of Finance

Ms. Turner has been Ashland's Director of Finance and Administrative Services since January 1988. Prior to this position, she served as the Finance Director and City Recorder/Treasurer for the City of Pendleton for four years. Ms. Turner has also worked as an accountant for several private accounting firms. She is a CPA, a member of the Oregon Municipal Finance Officers Association, and a member of the Oregon Society of Certified Public Accountants. Ms. Turner has received the Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association on the last nine out of ten City budgets and the last ten annual financial reports. This is Ms. Turner's twelfth budget with the City of Ashland.

Patrick Caldwell

Staff Accountant

Mr. Caldwell has been the Staff Accountant for the City of Ashland since November 1985. Before working for the City, he worked in a private accounting firm for five years. Mr. Caldwell has been principal liaison for the annual audit for his entire tenure with the City. This is Mr. Caldwell's second year working on the budget document.

Kathy Griffin

Administrative Secretary

Ms. Griffin has been the Administrative Secretary for the Finance Department since November 1998. Soon after her retirement from Pacific Telesis in 1996, she and her husband moved to Ashland in pursuit of a higher quality of life. This is her first budget document for the City.

BUDGET PROCESS

Budget Process

The City of Ashland, like all governments in Oregon, must prepare and adopt a balanced budget annually, the process for which is defined by Oregon Law (ORS 294).

In January, meetings are held with department heads, the mayor, and the city council to set goals and priorities for the upcoming year. In March, a preliminary budget is prepared and presented to the Budget Committee that 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.

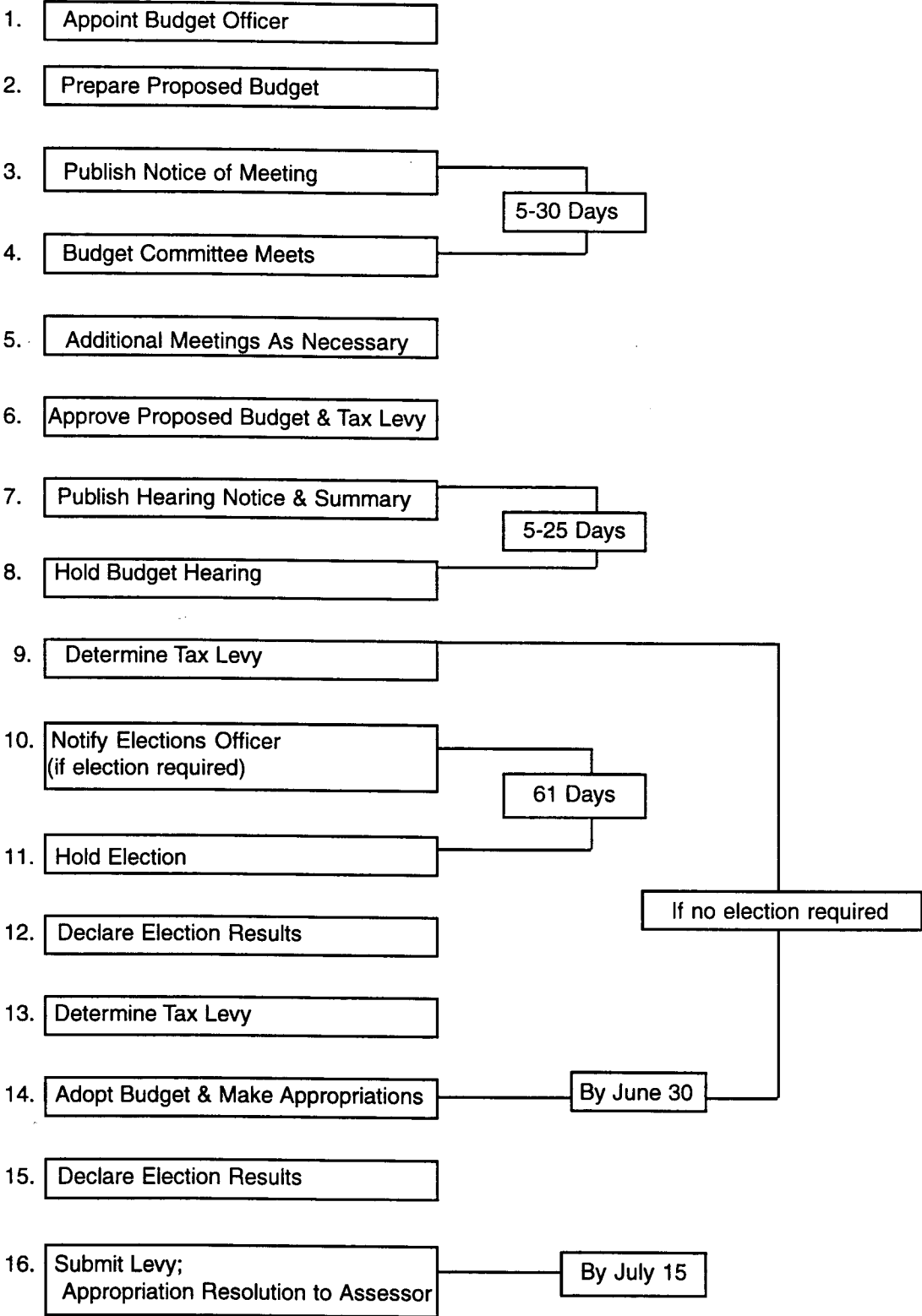
Oregon Budget Law allows for amendments to the City Budget for reasons unforeseen at the time of adoption. The city council may adopt resolution changes that decrease one existing appropriation and increase another. Changes of ten percent or less to any fund require a supplemental budget. Changes over ten percent to any fund require a process similar to the annual budget requiring a public hearing.

Budget Basis

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) budgets 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 auditor, 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.

Budget Steps Required by Law



BUDGET MESSAGE

Memo

DATE: April 8, 1999
TO: Ashland Budget Committee
FROM: Mike Freeman, City Administrator
SUBJECT: 1999-2000 Proposed Budget

I am pleased to submit the proposed 1999-2000 Budget in the amount of \$81,187,000 for the City of Ashland.

The proposed budget is prepared based upon the goals and objectives established by the City Council through the strategic planning process*. The broad goal areas are:

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

(*see page xvi)

Some of the projects that are included in the proposed budget include:

- ❖ Fire Station construction
- ❖ Updating the Downtown Plan
- ❖ Creating Standards for engaging the community in public process
- ❖ Technology improvements
- ❖ Implementation of the Communication Plan
- ❖ Development of a Housing Land Trust
- ❖ Y2K preparation
- ❖ Development of Standards for Public Facility Construction
- ❖ Developing a program to meet the newly adopted water conservation goal
- ❖ Finalizing the Riparian Ordinance
- ❖ Developing Ashland economic development goals
- ❖ Analyzing transit and alternative transportation demand

Total Budget Comparison

The following table illustrates the proposed budget compared with the prior year's budget for the City.

Proposed 1999-2000 Budget Comparison				
Fund	1998-1999	1999-2000	\$ Difference	% Difference
General	\$9,378,000	\$10,049,000	\$671,000	7.2%
CDBG	541,000	279,000	(262,000)	-48.4%
Street	2,814,000	2,745,000	(69,000)	-2.5%
Airport	103,000	325,000	222,000	215.5%
Capital Improvements	3,523,000	6,533,000	3,010,000	85.4%
Bond & Debt	1,649,000	1,680,000	31,000	1.9%
Water	6,361,000	6,706,000	345,000	5.4%
Wastewater	19,644,000	20,952,000	1,308,000	6.7%
Electric	12,994,000	16,480,000	3,486,000	26.8%
Central Services	3,008,000	3,582,000	574,000	19.1%
Insurance Services	1,595,000	1,018,000	(577,000)	-36.2%
Equipment	3,229,000	2,608,000	(621,000)	-19.2%
Cemetery Trust	705,000	721,000	16,000	2.3%
City Total	65,544,000	73,678,000	8,134,000	12.4%
Parks	6,157,000	7,509,000	1,352,000	22.0%
Total Requirements	\$71,701,000	\$81,187,000	\$9,486,000	13.2%

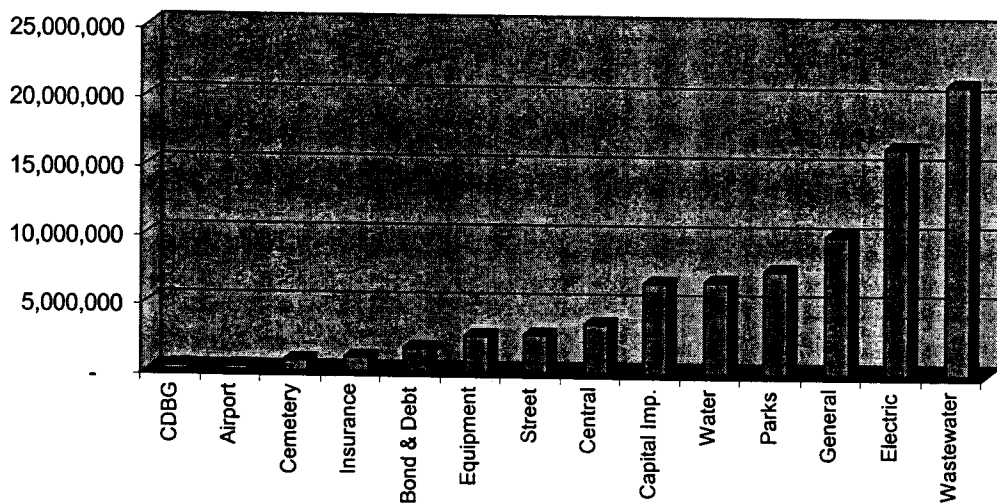
Overall the budget increased by 13 percent, or \$9.5 million. The increase is largely driven by the number of capital projects in the Water, Electric, Wastewater and Capital Improvement Funds.

Budget Overview/Summary

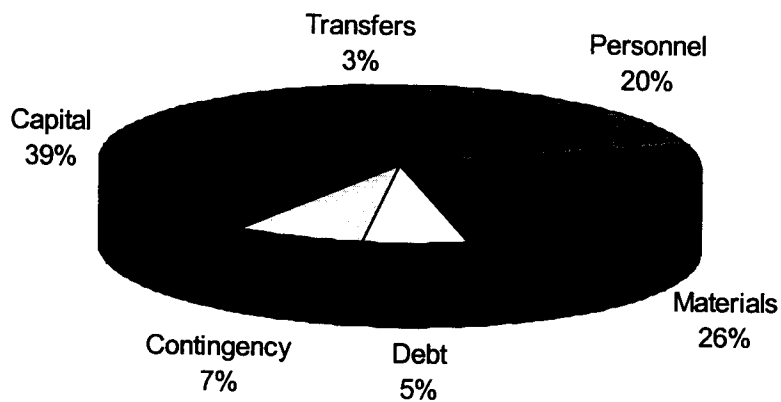
The following *assumptions* were used in the preparation of the proposed budget:

1. Inflation will be less than 2 percent for 1999-2000.
2. Population growth will be 1.5 percent.
3. Property tax assessed valuation growth will be 3 percent plus the local growth allowed under Measure 50.
4. Staff will ensure efficient and effective operations prior to recommending tax level increases.
5. Union contract provisions will be met.
6. The budget will address the City Council's strategic plan goals.
7. User fees will continue to support enterprise operations.
8. Existing physical assets of the City will be maintained.

1999 - 2000 Budget Summary



Proposed 1999 - 2000 Budget



Budget Trends. Overall the budget increased \$9.5 million from the prior fiscal year, largely driven by the proposed capital projects being planned such as the Wastewater Treatment Plant construction, construction of the Ashland Fiber Network, fire station construction, Talent/Ashland/Phoenix water intertie project, and others. Operating costs increased significantly because of the Public Employees Retirement System (PERS) increasing the employer contribution, which added \$146,000 to the proposed budget, and health insurance costs increasing at 13 percent, which added \$122,000. Overall, personnel costs increased on average 9.9 percent.

The increases in personnel costs had the most significant impact on the General Fund and the Central Services Fund due to the personnel intensive nature of providing public safety services and support services. The City's other funds were better able to absorb these increases because of a lower percentage of costs being allocated to personnel. While these trends impacted the development of the budget this year, PERS costs and other personnel related costs will continue to impact future budgets, particularly in the General Fund. The result of these pressures is the need to reduce the General Fund staffing levels by three or four positions by fiscal year 2000-2001.

General Fund Cost Reduction. The staff began the budget development process this fiscal year with a large projected deficit in the General Fund. The staff have taken numerous steps to control costs and create a balanced budget for the next two fiscal years including staffing reductions, cost reduction, the transfer of costs to the Parks Department, and choosing an option that reduces the City's PERS payment. However, in the third fiscal year projection depicted in the draft budget, there continues to be a large deficit that must be addressed.

Revenue

Property Taxes. The property tax levy for 1999-2000 is expected to increase \$217,000, or 3.87 percent, over the 1998-99 levy. The estimated tax rate for 1999-2000 is \$4.93, which is an increase of less than 1 cent per thousand dollars of assessed valuation. The General Fund property tax levy for 1999-2000 is expected to increase to \$157,000, or 9.9 percent. The Parks Fund levy and Ashland Youth Activities levy are the same as last year. The Water Bond levy is increased by \$50,000, and the Flood Restoration levy is increased by \$10,000. In addition, the Water Bond levy is expected to increase an additional \$50,000 in the following year. The 1998-99 budget had eliminated this \$100,000 payment to provide tax relief to the citizens. Given the long-term capital needs of the Water Fund, it is necessary to reinstate this property tax levy. This is the final year of the three year levy for the Youth Activities levy. All other property taxes are expected to increase by up to 3 percent in future years.

Electric User Tax. The Electric User tax revenue is expected to increase approximately 10 percent due to stronger than expected electric sales and a lower than expected reduction in the user tax revenue resulting from the 1998 electric rate decrease. Overall, the user tax provides 20 percent of the total revenue in the General Fund.

Rates and Fees. The proposed budget includes increases in 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 the general property tax payer. The staff recommends that these fees be increased by 33 percent in each of the next fiscal years, generating approximately \$60,000 in added revenue. These fees were last increased in 1992.

BUDGET MESSAGE

The City has adopted a transportation plan that totals \$36.6 million. The staff are recommending an increase of \$1.99, or 47 percent, in the street utility user fee and the stormwater utility fee to provide additional funds for capital construction and ongoing operating costs. This provides \$75,000 in additional revenues to allocate toward transportation, transit and storm drainage projects.

Enterprise Funds. The projected water rate increases included in the 1999-2002 Financial Plan are needed to provide funds for operation and maintenance costs and to meet the increasing capital needs of the water utility. Personnel costs in the Water Fund have increased approximately \$100,000 from the prior year. This is due to the need to add an additional water plant operator, negotiated increases in salary, PERS increases, and health care increases – which alone is equal to a 4 percent rate increase. The additional rate increases are needed for anticipated debt payments resulting from the TAP project, water plant filter replacement and a new water line from Reeder Reservoir to the water treatment plant. Staff are planning on a bond issue of approximately \$2.5 million in fiscal year 2000-2001 to pay for these projects. It should be noted that systems development charges will pay for approximately half the capital cost of these projects, while rate payers will pay the balance. The last rate change in the Water Fund was a 7 percent rate decrease in 1997.

The proposed rate increases for all enterprise operations are as follows:

	1999-2000	2000-2001	2001-2002
Water Fund	4.0%	4.0%	4.0%
Wastewater Fund	0.0%	0.0%	0.0%
Electric Fund	0.0%	0.0%	0.0%

Financial Information

Accounting Policies. The proposed budget contains several accounting policy changes. The Ambulance Fund is eliminated and the activities are relocated to the Ambulance Division of the General Fund. The Ambulance revenues were accounted for on the full accrual method of accounting and will be changed to the modified accrual method of accounting as required within the General Fund. The debt service section has been restated. The proposed budget eliminates the separate debt service funds and combines the general governmental debt into a single debt service fund. All enterprise debt is now found with the respective enterprise fund. The Golf Course enterprise fund has been combined with the Parks Fund. The final changes are in the Central Services fund. The Administrative Services Division and the Facilities Maintenance and Safety activities are shown as separate budgets.

Debt Management. The proposed budget includes the payment of all current debt obligations of the City. The City will be financing several projects this next year. These include the increased costs on the wastewater treatment plant upgrade, assessments for local improvement districts, Ashland Fiber Network construction, airport hangers, and open space notes. Future years' projects include fire stations and water system improvements. Fire station debt will be included if approved by the voters.

STAFFING PLAN

As part of the annual budget process, the City develops a projected three-year Staffing Plan.

Proposed 1999-2002 Staffing Plan

Fiscal Year	1998-1999	1999-2000	2000-2001	2001-2002
City Staffing	185.55	194.25	195.75	195.75

Detailed 1999 – 2000 Staffing Plan Changes

Positions Added in 1999 – 2000	Addition	Department	Fund
Community Service Officer	+1.00	Police (Parks Funded)	General
Clerk II	+ .10	Court	General
Building Inspector	+ .20	Community Development	General
Cable Installers	+3.00	Electric & Telecomm.	Electric
Field Services Staff	+1.00	Electric & Telecomm.	Electric
Head End Technician	+1.00	Electric & Telecomm.	Electric
Clerk II	+ .50	Electric & Telecomm.	Electric
Utility Billing Clerk (AFN)	+1.00	Finance	Central Services
Data Base Administrator	+1.00	Administration	Central Services
Clerk II (from temporary)	+ .50	Public Works Administration	Central Services
Admin. Asst. (to Eng. Technician)	+ .40	Public Works Administration	Central Services
Facilities Maintenance	+ .25	Public Works	Central Services
Utility Worker	+ .50	Public Works	Sewer Fund
Water Plant Operator	+1.00	Public Works	Water Fund

Positions Eliminated in 1999-2000	Reduction	Department	Division
School Resource Officer	-.50	Police	General Fund
Clerk II	-.25	Community Development	General Fund
Clerk II	-.75	Recorder	Central Services
Janitor	-1.00	Public Works	Central Services
Risk Manager	-.25	Finance	Central Services

Net Change: +8.7 FTE's.

Summary of Personnel Changes by Fund	Net Change
General Fund	+ .55
Electric and Telecommunications	+6.50 (includes UB Clerk)
Central Services	+ .40 (does not include UB Clerk)
Sewer Fund	+ .50
Water Fund	+1.00
Insurance Services	-.25

BUDGET MESSAGE

The largest increase in staffing occurs in the Electric Fund because of the implementation of the Ashland Fiber Network. The additions in staff are consistent with the AFN Business Plan adopted in 1998. Janitorial services were contracted out in 1998; consequently, that position was eliminated. However, a slight addition in facilities maintenance staff was needed to offset the elimination of the Janitor position (.25FTE). The addition of a position in Information Services is needed to maintain the new software systems the City is installing this year and the next. The position will support the utility billing software, financial software, GIS and help back-up the existing staff for general support of the Information Services operations. The Clerk II position in the City Recorder's Office is recommended to be reduced (.75FTE) based on the transfer of the City newsletter from that operation and the overall workload of the Office.

1999 - 2004 Capital Improvements Plan

Transportation Projects. Some of the specific projects included in the proposed Capital Plan are:

Significant Capital Projects in the Next Three Years	Cost	Year
Transportation Projects:		
Oak Street Traffic Calming	150,000	99 – 00
Union Street	100,000	99 – 00
Central Ashland Bikeway Continuation	100,000	99 – 00
Bus Shelters	240,000	99 – 00
Siskiyou Boulevard Design	250,000	99 – 01
Sidewalk: Helman St. (Van Ness to Nevada)	98,000	00 – 01
Sidewalk: Mountain Ave. (East Main to Village Green)	125,000	01 – 02
Local Improvement Districts:		
Palmer Road/Penny Drive	91,800	99 – 00
Liberty Street	68,000	00 – 01
Central Avenue	58,000	00 – 01
Plaza Avenue	99,450	00 – 01
Waterline Road (no City Participation)	204,000	01 – 02
Airport:		
Taxiway Improvements (10% City Match)	495,000	99 – 01
Hangar Construction	225,000	00 – 01
Water:		
TAP	1,390,000	99 – 01
Water Plant Filter Improvements	400,000	99 – 01
Transmission Line: Reeder Reservoir to Plant	1,050,000	00 – 02
Wastewater:		
Treatment Plant	28,919,000	99 – 01
Administration:		
Fire Station Construction	3,800,000	99 – 00
City Office Space	450,000	99 – 00
B Street Yard Completion	120,000	99 – 00

Significant Capital Projects in the Next Three Years	Cost	Year
Customer Information System (Utility Billing)	400,000	99 – 00
Telecommunications:		
Ashland Fiber Network	4,267,000	99 – 00
Electric:		
Undergrounding Projects	1,284,000	99 – 04
Parks:		
Calle Reconstruction	383,000	99 – 00
Open Space	1,100,000	99 – 04

Summary and Conclusion

The proposed 1999-2000 Budget continues to meet the needs of the City of Ashland within the established limits of Measure 50. The City for the first time is beginning to feel the impacts of Measure 50. The Budget Committee will need to make some difficult decisions about how to balance the General Fund this year and more specifically during the next budget cycle.

I submit the 1999-2000 Budget for your approval and recommend the formal adoption of the 1999-2000 Budget as presented herein. This year many hours were devoted to preparing this budget. I would like to thank the Finance Department, Department Heads, Division Managers, and Supervisors for their hard work.



MIKE FREEMAN
CITY ADMINISTRATOR

BUDGET MESSAGE

Memo

DATE: June 2, 1999
TO: Citizens of Ashland
FROM: Jill Turner, Budget Officer
SUBJECT: 1999-2000 Approved and Adopted Budget

I am pleased to submit the approved and adopted 1999-2000 Budget in the amount of \$83,151,000 for the City of Ashland.

The approved and adopted budget differs from the proposed budget in total by \$1,964,000, a breakdown of the individual changes in amounts are shown in the table following this memo.

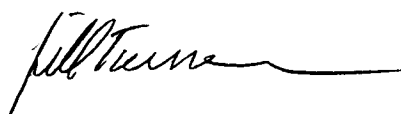
The Budget Committee made only one structural revision. The Telecommunications Division of the Electric Fund was adopted as a separate Enterprise Fund, reducing Electric Fund appropriations by \$6,590,000 and appropriating an equal amount for the newly created Telecommunications Fund. Additional resources and an appropriation of \$565,000 were added to the Electric Fund reflecting an interfund loan to Telecommunications. A similar resource and appropriation of \$1,000,000 was added to the Equipment Fund for the same reason.

The other major changes reflected are in *Other Financing Sources* and a corresponding *Capital Outlay* appropriation of \$225,000 in the Airport Fund reflecting the construction costs of new hanger space, and the unused bonding authority from the 1997 Flood Restoration Bonds appropriated for restoration of Calle Guanajuato.

In the General Fund, \$4,000 was added to *Working Capital Carryover* creating an unallocated Economic and Cultural Development Grant for an equal amount, relating to an unexpended 1998-99 grant elected to be carried forward by the Committee. A parking Needs Assessment study in the amount of \$40,000 was funded for the Planning Division reducing *Contingency* by an equal amount.

In the Parks and Recreation Fund, of the Parks Division, an Open Space Needs Assessment in the amount of \$15,000 was removed from the appropriation and added to *Unappropriated Ending Fund Balance*.

There were no revisions made to *Personnel*, either in number or appropriation. The Proposed Property Tax Levy of \$5,576,000 remained unchanged.



Jill Turner
Budget Officer

BUDGET COMMITTEE RECOMMENDATIONS

<u>FUND</u>	<u>PROPOSED</u>	<u>REVISIONS</u>	<u>APPROVED</u>
GENERAL FUND			
Social Services	91,000		91,000
Economic Development	271,000	4,000	275,000
Band	53,000		53,000
Miscellaneous	137,000		137,000
Debt Service	0		0
Transfers	1,000		1,000
Contingency	384,000	(40,000)	344,000
Unappropriated Ending Fund Balance	679,000		679,000
Police Department	2,751,000		2,751,000
Municipal Court Division	226,000		226,000
Communications Division	628,000		628,000
Fire & Rescue Department	2,282,000		2,282,000
Ambulance	750,000		750,000
Cemetery Division	288,000		288,000
Senior Program	136,000		136,000
Planning Division	602,000	40,000	642,000
Building Division	<u>413,000</u>		<u>413,000</u>
TOTAL GENERAL FUND	9,692,000	<u>4,000</u>	9,696,000
COMMUNITY DEVELOPMENT BLOCK GRANT			
Personnel Services	42,000		42,000
Materials and Services	166,000		166,000
Capital Outlay	<u>71,000</u>		<u>71,000</u>
TOTAL CDBG	279,000	<u>0</u>	279,000
AIRPORT FUND			
Personnel Services	1,000		1,000
Materials and Services	62,000		62,000
Capital Outlay	225,000	225,000	450,000
Transfers	10,000		10,000
Contingency	5,000		5,000
Unappropriated Ending Fund Balance	<u>22,000</u>		<u>22,000</u>
TOTAL AIRPORT FUND	325,000	<u>225,000</u>	550,000
STREET FUND			
Personnel Services	610,000		610,000
Materials and Services	1,066,000		1,066,000
Capital Outlay	465,000		465,000
Debt Service	3,000		3,000
Transfers	145,000		145,000
Contingency	78,000		78,000
Unappropriated Ending Fund Balance	<u>378,000</u>		<u>378,000</u>
TOTAL STREET FUND	2,745,000	<u>0</u>	2,745,000

BUDGET COMMITTEE RECOMMENDATIONS

<u>FUND</u>	<u>PROPOSED</u>	<u>REVISIONS</u>	<u>APPROVED</u>
CAPITAL IMPROVEMENTS FUND			
Personnel Services	1,000		1,000
Materials and Services	46,000		46,000
Capital Outlay	3,321,000		3,321,000
Transfers	377,000		377,000
Contingency	200,000		200,000
Unappropriated Ending Fund Balance	2,588,000		2,588,000
TOTAL CAPITAL IMPROVEMENTS	<u>6,533,000</u>	<u>0</u>	<u>6,533,000</u>
BANCROFT BOND FUND			
Transfers	240,000		240,000
Unappropriated Ending Fund Balance	0		0
TOTAL BANCROFT BOND FUND	<u>240,000</u>	<u>0</u>	<u>240,000</u>
GENERAL BOND FUND			
Transfers	311,000		311,000
Unappropriated Ending Fund Balance	0		0
TOTAL GENERAL BOND FUND	<u>311,000</u>	<u>0</u>	<u>311,000</u>
DEBT SERVICE FUND			
Debt Service	702,000		702,000
Unappropriated Ending Fund Balance	427,000		427,000
TOTAL DEBT SERVICE FUND	<u>1,129,000</u>	<u>0</u>	<u>1,129,000</u>
AMBULANCE FUND			
Transfers	357,000		357,000
WATER FUND			
Forest Lands Management Division	80,000		80,000
Water Division	3,568,000		3,568,000
Conservation Division	112,000		112,000
Debt Services	652,000		652,000
Transfers	0		0
Contingency	490,000		490,000
Unappropriated Ending Fund Balance	1,804,000		1,804,000
TOTAL WATER FUND	<u>6,706,000</u>	<u>0</u>	<u>6,706,000</u>
WASTEWATER FUND			
Personnel Services	556,000		556,000
Materials and Services	1,008,000		1,008,000
Capital Outlay	14,530,000	170,000	14,700,000
Debt Service	385,000		385,000
Contingency	2,093,000		2,093,000
Unappropriated Ending Fund Balance	2,380,000		2,380,000
TOTAL WASTEWATER FUND	<u>20,952,000</u>	<u>170,000</u>	<u>21,122,000</u>

BUDGET COMMITTEE RECOMMENDATIONS

<u>FUND</u>	<u>PROPOSED</u>	<u>REVISIONS</u>	<u>APPROVED</u>
ELECTRIC FUND			
Conservation Division	378,000		378,000
Electric Division	7,757,000		7,757,000
Telecommunications Division	3,860,000	(3,860,000)	0
Debt Service	1,990,000	(1,915,000)	75,000
Transfers	0		0
Other Financing Uses (Interfund Loan)		565,000	565,000
Contingency	915,000	(415,000)	500,000
Unappropriated Ending Fund Balance	<u>1,580,000</u>	<u>(400,000)</u>	<u>1,180,000</u>
TOTAL ELECTRIC FUND	16,480,000	(6,025,000)	10,455,000
 TELECOMMUNICATIONS FUND			
Personnel Services		539,000	539,000
Materials and Services		759,000	759,000
Capital Outlay		2,562,000	2,562,000
Debt Service		1,915,000	1,915,000
Contingency		415,000	415,000
Unappropriated Ending Fund Balance		<u>400,000</u>	<u>400,000</u>
TOTAL TELECOMMUNICATIONS FUND	0	6,590,000	6,590,000
 CENTRAL SERVICES FUND			
Administration Department	678,000		678,000
Administrative Services Department	247,000		247,000
Finance Department	983,000		983,000
City Recorder/Treasurer	111,000		111,000
Public Works Department	827,000		827,000
Facilities and Safety Department	238,000		238,000
Computer Services Division	429,000		429,000
Contingency	69,000		69,000
Unappropriated Ending Fund Balance	<u>0</u>		<u>0</u>
TOTAL CENTRAL SERVICES FUND	3,582,000	0	3,582,000
 INSURANCE SERVICES FUND			
Personnel Services	7,000		7,000
Materials and Services	619,000		619,000
Transfers	0		0
Contingency	150,000		150,000
Unappropriated Ending Fund Balance	<u>242,000</u>		<u>242,000</u>
TOTAL INSURANCE SERVICES FUND	1,018,000	0	1,018,000
 EQUIPMENT FUND			
Personnel Services	171,000		171,000
Materials and Services	450,000		450,000
Capital Outlay	951,000		951,000
Other Financing Uses (Interfund Loan)		1,000,000	1,000,000
Contingency	250,000		250,000
Unappropriated Ending Fund Balance	<u>786,000</u>		<u>786,000</u>
TOTAL EQUIPMENT FUND	2,608,000	1,000,000	3,608,000

BUDGET COMMITTEE RECOMMENDATIONS

<u>FUND</u>	<u>PROPOSED</u>	<u>REVISIONS</u>	<u>APPROVED</u>
CEMETERY TRUST FUND			
Transfers	41,000		41,000
Unappropriated Ending Fund Balance	<u>680,000</u>		<u>680,000</u>
TOTAL CEMETERY TRUST FUND	721,000	<u>0</u>	721,000
PARKS AND RECREATION FUND			
Parks Division	3,872,000	(15,000)	3,857,000
Recreation Division	316,000		316,000
Golf Course Division	382,000		382,000
Debt Service	22,000		22,000
Transfers	105,000		105,000
Contingency	40,000		40,000
Unappropriated Ending Fund Balance	<u>577,000</u>	<u>15,000</u>	<u>592,000</u>
TOTAL PARKS AND RECREATION	5,314,000	0	5,314,000
ASHLAND YOUTH ACTIVITIES LEVY FUND			
Personnel Services	95,000		95,000
Materials and Services	969,000		969,000
Transfers	30,000		30,000
Contingency	71,000		71,000
Unappropriated Ending Fund Balance	<u>0</u>		<u>0</u>
TOTAL ASHLAND YOUTH ACTIVITIES FUND	1,165,000	0	1,165,000
PARKS CAPITAL IMPROVEMENTS FUND			
Capital Outlay	660,000		660,000
Unappropriated Ending Fund Balance	<u>195,000</u>		<u>195,000</u>
TOTAL PARKS CIP FUND	855,000	0	855,000
GOLF COURSE FUND			
Transfers	<u>175,000</u>		<u>175,000</u>
TOTAL APPROPRIATIONS	<u>\$81,187,000</u>	<u>\$1,964,000</u>	<u>\$83,151,000</u>

**1999 – 2000
CITY OF ASHLAND
STRATEGIC PLAN INFORMATION**

COMMUNITY VALUES STATEMENT

Ashland respects its diverse people, natural environment, and rich heritage and culture. It values citizens involvement, initiative, innovation, and a strong sense of community.

CITY COUNCIL GOALS

The City Council's goals are the basis of the 1999-2000 operating and capital budgets. The following projects are included in the proposed 1999-2000 Budget.

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.

- Staff should develop and present to City Council for approval, a plan that outlines how to make the best use of citizen involvement by outlining the essential steps the City will follow as it seeks public input on City programs, policies and projects. To the extent it applies, the Staff will use the Citizens Communication Committee report to establish these essential standards.

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 protecting air, water and noise pollution as well as protection from soil erosion and loss of small creeks and wetlands.

- Finalize the riparian ordinance.

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 and density.

- Develop and implement a community land trust program to ensure that affordable housing needs are met.

Economic Strategy

The City seeks to provide opportunities for a variety of economic activities in the City, while continuing to reaffirm the economic goals of Ashland citizens. Economic development in Ashland should serve the purpose of maintaining and improving the local quality of life.

- Develop printed materials that clearly outline the goals of the City of Ashland that impact business relocation to/within the community. The goals of the City are outlined in the comprehensive plan.

Public Services

The City should ensure that a broad range of urban services is available to the community.

- By June 1999 be Y2K ready regarding mission critical City services. Additionally, plan an important role in educating the community regarding Y2K issues.
- Prepare an implementation plan for City Council for the TAP water pipeline intertie project.
- Prepare and present to City Council for adoption standards for the construction of public buildings.
- Improve the sound and video quality of the City Council chambers.
- Install high-quality portable restrooms in the Calle area of Ashland Creek. Work with Parks to develop a long-term solution to restroom availability in the Plaza area.
- Continue space-planning initiatives underway: Library, Fire Stations, and Hillah Temple.

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.

- Analyze service demand for transit services in the community. The analysis should solicit information from the community on transit needs relating to work, school, recreation, shopping, special needs populations, worship and medical facilities. The analysis should address what barriers exist that keep people from using mass transit and should identify what measures the City could take to further encourage the use of transit services.
- Update the downtown plan-parking plan. The update should include analysis on overall street design in the downtown (e.g., traffic flow), capacity and efficiency of the existing streets for parking, evaluating a pay-for-parking concept that outlines the impact on the downtown and adjacent neighborhoods and addresses citizen parking versus tourist parking, and evaluates the necessity of a parking structure.

- Develop an agreed upon, financially constrained 10-year plan for transportation improvements. The plan should address the financial ability of the City to pay for these projects.
- Study the feasibility of jurisdictional exchange for Highway 99 with the state and present to the City Council.
- Study the feasibility of jurisdictional exchange for county roadways in the City with Jackson County and present to the City Council.

Energy, Air, and Water Conservation

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.

- Develop a plan to meet the water conservation goals adopted as part of the 1998 Water Study.

Parks, Open Space, and Aesthetics

- Ashland's character is intimately linked to its aesthetic resources, including its vistas, trees, parks and open space lands. The City seeks to develop a program that will preserve important open space and parkland, while accommodating continuing urbanization.
- Encourage the Parks Commission to develop a long-term financial plan.

Historical Sites and Structures

- Ashland seeks to preserve its rich history through the preservation of its historical buildings and places.
- Encourage the displaying of historic photos in community buildings.
- Ensure that all City owned historic buildings are properly maintained.

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.

- Explore intergovernmental delivery of services.
- Evaluate the feasibility of sub-regional planning with nearby local governments and service providers.

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.

- The City will develop, implement and periodically review its financial management strategy that addresses existing and potential revenue sources to ensure that City revenues are balanced from property taxes, user fees, grants, and other revenues.
- Provide comprehensive information to the community on City budget and financial issues
- to promote more thorough understanding of where the City receives its funding and how it is spent.
- Ensure that the City's budget is consistent with the strategic plan.
- Establish a funding policy for the undergrounding of electric poles and lines.

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.

- Define the City's role and philosophy in the delivery of social and human services programs. This will be done by the creation of an ad-hoc committee (including Budget Committee members) coordinated by City Councilor Steve Hauck.

Organizational Effectiveness

- Develop a schedule that outlines a timely review for all the elements of the comprehensive plan.
- The City Council shall regularly review and amend as necessary the provisions of its strategic plan. The City shall plan for public participation as part of the review process.
- Continue the internal organizational improvements initiated in 1998 through the Employee Advisory Committee.
- Complete the Compensation/Classification plan for management positions.
- Continue implementation of the City's strategic plan.
- Integrate department work plans with the City's strategic plan.



ORGANIZATIONAL CHART

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 19,220 people. 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 City Administrator recommends the appointment or dismissal of the Fire Chief, Police Chief, Director of Administrative Services, Director of Public Works, Director of Community Development, Director of Finance, Director of Electric Utilities, and Senior Program Director. The Mayor, with confirmation of the City Council, also appoints the department heads, the City Attorney, and the Band Board.

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

CITY AT A GLANCE

The City of Ashland is located in the southwestern part of the state, which is rated as one of the major tourist areas within Oregon. The economic base of Ashland is primarily dependent on tourism and higher education, with a small manufacturing sector based on high technology and wood products. 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, and electrical utility systems.

Date of Incorporation	1874
Form of Government	Council, Administrator
Area in Square Miles	5.99
Elevation in Feet	1,900
Annual Precipitation in Inches	19
Police	
Stations	1
Patrol Units	6
Sworn Officers	26
Physical Arrests (non-traffic)	338
Traffic Violations	3,287
Parking Violations	9,147
Fire and Rescue	
Stations	2
Firefighters	24
Fire Alarm Responses	225
Emergency Medical Responses	1,600
Non-Emergency Public Service Responses	84
Fire Inspections	1,240
Public Education Programs	295
Permits Issued	100
Streets	
Miles of Paved Streets	78
Miles of Gravel Streets	5
Miles of Storm Drains	14
Water	
Miles of Water Mains	55
Service Connections	6,566
Hydrants	875
Daily Average Consumption in Million Gallons	2.64
Maximum Daily Capacity of Plant in Million Gallons	10
Wastewater	
Miles of Sanitary Drains	86
Treatment Plants	1
Service Connections	6,089
Daily Average Treatment in Million Gallons	1.87
Maximum Daily Capacity in Million Gallons	6

Hospital		1
Hospital Beds		49
Electric		
Street Lights		1,872
Electrical Transformers		1,824
Service Connections		9,308
Poles		2,734
Substations		3
Parks and Recreation		
Community Centers		3
Parks		17
Park		535
Golf Course		1
Swimming Pools		1
Tennis Courts		12
Education		
Elementary Schools		5
Elementary School Instructors		93
Secondary Schools		2
Secondary School Instructors		116
State Universities		1

Ten Year Statistics

Year	Assessed Valuation	Population	School Enrollment
1989-90	534,288,400	16,740	3,098
1990-91	681,013,320	16,500	3,150
1991-92	834,707,420	17,060	3,353
1992-93	891,834,950	17,320	3,455
1993-94	944,224,260	17,445	3,482
1994-95	1,001,800,918	17,725	3,458
1995-96	1,082,263,880	17,985	3,411
1996-97	1,204,700,940	18,360	3,384
1997-98	1,035,683,650	18,560	3,358
1999-00	1,131,845,000	19,220	N/A

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:

Parks	\$ 1,000.00
City Hall Utilities Till	390.00
City Hall	150.00
Police Department	100.00
Police Parking Till	50.00
Fire and Rescue Department	75.00
Municipal Court Till	100.00
Warehouse	<u>100.00</u>
TOTAL	\$ 1,965.00

CITY AT A GLANCE

Principal Property Tax Payers

Tax Payer	Type of Business	1998 Assessed Valuation	Percent of Total Assess Valuation
U S West Communications, Inc.	Utility	\$ 10,035,220	0.97
Windmill Inns of America, Inc.	Motel	8,178,240	0.79
Washington Water Power	Utility	5,231,120	0.51
Mountain Meadows LLC	Housing Development	5,176,330	0.50
Michael D. & Beverly Rydbom	Retail	4,478,400	0.43
Lloyd M. Haines	Housing	4,201,750	0.41
Ashlander Inc.	Housing	4,198,890	0.41
Brodeur & Brodeur, Inc	Motels	3,359,140	0.32
Warren Family Limited Partnership	Motels	3,310,920	0.32
Summit Investment	Retail	<u>3,129,150</u>	<u>0.3</u>
		\$ 51,299,160	4.95

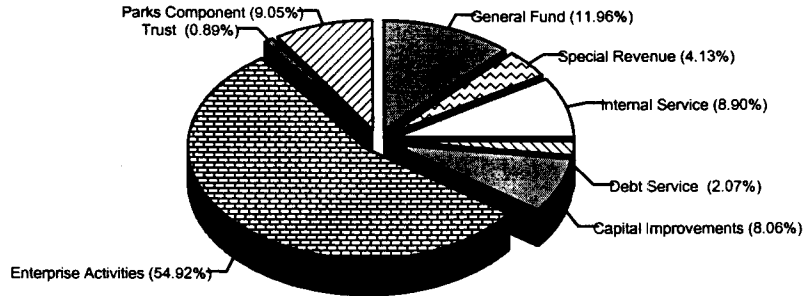
Major Employers in the City of Ashland

Employer	Industry	Employment	Taxing Status
Southern Oregon University	Higher Education	1550	Exempt
Ashland Public Schools	Public Education	450	Exempt
Oregon Shakespeare Festival	Entertainment	350	501c3
City of Ashland	Municipal Government	208	501c3
Ashland Community Hospital	Health Care	178	501c3
Darex Corporation	Manufacturing	135	Public Corp.
Prestige Care, Inc. (dba Linda Vista)	Health Care	75	Close Corp.
Albertsons Inc	Retail\Grocery	71	Public Corp.
Windmills Ashland Hills Inn	Motel	60	Public Corp.
Safeway, Inc	Retail\Grocery	47	Public Corp.

REQUIREMENTS SUMMARY BY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 7,425,410	\$ 7,600,571	\$ 8,167,000	General Fund	\$ 9,696,000	\$ 9,642,000	\$ 9,427,000
379,956	452,394	234,000	Cemetery Fund			
111,246	147,332	100,000	Band Fund			
89,878	211,664	541,000	Comm Dev Block Grant Fund	279,000	227,000	221,000
2,764,273	2,841,425	2,814,000	Street Fund	2,745,000	3,157,000	3,662,000
88,731	88,990	103,000	Airport Fund	550,000	337,000	109,000
2,336,069	2,654,377	3,523,000	Capital Improvements Fund	6,533,000	4,165,000	1,889,000
			Hospital Construction Fund			
632,656	618,497	420,000	Bancroft Bond Fund	240,000		
741,649	746,124	791,000	General Bond Fund	311,000		
443,714	410,972	438,000	Debt Service Fund	1,129,000	1,120,000	1,066,000
			Advance Refunding Bond Fund			
1,066,793	1,107,936	877,000	Ambulance Fund	357,000		
5,321,102	5,766,739	6,361,000	Water Fund	6,706,000	8,353,000	7,603,000
7,419,851	10,565,673	19,644,000		21,122,000	8,304,000	7,400,000
9,736,920	10,632,189	12,994,000	Electric Fund	10,455,000	9,929,000	9,752,000
			Telecommunications Fund	6,590,000	3,949,000	4,396,000
2,773,165	2,807,288	3,008,000	Central Services Fund	3,582,000	3,852,000	4,058,000
1,618,981	1,604,511	1,595,000	Insurance Services Fund	1,018,000	956,000	896,000
2,833,053	2,887,393	3,229,000	Equipment Fund	3,608,000	2,379,000	2,276,000
668,618	690,179	705,000		721,000	738,000	755,000
46,452,065	51,834,255	65,544,000	City Component	75,642,000	57,108,000	53,510,000
			Hospital Fund			
5,219,589						
3,435,070	4,265,464	4,074,000	Parks and Recreation Fund	5,314,000	3,804,000	3,691,000
157,271	147,058	1,000	Recreation Serial Levy Fund			
996,164	1,124,240	1,119,000	Ashland Youth Activities Levy	1,165,000	182,000	95,000
631,680	796,927	839,000	Parks Capital Improvement Fund	855,000	432,000	512,000
469,161	537,218	509,000	Golf Course Fund	175,000		
13,000						
5,702,346	6,870,906	6,542,000		7,509,000	4,418,000	4,298,000
\$ 57,374,000	\$ 58,705,161	\$ 72,086,000	TOTAL REQUIREMENTS	\$ 83,151,000	\$ 61,526,000	\$ 57,808,000

Total City Requirements by Fund Type



RESOURCES SUMMARY BY CLASSIFICATION

Overview

The \$10.95 million in Taxes are derived from five major sources as a revenue. Property Taxes account for \$5.4 million, the maximum rate and growth of the existing valuation used to calculate the levy are limited by state statute. Unique, is a \$1.66 million Electric Utility Users Tax, essentially a 25 percent tax on all rate related electric charges of the City owned Electric Utility. Equally unique, at least in Oregon is \$1.3 million in prepared Food and Beverage Tax. The standard Franchise taxes of both Public and Private utilities account for \$1.62 million, City owned enterprises are taxed equally with all other utilities. The final portion comes from Hotel/Motel and Business Registration Taxes.

The \$22.67 million Charges for Services consists of three major sources. Utility service fee charges of \$14.21 million are for services provided to the citizens of Ashland. An anticipated growth rate of 1.5 percent, based on historical trends, and planned rate increases on the sale of water is used to impute the increase in revenues. \$4.96 million is Internal Service Fund revenues assessed to the operating funds and divisions of the City, based on a Cost Allocation Plan designed to recover the cost of services. \$1.26 million are System Development Charges (SDCs) designed to recover the burden of new construction on the infrastructure of the City. The balance is various fees for service provided by funds and divisions including Ambulance billing revenues of \$700,000.

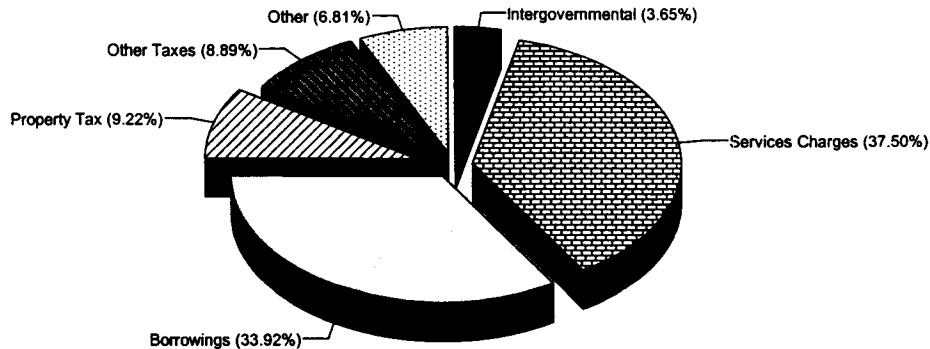
The \$20.5 million Other Financing Sources consists of three proposed Bond issues for construction and internal borrowings. Construction financing of \$9.2 million in for the Wastewater treatment plant. \$4.9 million in revenue bonds for equipment and construction of the Ashland Fiber Network in the Telecommunications Fund. \$3.8 million in general obligation bonds for Fire Station construction in the Capital Improvements Fund. \$1.2 million of Interfund loans are budgeted from the Electric and Equipment Funds to the Telecommunications Fund.

RESOURCES SUMMARY BY CLASSIFICATION

	ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	9,420,342	\$ 10,700,176	\$ 10,454,000	Taxes	\$ 10,953,000	\$ 10,351,000	\$ 10,575,000
	430,346	507,637	441,000	Licenses and Permits	486,000	516,000	544,000
	2,884,438	2,490,348	2,888,000	Intergovernmental Revenues	2,207,000	2,096,000	1,995,000
	19,809,000	20,519,596	20,635,000	Charges for Services	22,671,000	24,732,000	26,689,000
	173,258	209,568	203,000	Fines	178,000	184,000	193,000
	339,201	255,836	517,000	Special Assessment Payments	370,000	300,000	300,000
	948,603	1,317,650	1,113,000	Interest on Investments	1,047,000	938,000	774,000
	1,133,500	463,118	296,000	Miscellaneous Revenues	254,000	235,000	240,000
	625,556	1,728,162	13,493,000	Other Financing Sources	22,462,000	4,321,000	1,730,000
	789,612	807,403	1,839,000	Operating Transfers In	1,782,000	675,000	569,000
	<u>36,553,856</u>	<u>38,999,495</u>	<u>51,879,000</u>	Total Revenues	<u>62,410,000</u>	<u>44,348,000</u>	<u>43,609,000</u>
	<u>20,820,145</u>	<u>19,705,607</u>	<u>20,207,000</u>	Working Capital Carryover	<u>20,741,000</u>	<u>17,178,000</u>	<u>14,199,000</u>
\$	<u>57,374,001</u>	\$ <u>58,705,102</u>	\$ <u>72,086,000</u>	TOTAL RESOURCES	\$ <u>83,151,000</u>	\$ <u>61,526,000</u>	\$ <u>57,808,000</u>

The following graph reflects the total revenues of the City. A noticeable trait is the City's lack of dependence on Property Taxes (9.22 percent of the Total Revenues) as a primary source of revenue. Borrowings is \$20,502,000, or 33.92 percent of total revenue, because of the Wastewater Treatment Plant, planned Telecommunications construction financed by Revenue Bonds and anticipated bonding of construction capital for a fire station, Local Improvement District bonding, and financing of Open Space property additions.

Total City Revenues by Classification



REQUIREMENTS SUMMARY BY CLASSIFICATION

Overview

Personnel Services increased 12 percent. This is related to an increase of nine employees, as well as an estimated 20 percent increase in the cost of health care and a 7 percent increase in PERS retirement benefits.

An additional 7 percent is budgeted in material costs essentially related to the inclusion of two operating divisions in the Central Services Fund, and almost doubling the operating costs of the Telecommunications Fund in Ashland Fiber Network's first year of operation.

With two projects budgeted in excess of \$1 million, Telecommunications construction at almost \$2.6 million, and Wastewater plant construction of \$13.9 million, Capital Outlay is the largest category in the budget; however, with the conclusion of these major projects, it will decrease by \$17.2 million in the estimated 2000-01 year.

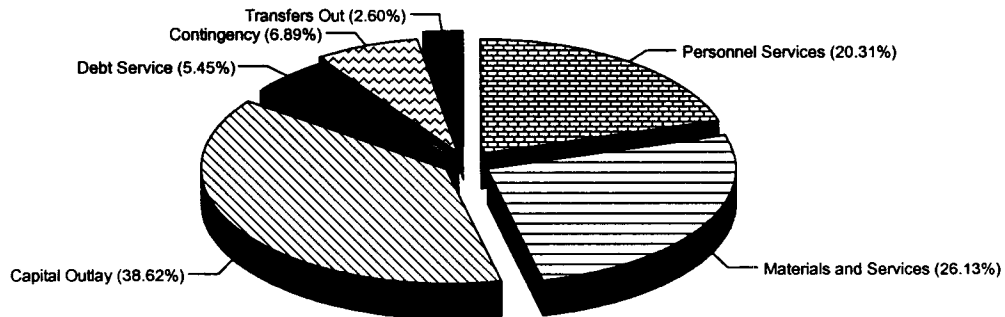
Debt Service more than doubled from the prior budget with the addition of \$1.5 million in repayment of interfund debt and inception of repayments of Telecommunications Revenue Bonds and Wastewater Treatment debt.

REQUIREMENTS SUMMARY BY CLASSIFICATION

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
\$ 10,866,411	\$ 11,151,454	\$ 12,523,000	Expenditures:	\$ 13,981,000	\$ 14,769,000	\$ 15,469,000
20,266,884	15,506,506	16,837,500	Personnel Services	18,018,000	18,001,000	19,170,000
4,522,899	7,349,602	21,998,000	Materials and Services	26,983,000	9,804,000	5,330,000
1,746,664	1,868,735	1,697,000	Capital Outlay	3,754,000	4,052,000	5,535,000
789,612	807,403	1,895,000	Debt Service	1,792,000	721,000	640,000
			Transfers Out	1,565,000		
		4,121,500	Other Financing Uses	4,722,000	3,490,000	3,604,000
		59,072,000	Contingency	70,815,000	50,837,000	49,748,000
38,192,470	36,683,700		Total Expenditures			
			Unappropriated Ending Fund Balance	12,336,000	10,689,000	8,060,000
19,181,531	22,021,401	13,014,000				
\$ 57,374,001	\$ 58,705,101	\$ 72,086,000	TOTAL REQUIREMENTS	\$ 83,151,000	\$ 61,526,000	\$ 57,808,000

The graph below depicts the expenditures of the City, which do not include the Unappropriated Ending Fund Balance. Personnel Services reflects 20.31 percent of the current budget. Capital Outlay is the largest expense at 38.62 percent. An explanation of this increase is found in the Capital Summary.

Total City Expenditures by Classification

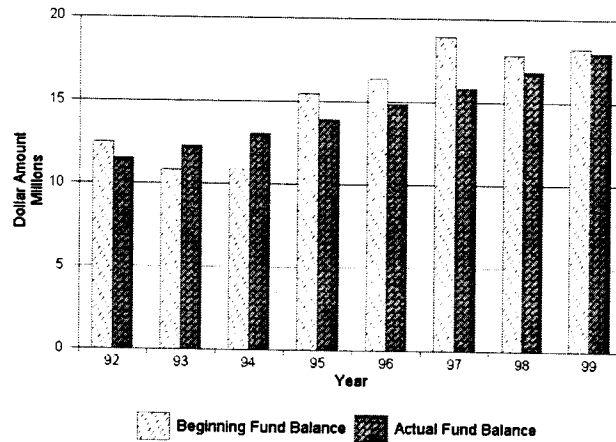


FUND BALANCE SUMMARY

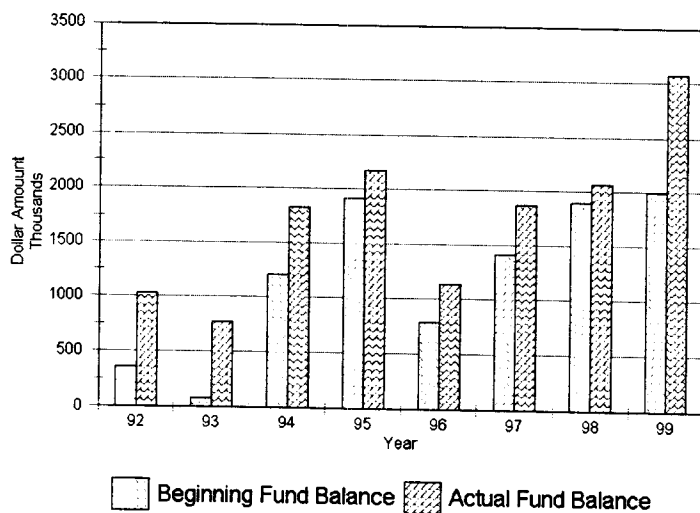
Oregon Revised Statutes require that all funds be balanced when budgeted; therefore, deficit fund balances are not allowed. The City of Ashland's budgeted fund balance at June 30, 2000, is \$11,358,000 as shown on the following page. All expenditures are limited to the legal appropriations and are seldom 100 percent expended. Past experience has shown that the actual fund balance at fiscal year end exceeds the contingency and fund balance because these amounts are not planned to be spent. Below are graphs presenting the accuracy of budgeting the working capital carryover or beginning fund balance.

This graph reflects the budgeted beginning fund balance compared to the actual carryover for the period June 1992 through June 1999. The chart indicates that the City is accurate in estimating the carryover.

Fund Balances - City Component



Fund Balances - Parks Component



The graph to the left reflects the same comparison for the Parks and Recreation Component, the chart indicates a less conservative approach to carryover budgeting.

FUND BALANCE SUMMARY

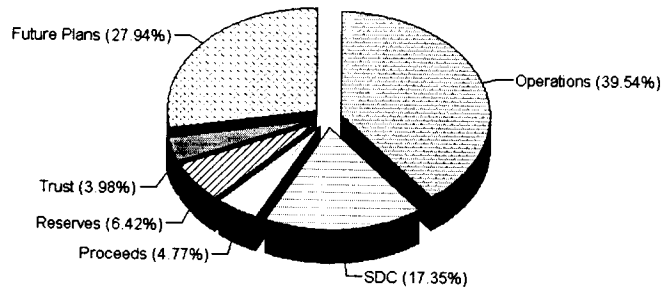
CITY COMPONENT Fund	6-30-99 Fund Balance	Plus Revenues	Total Available Resources	Less Expenditures	Contingency	6-30-00 Fund Balance
General Fund	\$ 1,175,000	\$ 8,517,000	\$ 9,692,000	\$ 8,629,000	\$ 384,000	\$ 679,000
Community Block Grant Fund		279,000	279,000	279,000		
Street Fund	130,000	2,615,000	2,745,000	2,289,000	78,000	378,000
Airport Fund	29,000	296,000	325,000	298,000	5,000	22,000
Capital Improvements Fund	409,000	6,124,000	6,533,000	3,745,000	200,000	2,588,000
Bancroft Bond Fund	240,000		240,000	240,000		
General Bond Fund	311,000		311,000	311,000		
Debt Service Fund	104,000	1,025,000	1,129,000	702,000		427,000
Ambulance Fund	357,000		357,000	357,000		
Water Fund	3,092,000	3,614,000	6,706,000	4,412,000	490,000	1,804,000
Wastewater Fund	7,765,000	13,187,000	20,952,000	16,479,000	2,093,000	2,380,000
Electric Fund	1,727,000	14,753,000	16,480,000	13,985,000	915,000	1,580,000
Central Services Fund	123,000	3,459,000	3,582,000	3,513,000	69,000	
Insurance Services Fund	538,000	480,000	1,018,000	626,000	150,000	242,000
Equipment Fund	1,304,000	1,304,000	2,608,000	1,572,000	250,000	786,000
Cemetery Trust Fund	664,000	57,000	721,000	41,000		680,000
Total City Component	<u>17,968,000</u>	<u>55,710,000</u>	<u>73,678,000</u>	<u>57,478,000</u>	<u>4,634,000</u>	<u>11,566,000</u>
Parks and Recreation Fund	1,931,000	3,383,000	5,314,000	4,697,000	40,000	577,000
Recreation Serial Levy Fund						
Ashland's Youth Activities Levy	81,000	1,084,000	1,165,000	1,094,000	71,000	(0)
Parks Capital Improvements Fund	582,000	273,000	855,000	660,000		195,000
Golf Course Fund	175,000		175,000	175,000		
Total Parks Component	<u>2,769,000</u>	<u>4,740,000</u>	<u>7,509,000</u>	<u>6,626,000</u>	<u>111,000</u>	<u>772,000</u>
TOTAL BUDGET	<u>\$ 20,737,000</u>	<u>\$ 60,450,000</u>	<u>\$ 81,187,000</u>	<u>\$ 64,104,000</u>	<u>\$ 4,745,000</u>	<u>\$ 12,338,000</u>

FUND BALANCE SUMMARY

Although Unappropriated Ending Fund Balance traditionally shows up as a single line in a budget, as the presentation on the following page shows, only \$6.7 million of the \$17 million in Ending Fund Balance and Contingency is not dedicated for some consideration. This represents the makeup of Unappropriated Ending Fund Balance and Contingency at June 30, 2000, and its proposed use in future years. The largest balances are in the three Utility Funds, accounting for almost 65 percent of the total Fund Balance and almost 70 percent of Operations balance.

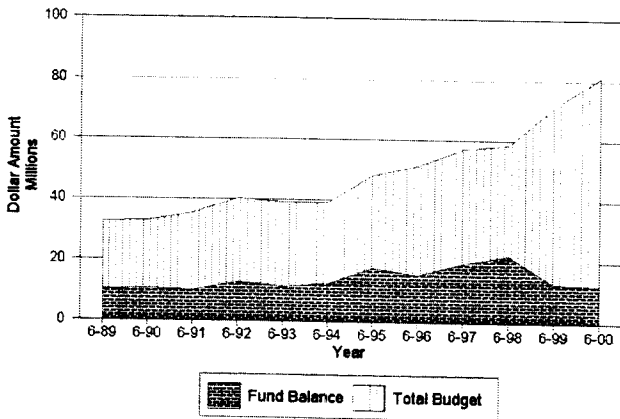
Fund Balance Characteristics

The chart to the right reflects an allocation of the balances indicating that the largest application is for future operations. SDC and Future plans combined, as they are both dedicated to capital expansion and replacement, are almost equal to the amount set aside for operations.



Budget compared to Fund Balance

Graph 15 City & Parks



The graph to the left shows the total City budget in relationship to the total City fund Balance. This indicates that amount of reserves mirrors the actual expenditures. The final two years are a departure from this trend with large capital expenditures as the cost of operations inflates.

FUND BALANCE SUMMARY

<u>CITY COMPONENT</u>	<u>Operations Including Contingency</u>	<u>SDC</u>	<u>Bond Proceeds</u>	<u>Bond Reserves</u>	<u>Trust</u>	<u>Capital Future Plans</u>	<u>Total</u>
General Fund	\$ 1,063,000		\$	\$	\$		\$ 1,063,000
Community Block Grant Fund							
Street Fund	33,906	422,094					456,000
Airport Fund	27,000						27,000
Capital Improvements Fund		362,100				2,425,900	2,788,000
Bancroft Bond Fund							
General Bond Fund							
Debt Service Fund	427,000						427,000
Ambulance Fund							
Water Fund	683,000	1,351,000		23,000		237,000	2,294,000
Wastewater Fund	1,490,483	829,517		1,073,000		1,080,000	4,473,000
Electric Fund	1,680,000		815,000				2,495,000
Central Services Fund	69,000						69,000
Insurance Services Fund	392,000						392,000
Equipment Fund	201,000					835,000	1,036,000
Cemetery Trust Fund					680,000		680,000
Total City Component	<u>6,066,389</u>	<u>2,964,711</u>	<u>815,000</u>	<u>1,096,000</u>	<u>680,000</u>	<u>4,577,900</u>	<u>16,200,000</u>
Parks and Recreation Fund	617,000						617,000
Recreation Serial Levy Fund							
Ashland's Youth Activities Levy	71,000						71,000
Parks Capital Improvements Fur						195,000	195,000
Golf Course Fund							
Total Parks Component	<u>688,000</u>					<u>195,000</u>	<u>883,000</u>
TOTAL BUDGET	<u>\$ 6,754,389</u>	<u>\$ 2,964,711</u>	<u>\$ 815,000</u>	<u>\$ 1,096,000</u>	<u>\$ 680,000</u>	<u>\$ 4,772,900</u>	<u>\$ 17,083,000</u>

CAPITAL SUMMARY

Capital acquisition and construction account for \$26,588,000 or 38.6 percent of the \$68,849,000 for operating expenditures of the City, an increase of \$4,975,000 from the prior year. The City's policy for capitalization includes those assets acquired or constructed that are in excess of \$1,000. An outline of construction projects can be found in a separate Capital Improvement Plan (CIP) including all projects in excess of \$50,000 construction cost. The opposite page reflects a summary of acquisition and construction for the 1999-2000 budget, additional detail is included with the individual funds and departments within the body of this report.

Three of the projects will have significant impacts on the operating budgets. The first is the Wastewater Treatment Plant upgrade. Operational costs are expected to increase by \$200,000 when the plant is complete. This represents an increase of 12.6 percent. These costs have been included in the long-term financial plan for the Wastewater Fund. The Electric Fund includes the completion of the Ashland Fiber Network and facilities to provide demand-side management for the electric system, as well as an entry into the field of telecommunications. The business plan which identifies the costs of operating and maintaining the system requires the addition of personnel and operating materials costs of \$2,000,000, and indicates that in five to six years the project will become self reliant. These costs will be displayed in the Telecommunications Division of the Electric Fund. The final significant impact will be to the Parks and Recreation Fund with the construction of the North Mountain Park. After completion, this facility, will require the addition of 3.8 FTE personnel and \$130,000 in additional maintenance and operational costs. These costs will be in future Parks and Recreation Fund budgets.

CAPITAL SUMMARY

Fund	Department/ Division	Land Acquisition	Buildings	Equipment	Improvements	Total
General Fund	Police	\$	\$	\$ 48,000	\$	\$ 48,000
	Communications			25,000		25,000
	Fire			29,000		29,000
	Cemetery	1,000			22,000	23,000
	Ambulance			33,000		33,000
Comm Dev Block Grant Fund	Accessibility				71,000	71,000
Street Fund	Streets			15,000	400,000	415,000
	Storm Drains				50,000	50,000
Airport Fund	Hangers		225,000			225,000
Capital Improvement Fund	Municipal Office Space		450,000			450,000
	Open Space Land	300,000				300,000
	Fire Stations	400,000	1,475,000			1,875,000
	Technology			40,000		40,000
	Transportation Projects				350,000	350,000
	Local Improvement Dist Projects				306,000	306,000
Water Fund	Water Supply Acquisition				1,021,000	1,021,000
	Treatment Facilities				24,000	24,000
	Distribution			10,000	477,000	487,000
Wastewater Fund	Collection			9,000	193,000	202,000
	Treatment				13,895,000	13,895,000
	Flood Restoration				433,000	433,000
Electric Fund	Operations			37,000	523,000	560,000
	Telecommunications				2,562,000	2,562,000
Central Services Fund	Finance			4,000		4,000
	City Recorder			15,000		15,000
	Public Works			10,000		10,000
	Computer Services			77,000		77,000
Equipment Fund	Replacement Equipment			553,000		553,000
	Improvements				120,000	120,000
	Technology			278,000		278,000
Total City Component		701,000	2,150,000	1,183,000	20,447,000	24,481,000
Parks and Recreation Fund	Parks Division			25,000	1,396,000	1,421,000
	Golf Division				26,000	26,000
Parks Capital Improvement	Improvements		85,000	140,000		225,000
	New Park Development				435,000	435,000
Total Parks Component		0	85,000	165,000	1,857,000	2,107,000
TOTAL CAPITAL		\$ 701,000	\$ 2,235,000	\$ 1,348,000	\$ 22,304,000	\$ 26,588,000

CAPITAL IMPROVEMENT PLAN

PRIOR YEARS	PROJECT DESCRIPTION	1999-2000	2000-01	2001-02	2002-03	2003-04	FUTURE YEARS	TOTAL COST
	Transportation							
	Projects:							
	Oak Street Traffic Calming	150,000						150,000
	Union Street	100,000						100,000
	Siskiyou Blvd (design)	100,000	150,000					250,000
	Siskiyou Blvd (construction)			250,000	1,000,000			1,250,000
	Bus Shelters	240,000						240,000
	Central Ashland Bikeway	125,000						125,000
	Oak St\Hersey St Intersection	35,000						35,000
	Beach Street Intersection Imp		94,000					94,000
	Tolman Creek Road (approach)			184,000				184,000
	Tolman Creek Road (design)				50,000	50,000		100,000
	Tolman Creek Road (const)						2,200,000	2,200,000
	Water Street Bridge - Flood Restoration FAU Project			215,000	100,000			315,000
	(based on pavement mgmt assment)					100,000		100,000
	Sidewalk - Helman St (Van Ness to Nevada)		98,000					98,000
	Sidewalk - Mountain Av (East Main to Village Green)			125,000				125,000
	Sidewalk - Laurel St(Hersey to Randy), Randy(Laurel to Helman School)				85,000			85,000
	Sidewalks (based on TSP Master List, focus on school rtes.)					100,000		100,000
	Nevada (Bear Ck to Mountain)					1,198,000		1,198,000
0	Total Projects	750,000	342,000	774,000	1,235,000	1,448,000	2,200,000	6,749,000
	Local Improvement Districts							
	<i>Note: Costs listed are total project costs, City portion varies (avg. 40%)</i>							
	Walnut Street (paving)	214,000						214,000
	Palmer Road / Penny Drive	92,000						92,000
	Liberty Street		68,000					68,000
	Central Avenue		58,000					58,000
	Plaza Avenue		99,000					99,000
	Misc LID Projects (LID Master List- Larkin, Ohio, Peachey, Sunrise)		69,000	70,000				139,000
	Waterline Road			204,000				204,000
	Scenic Drive				111,200			111,200
	Nutley Street				46,000			46,000
	Strawberry Lane					412,000		412,000
	Alnut Street					93,600		93,600
0	Total LIDs	306,000	294,000	274,000	157,200	505,600	0	1,536,800
	Airport							
	Taxiway improvements (AIP Grant - 10% City match)	225,000	225,000					450,000
	Hanger Construction		225,000					225,000
0	Subtotal	225,000	450,000	0	0	0	0	675,000
0	Total Transportation	1,281,000	1,086,000	1,048,000	1,392,200	1,953,600	2,200,000	8,960,800

CAPITAL IMPROVEMENT PLAN

PRIOR YEARS	PROJECT DESCRIPTION	1999-2000	2000-01	2001-02	2002-03	2003-04	FUTURE YEARS	TOTAL COST
Water								
25,000	TAP (to Talent)	1,021,000	344,000	931,000				2,321,000
	Water Treatment Plant							
	Filter Improvements		200,000	200,000				400,000
	Transmission Line (Reeder to Plant)		550,000	500,000				1,050,000
	Water Rights				931,000			931,000
25,000	TAP Subtotal (Bond Issue)	1,021,000	1,094,000	1,631,000	931,000	0	0	4,702,000
	Misc Distribution Lines	25,000	25,000	25,000	60,000			135,000
50,000	Crowson Reservoir Roof	380,000						430,000
	Ashland Street Water Line (Ph2)		187,000					187,000
	Distribution Reservoirs (Mountain Av & Morton St)				80,000	80,000		160,000
	TAP (beyond Talent)					50,000	\$4-8M	50,000
25,000	Total Water	1,426,000	1,306,000	1,656,000	1,071,000	130,000	\$4-8M	8796000- 12,796,000
Wastewater Treatment Plant								
950,000	Land							950,000
12,252,000	Treatment Plant	5,655,000						17,907,000
1,620,000	Treatment Plant offsite	7,500,000	1,280,000					10,400,000
404,450	Wetlands	35,000						439,450
	Ashland Pump Station	505,000	495,000					1,000,000
15,226,450	Total Wastewater Treatment Plant	13,695,000	1,775,000	0	0	0	0	30,696,450
	Bear Creek Interceptor							
	Oak St to WWTP	96,000						96,000
	Nevada to Carol	104,000		46,000				150,000
	Fordyce to Walker			52,000				52,000
	Interceptor line upsizing			62,000	38,000	100,000		200,000
	Ashland Creek Flood restoration at WWTP	50,000						50,000
15,226,450	Total Wastewater	13,945,000	1,775,000	160,000	38,000	100,000	0	31,244,450
Storm Drains								
	Miscellaneous Storm Drain Sections							
	Union Street	20,000						20,000
	Garfield Street	15,000						15,000
	Vista Street	15,000						15,000
	Bridge Street (Lee to Siskiyou)		189,000					189,000
	Strawberry/Alnut/Nutley			65,000				65,000
	Scenic Drive			50,000				50,000
	Easement Acquisition - Billings			75,000				75,000
	Easement Acquisition - SOU				170,000			170,000
	Storm Drain Projects - (Based on new Storm Drain Mstr Plan)				300,000	300,000		600,000
0	Total Storm Drains	50,000	189,000	190,000	470,000	300,000	0	1,199,000

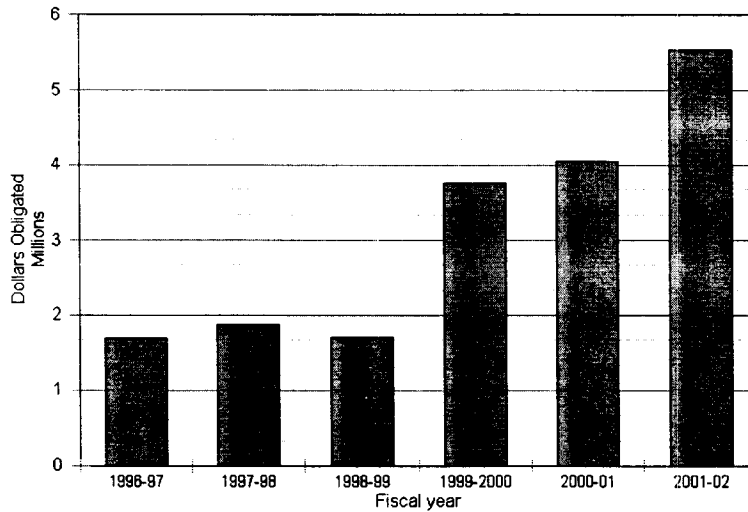
CAPITAL IMPROVEMENT PLAN

PRIOR YEARS	PROJECT DESCRIPTION	1999-2000	2000-01	2001-02	2002-03	2003-04	FUTURE YEARS	TOTAL COST
	Administration							
	City Facilities							
650,000	Hillah Temple\City Hall Office Space	450,000						1,100,000
35,000	B St Yard	120,000						155,000
50,000	Fire Station #1	1,875,000	2,375,000					4,300,000
	Fire Station #2						1,500,000	1,500,000
50,000	Total City Facilities	2,445,000	2,375,000	0	0	0	1,500,000	7,055,000
	Technology							
250,000	Customer Information Services	200,000	200,000					650,000
	Permit Tracking Software	50,000						50,000
	Document Imaging System	28,000						
250,000	Total Technology	278,000	200,000	0	0	0	0	700,000
300,000	Total Administration	2,723,000	2,575,000	0	0	0	1,500,000	7,755,000
	Telecommunications							
421,000	Distribution System	1,083,000	59,300					1,563,300
247,500	Cable Equipment	1,054,500	611,300	9,000				1,922,300
322,500	High Speed Data Equipment	424,500	34,400					781,400
991,000	Total Telecommunications	2,562,000	705,000	9,000	0	0	0	4,267,000
	Electric							
	Underground Lines\Transformers	270,000	293,000	321,000	200,000	200,000		1,284,000
0	Total Electric	270,000	293,000	321,000	200,000	200,000	0	1,284,000
	Parks and Recreation							
	Calle	383,000						383,000
	Open Space	300,000	200,000	200,000	200,000	200,000		1,100,000
0	Total Parks and Recreation	683,000	200,000	200,000	200,000	200,000	0	1,483,000
16,542,450	Total Capital Improvements	22,940,000	8,129,000	3,584,000	3,371,200	2,883,600	3,700,000	56,193,250

SUMMARY OF BUDGETED DEBT SERVICE

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES\ REQNTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 142,168	\$ 149,899	\$ 206,500	Special Assessment Debt	\$ 40,200	\$ 37,100	\$ 22,700
365,659	287,004	312,500	Open Space & Parking Notes	405,800	390,900	262,300
251,033	465,302	274,000	Boncroft Limited Tax Bonds	112,000	174,000	275,000
	23,040	86,000	97 Flood Restoration Bonds	178,000	84,000	87,000
146,751			Ambulance Obligations			
48,000	271,823		Interfund Loans			
			Notes payable			
			Water Issues			
401,730	384,654	402,000	General Obligation Water Debt	313,000	389,000	386,000
260,686	220,013	327,000	Water Revenue Bonds	330,000	328,000	330,000
			Water (Issue 2000)			312,000
			Wastewater Issues			
			CWWRF Loan	385,000	971,000	1,454,000
67,000	67,000	67,000	Electric Issues			
			Hydro	75,000	72,000	72,000
			Telecommunications			
			Interfund Loans	1,565,000	1,256,000	1,634,000
			Revenue Bonds	350,000	350,000	700,000
			Parks and Recreation			
10,183	10,006	11,000	Special Assesments	11,000	10,000	10,000
12,542	12,548	11,000	Lease Purchase Agreements	11,000	11,000	11,000
\$ 1,683,027	\$ 1,868,735	\$ 1,697,000		\$ 3,754,000	\$ 4,052,000	\$ 5,535,000

Summary of Indebtedness



DEBT SUMMARY

Overview

Financing capital costs can be accomplished through various financing sources called “bonded debt” and notes. Long-term debt includes general obligation bonds (supported by both property taxes and enterprise revenues), revenue bonds, promissory notes on land purchases, special assessment (Bancroft) bonds, and equipment leases. Short-term debt consists of interfund loans.

Outstanding bonds and notes have varying maturities. At present, all outstanding debt will be retired by the end of fiscal year 2014-15. The opposite page summarizes debt by fund as well as by type. The appendix contains a schedule of future debt service by fiscal years. The assessment payments and advance refunding are listed separately, as well as in the general obligation and Bancroft bond categories.

General Obligation Bonds. General obligation bonds are used to finance a variety of public projects and require voter approval. These bonds are backed by the full faith and credit of the City. Oregon Revised Statutes provide that a City may not issue general obligation debt secured by property taxes that is greater than 3 percent of assessed value. This limitation does not apply to bonds issued for water, wastewater, storm sewer, hospital, or electrical purposes, nor does it apply to bonds issued to pay assessments for improvements for benefitted property owners. Therefore, only the City’s Flood Restoration Bonds, and the proposed Fires Station Bonds are subject to this limitation. The debt limit is 3 percent of the assessed value of 1,131,845,000, or \$33,955,350.

Revenue Bonds. Revenue bonds are payable from a specific source of revenue and do not affect the property tax rate. The City has established a coverage ratio of 1.30 for water bonds. In other words, the net utility revenues will exceed 1.30 times the maximum annual debt service. The annual debt service payment is from water user charges and system development fees.

Notes Payable. The City has entered into various long-term notes payable for the purchase of land for the Hospital, parking improvements, and open space. These notes carry varying maturity schedules from September of 1995 to June of 2015.

Equipment Leases. The Parks Department has entered into a lease-purchase agreement for golf course equipment.

Bancroft Bonds. These bonds are used to finance local improvement districts. Local property owners are assessed to allow payment for their improvement over a ten-year period. Frequently the City or the Parks is a *benefitted* property owner and is assessed.

Clean Water State Revolving Fund Program. This financing program is available for the financing of the Wastewater Treatment Plant upgrade. It is similar to revenue bonding in that it requires a reserve fund and pledge of operating revenues. The budget calls for financing the Wastewater Treatment Plant upgrade. Financing is in place to borrow from the state revolving fund (\$15,000,000). This debt will be repaid from wastewater user fees, system development charges, and the prepared food and beverage tax.

Assessment Payments. This represents the City’s share of outstanding Bancroft bonds. The *benefitted* property holder is often the City.

DEBT SUMMARY

Fund	Debt Instrument		June 30, 1999	Retirements	New Debt	June 30, 2000
City Component						
Street	Assessment Payments	8	\$ 3,800	\$ 3,000	\$	\$ 800
Debt Service Fund	1996 Limited Tax Assessment Bon	5	335,000	80,000		255,000
Debt Service Fund	1999 Limited Tax Assessment Bon	5	0		500,000	500,000
Debt Service Fund	Flood Restoration	1	1,040,000	135,000		905,000
Debt Service Fund	Fire Station	1	0		3,800,000	3,800,000
Debt Service Fund	Parking Lot Notes	3	45,500	4,700		40,800
Debt Service Fund	Open Space Land Notes	3	1,411,751	275,800	915,000	2,050,951
Debt Service Fund	Open Space Land Assessments	8	98,200	19,800		78,400
Debt Service Fund	Hospital Land Notes	3	319,200	10,700		308,500
Water Fund	Water Bonds 77	1	205,000	20,000		185,000
Water Fund	Refunding Bond 92 Water	1	695,800	153,000		542,800
Water Fund	1994 Water Revenue Bonds	2	3,316,000	141,000		3,175,000
Water Fund	Refunding Bond 97 Water	1	1,695,000	25,000		1,670,000
Water Fund	Assessment Payments	8	10,000	9,000		1,000
Wastewater Fund	State Revolving Fund		9,787,162	0	9,208,000	18,995,162
Electric Fund	Refunding Bond 92 Electric	1	284,200	62,000		222,200
Electric Fund	Revenue Bonds	7	3,554,000	350,000	4,883,000	8,087,000
Total City Component			<u>22,800,613</u>	<u>1,289,000</u>	<u>19,306,000</u>	<u>40,817,613</u>
Parks Component						
Golf	Golf Cart Leases	4	11,000	11,000		0
Golf	Assessment Payments	8	34,400	7,000		27,400
Total Parks Component			<u>45,400</u>	<u>18,000</u>	<u>0</u>	<u>27,400</u>
TOTAL BUDGET			<u>\$ 22,846,013</u>	<u>\$ 1,307,000</u>	<u>\$ 19,306,000</u>	<u>\$ 40,845,013</u>

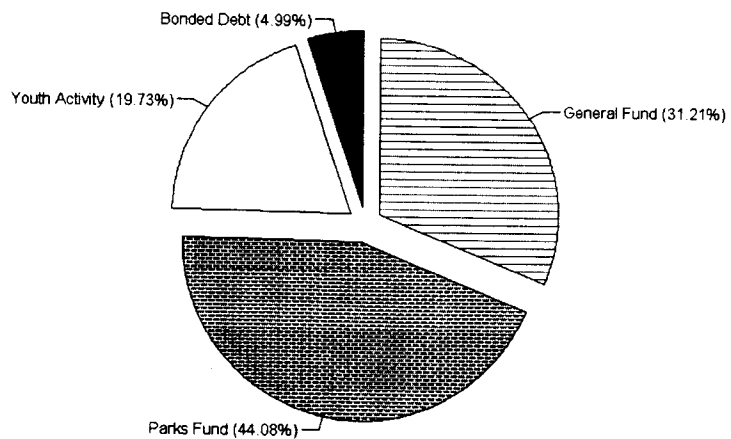
Summary by Type			June 30, 1999	Retirements	New Debt	June 30, 2000
External Obligations:						
General Obligation Bonds	1	\$ 3,920,000	\$ 395,000	\$ 3,800,000	\$ 3,525,000	
Revenue Bonds	2	6,870,000	491,000	4,883,000	11,262,000	
Notes Payable	3	1,776,451	291,200	915,000	2,400,251	
Equipment Leases	4	11,000	11,000		0	
Bancroft Bonds	5	335,000	80,000	500,000	755,000	
State Revolving Bond Loan	7	9,787,162	0	9,208,000	18,995,162	
			<u>22,699,613</u>	<u>1,268,200</u>	<u>19,306,000</u>	<u>36,937,413</u>
Internal Obligations:						
Assessment Payments		146,400	38,800	0	107,600	
Total Obligations			<u>\$ 22,846,013</u>	<u>\$ 1,307,000</u>	<u>\$ 19,306,000</u>	<u>\$ 37,045,013</u>

PROPERTY TAX SUMMARY

	Amount Authorized	Unused Authority	Proposed 1999-2000 Levy	Estimated Uncollectable	Est. Current Year Taxes	Est. Tax Rate
Permanent:						
General Fund	2,225,000	485,000	1,740,000	191,000	1,549,000	1.5373
Parks Fund	2,636,000	178,000	2,458,000	270,000	2,188,000	2.1717
	4,861,000	663,000	4,198,000	461,000	3,737,000	<u>3.71</u>
Local Option Levies:						
Ashland Youth Activity	1,100,000		1,100,000	121,000	979,000	0.9719
Bonded Debt:						
1982 Water Bond Levy			53,000	6,000	47,000	0.0468
1992 Water Bond Levy			100,000	11,000	89,000	0.0884
1997 Flood Restoration Bonds			125,000	14,000	111,000	0.1104
2000 Fire Station Bonds			<u>0</u>	<u>0</u>	<u>0</u>	0
			278,000	31,000	247,000	
Total	<u>\$5,961,000</u>	<u>\$663,000</u>	<u>\$5,576,000</u>	<u>\$613,000</u>	<u>\$4,963,000</u>	<u>\$4.9265</u>
Estimated Valuation	\$1,131,845,000					

1999-2000 Property Taxes

The City of Ashland levies property taxes for the funds and activities in the amounts shown above. The taxes are distributed as shown in the graph to the right. The total tax rate is less than one cent higher than the previous year.



GENERAL FUND

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GENERAL FUND IN BRIEF

Overview

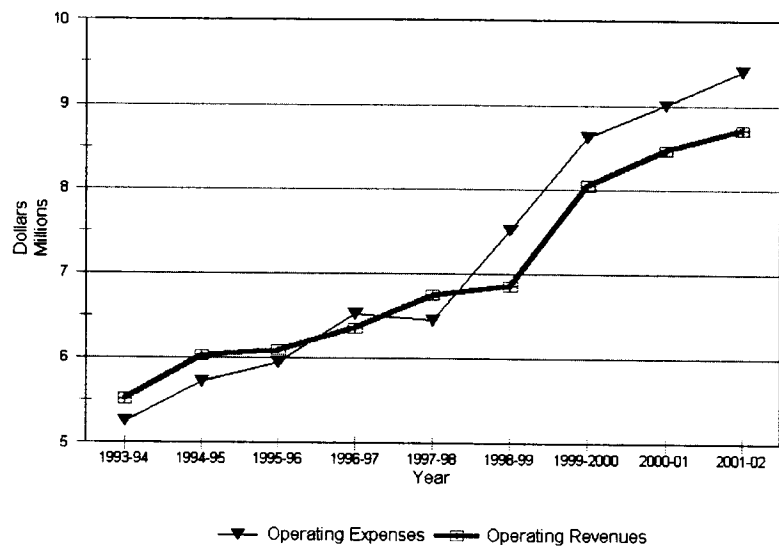
Working Capital Carryover, while well within the policy of 10 percent in the first and second year, falls to 7 percent in the third year as operating expenditures continue to rise at a rate faster than operating revenues grow.

Personnel Services, which account for 57 percent of all expenditures, increased over 12 percent in the proposed budget. This is directly related to the increase in the Employers PERS contribution rate increase of 7 percent, coupled with increases of an estimated 13 percent in the cost of health care insurance.

Materials and Services costs increased almost 36 percent, over 24 percent of which is accounted for in the first time presentation of the Ambulance operations in the General Fund.

Unappropriated Ending Balance, coupled with Contingency by policy should be equal to or greater than 10 percent of revenues. They exceed the 10 percent policy margin in the first year, fall to 7 percent in the second year, and collapse to less than 1 percent in the third year. Any additional unforeseen increases in costs without a corresponding resource will result in hard decisions about where cuts could or should be made.

General Fund



Functional Requirements

Traditionally, the General Fund, with its public support through property taxes and other general revenues, carries the financial responsibility of General Government and Public Safety functions, which being service related in origin cannot muster dedicated resources to cover costs. The only operating functions in the General Fund that provide for operations through fees and assessments are Municipal Court and the Building Division.

By nature, Public Safety (Police, Fire, and Communications), which accounts for over 50 percent of the budget, measures the cost of services and programs in man hours, creating a circumstance where Budget cuts equal staffing cuts. The DARE program is being modified resulting in a decrease in the assigned officers. The Fire Department staffing level has managed to remain equal to prior years. The Planning Division, somewhat like Public Safety, is dependent on the support of tax dollars for funding, providing for only 13 percent of the cost of operations through planning and zoning fees.

GENERAL FUND IN BRIEF

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
Resources by Source						
\$ 1,072,542	\$ 809,606	\$ 920,000	Working Capital Carryover	\$ 1,179,000	\$ 1,063,000	\$ 633,000
4,785,748	5,039,457	5,187,000	Taxes	5,588,000	5,781,000	5,954,000
430,346	507,637	441,000	Licenses and Permits	486,000	516,000	544,000
413,931	404,295	375,000	Intergovernmental Revenues	395,000	432,000	443,000
411,582	458,751	526,000	Charges for Services	1,269,000	1,428,000	1,474,000
173,258	209,568	203,000	Fines	178,000	184,000	193,000
70,156	65,143	59,000	Interest on Investments	65,000	58,000	35,000
67,847	66,114	67,000	Miscellaneous Revenues	68,000	68,000	68,000
	40,000	389,000	Operating Transfers In	468,000	112,000	83,000
<u>\$ 7,425,410</u>	<u>\$ 7,600,571</u>	<u>\$ 8,167,000</u>	TOTAL RESOURCES	<u>\$ 9,696,000</u>	<u>\$ 9,642,000</u>	<u>\$ 9,427,000</u>

Requirements by Type						
\$ 4,293,456	\$ 4,421,419	\$ 4,931,000	Personnel Services	\$ 5,525,000	\$ 5,816,000	\$ 6,125,000
1,862,207	1,893,429	2,165,500	Materials and Services	2,989,000	3,046,000	3,139,000
285,738	56,111	344,000	Capital Outlay	158,000	146,000	140,000
85,404	78,416	76,000	Debt Service			
89,000	3,000	1,000	Interfund Transfers Out	1,000	1,000	1,000
		200,500	Contingency	344,000	257,000	264,000
<u>809,606</u>	<u>1,148,195</u>	<u>449,000</u>	Unappropriated	679,000	376,000	(242,000)
<u>\$ 7,425,411</u>	<u>\$ 7,600,570</u>	<u>\$ 8,167,000</u>	TOTAL REQUIREMENTS	<u>\$ 9,696,000</u>	<u>\$ 9,642,000</u>	<u>\$ 9,427,000</u>

Requirements by Department/Division						
\$ 80,710	\$ 83,030	\$ 88,000	Human Resources Division	\$ 91,000	\$ 94,000	\$ 97,000
251,000	233,350	260,000	Economic & Cultural Development	275,000	279,000	288,000
		50,000	Band	53,000	55,000	55,000
1,065,402	1,319,950	826,500	Miscellaneous Division	1,161,000	754,000	145,000
2,334,947	2,432,221	2,607,000	Police Department	2,751,000	2,863,000	3,002,000
182,799	191,202	205,000	Municipal Court Division	226,000	237,000	248,000
632,438	375,998	695,000	Communications	628,000	657,000	687,000
1,990,519	1,997,421	2,055,000	Fire Department	2,282,000	2,408,000	2,536,000
			Ambulance	750,000	787,000	823,000
		289,000	Cemetery	288,000	297,000	297,000
115,809	119,709	131,000	Senior Program	136,000	142,000	149,000
480,228	505,717	582,500	Planning Division	642,000	635,000	642,000
291,559	341,972	378,000	Building Division	413,000	434,000	458,000
<u>\$ 7,425,411</u>	<u>\$ 7,600,570</u>	<u>\$ 8,167,000</u>	TOTAL REQUIREMENTS	<u>\$ 9,696,000</u>	<u>\$ 9,642,000</u>	<u>\$ 9,427,000</u>

GENERAL FUND

Resources

Ashland's diverse tax revenues are emphasized in this General Fund budget with five classifications of taxes, none bearing more than 17 percent of total resources. Taxes represent 58 percent of the proposed resources, with current property taxes comprising only 16 percent of the total. Highlighted below are significant resource items.

Working Capital Carryover. The proposed budget of \$1,175,000 is \$28,000 greater than June 30, 1998. This fund balance is in line with the fund balance policy. The proposed budget spends into the carryover in the amount of \$85,000 in the first year, \$418,000 in the second year, and an additional \$600,000 in the third year. This trend will have to be addressed in future budget cycles. Resources are stable while costs continue to increase.

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 expected to stay the same as 1998-99. The increase in taxes due to growth in value is shown in the General Fund. The Parks levy which stayed equal to last year, is found in the Parks and Recreation Fund. The Parks and City increased "permanent tax rate" property taxes by 3.9 percent over the previous year. Both the City and the Parks have additional unused property tax authority. This line item increased 10 percent over the previous year. It is expected to increase at 3.5 percent in the future.

Electric Utility Users Tax. The Electric Utility Users Tax is equal to 25 percent of the electric bill. This line item increased 10 percent over the 1998-99 budget. This increase is due to the July 1998 Electric rate decrease mainly affecting non-taxable accounts and the higher growth than expected in electric usage.

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 60 cent per account Public Education and Government (PEG) access fee that is dedicated to the public access channel. This franchise is expected to decrease with the implementation of the Ashland Fiber Network (AFN). This franchise is shown on a separate line.

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 decline slightly over the present budget.

Water Occupation Tax. The Water Occupation Tax is equal to 5 percent of water charges to consumers. Water revenues are expected to increase by 4.9 percent in 1999-2000 and 5 percent in the future years. This increase is based on increasing the water rates by 4 percent in each budget year.

Hotel-Motel Tax. Included in this document is a 4.5 percent increase in the total Hotel-Motel Tax. Hotel-Motel Tax collections have increased by an average of 3 percent the last five years. Future years budgets are expected to increase 2.5 percent.

Continued on page 6

GENERAL FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 1,072,542	\$ 809,606	\$ 920,000	Working Capital Carryover	\$ 1,179,000	\$ 1,063,000	\$ 633,000
			Taxes			
1,037,128	1,118,041	1,409,000	Property Taxes - Current	1,549,000	1,603,000	1,651,000
68,102	79,744	126,000	Property Taxes - Prior Year	130,000	168,000	187,000
132,059	141,906	141,000	Business License Tax	143,000	145,000	148,000
1,630,764	1,656,590	1,511,000	Electric Utility User Tax	1,664,000	1,686,000	1,702,000
77,292	77,540	83,000	Cable TV Franchise	70,000	42,000	25,000
32,000	45,841	35,000	Cable TV Peg Access	30,000	24,000	18,000
504,347	527,017	469,000	Electric Utility Franchise	504,000	513,000	523,000
114,632	129,949	114,000	Natural Gas Franchise	140,000	147,000	149,000
89,644	93,666	96,000	Sanitary Service Franchise	96,000	97,000	99,000
			AFN Franchise	29,000	91,000	154,000
155,680	180,744	197,000	Telephone Franchise	183,000	186,000	190,000
113,831	95,575	121,000	Water Franchise	130,000	137,000	144,000
98,473	98,948	104,000	Wastewater Franchise	104,000	106,000	107,000
1,194	522	1,000	Privilege Tax - Electric Utility	1,000	1,000	1,000
730,602	793,374	780,000	Transient Occupancy Tax	815,000	835,000	856,000
4,785,748	5,039,457	5,187,000	Total Taxes	5,588,000	5,781,000	5,954,000
522	362	1,000	Bicycle Licenses	1,000	1,000	1,000
267,508	298,311	228,000	Building Permits	260,000	265,000	270,000
103,912	127,194	118,000	Plan Check	120,000	124,000	126,000
1,045	24,143	34,000	City of Talent Fees	25,000	26,000	27,000
57,359	57,627	60,000	Planning and Zoning Fees	80,000	100,000	120,000
430,346	507,637	441,000	Total Licenses and Permits	486,000	516,000	544,000
13,337	11,731	13,000	Area Agency of Aging	15,000	15,000	15,000
2,785			LLE Block Grant			
			Police Forfeitures			
71,303	67,728	65,000	State 911 Telephone Excise Tax	73,000	86,000	87,000
46,007	52,712	47,000	Cigarette Tax	45,000	53,000	54,000
		6,000	Historic Preservation	6,000	6,000	6,000
	3,000		LCDC Grant			
		2,000	DEQ Grant			
161,499	148,100	131,000	Liquor Tax	144,000	168,000	175,000
99,550	100,690	86,000	State Revenue Sharing	102,000	104,000	106,000
413,931	404,295	375,000	Total Intergovernmental Revenues	395,000	432,000	443,000
			Charges for Services			
4,994	3,511	7,000	Rent-Phone Booths	7,000	7,000	7,000
		4,000	Graves Niches & Crypts	5,000	5,000	5,000
		26,000	Liners and Markers	27,000	27,000	27,000
		16,000	Sexton Fees	17,000	17,000	17,000
		16,000	Maintenance Services	18,000	17,000	18,000
255,726	279,608	266,000	Court Fees and Costs	292,000	307,000	315,000
368	90		Youth Diversion Fees			
1,455	1,647	2,000	Alarm System & Police Fee	2,000	2,000	2,000
1,242	1,395	6,000	Fire Department Services	6,000	6,000	6,000
			Advanced/Basic Life Support	674,000	813,000	845,000
			Inter-Facility Transport	4,000	4,000	4,000
			Membership Services	22,000	22,000	22,000
			Dispatch Services			
85,137	95,211	103,000	Police Department Services	110,000	116,000	116,000
19,216	18,927	20,000	Parking Utility Fee	10,000		
43,444	58,362	60,000	SDC Administrative Fee	75,000	85,000	90,000
411,582	458,751	526,000	Total Charges for Services	1,269,000	1,428,000	1,474,000

Continued on page 7

GENERAL FUND

Continued from page 4

Building Permits. This revenue is based on building 140 single-family housing units or \$25,000,000 in residential permits and \$8,000,000 in commercial building activity.

Planning and Zoning Fees. These charges are increasing with the enactment of a new fee schedule. Approximately 150 planning actions will be processed this year.

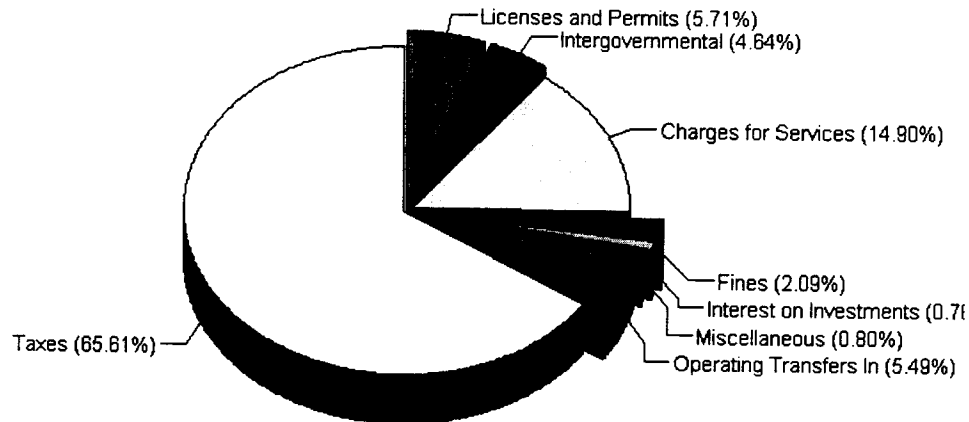
State Liquor Tax, Cigarette Tax, and State Revenue Sharing. These estimates are based on the per capita information compiled by the League of Oregon Cities. These are shown as a revenue source for all three budget years. Total Intergovernmental Revenues have leveled off and are trending to increase proportionately with population growth.

Ambulance Revenues - Advance/Basic life Support, Inter-facility Transports and Membership Services. Ambulance revenues and expenditures are included in this budget for the first time. These revenues are expected to increase 18 percent over the current budget. Memberships are expected to remain constant with the past at 550 memberships.

GAAP Ambulance adjustment. The timing of revenue recognition changes when Enterprise Fund functions are transferred to the General Fund, which uses a modified accrual basis of accounting. This causes a one-time adjustment to the ambulance revenues.

Parking Utility Fee. The current parking utility fee sunsets on January 1, 2000. This fee was used to pay the assessment debt on the 1990 Downtown improvement plan, which was recently paid off.

General Fund Revenues



GENERAL FUND

Continued from page 5

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Fines			
62,840	60,387	62,000	Court Fines	63,000	66,000	70,000
8,763	13,010	11,000	District Court Fines	10,000	11,000	13,000
13,750	13,320	20,000	Downtown Parking Fine Surcharge	9,000	9,000	9,000
67,925	100,949	90,000	Parking	75,000	76,000	78,000
19,980	21,902	20,000	Misdemeanor Fines	21,000	22,000	23,000
<u>173,258</u>	<u>209,568</u>	<u>203,000</u>	Total Fines	<u>178,000</u>	<u>184,000</u>	<u>193,000</u>
<u>70,156</u>	<u>65,143</u>	<u>59,000</u>	Interest on Investments	<u>65,000</u>	<u>58,000</u>	<u>35,000</u>
			Miscellaneous Revenues			
	500	1,000	Donations:			
6,469	3,590	4,000	- Senior Program	5,000	5,000	5,000
490	285	2,000	- Travelers Aid	2,000	2,000	2,000
5,115	5,624	4,000	- DARE Program			
488	1,420	1,000	- 911 Education	1,000	1,000	1,000
415	190	1,000	- CSV Sr Patrol	1,000	1,000	1,000
5,898	5,534	5,000	Miscellaneous Income	10,000	10,000	10,000
48,972	48,971	49,000	Note Payments	49,000	49,000	49,000
<u>67,847</u>	<u>66,114</u>	<u>67,000</u>	Total Miscellaneous Revenues	<u>68,000</u>	<u>68,000</u>	<u>68,000</u>
			Operating Transfers In			
		87,000	- From Band Fund			
		30,000	- From Capital Improvements	30,000	30,000	
	40,000	40,000	- From Bancroft Bond Fund	40,000	40,000	40,000
			- From Ambulance Fund	357,000		
		41,000	- From Cemetery Trust Fund	41,000	42,000	43,000
	<u>40,000</u>	<u>389,000</u>	Total Operating Transfers In	<u>468,000</u>	<u>112,000</u>	<u>83,000</u>
<u>\$ 7,425,410</u>	<u>\$ 7,600,571</u>	<u>\$ 8,167,000</u>	TOTAL RESOURCES	<u>\$ 9,696,000</u>	<u>\$ 9,642,000</u>	<u>\$ 9,427,000</u>

GENERAL FUND - SOCIAL SERVICES

Overview

The City of Ashland provides grants to local health and social service agencies. These agencies provide invaluable services to the community of Ashland. Resolution 86-35 adopted a policy to fund Social Services from the General Fund. The policy calls for increases in funding each year to allow for inflation.

This is the first year in a two-year funding cycle for social service agencies. The total allotment for grants, \$89,000, is up 3 percent over last year. Mission Statements for the non-profit grantees are as follows:

ACCESS Food Share: To help create a community where people share skills and resources to develop a sense of responsibility for themselves and each other - a community that has the courage to shape its own future.

Community Works: To provide safety, education, and support in partnership with families and individuals to achieve their greatest potential. Dedicated to the present and future well-being and potential of our community. (The following three agencies merged July 1, 1996, forming Community Works: Ashland Adolescent Center, Ashland Teen Center (Youthworks), and Crisis Intervention Center.)

Children's Advocacy Center: To enhance the quality and quantity of community services aimed at eliminating the cycle of abuse afflicting the youth and families of our county.

Children's Dental Clinic of Jackson County: To provide free dental care to needy children of Jackson County who are not served by another agency.

Interfaith Care Community of Ashland (ICCA)/Community Emergency Resources and Vital Services (CERVS): To assist low-income families to regain control of their lives and move to self-sufficiency. (CERVS is the umbrella organization for ICCA.)

Community Health Center: To maximize the health of low-income, working poor, and homeless individuals in Jackson County through the provision of primary health care, ancillary health services, information and referral, health education, and advocacy.

Mediation Works (formally Community Dispute Resolution Center): To provide low-cost mediation services and conflict management training to residents of all ages in Jackson County and to educate the Jackson County community about collaborative alternatives to litigation and violence.

Jackson County Court Appointed Special Advocate Program (CASA): To provide children who are victims of parental abuse and neglect with Court Appointed Special Advocates who speak for the best interest of the child in the juvenile court process.

Juvenile Department Restitution Program: To assist at-risk youth within the City of Ashland and throughout Jackson County to become more responsible, law-abiding, and capable individuals who will contribute to their communities in the years ahead.

Continued on page 9

GENERAL FUND - SOCIAL SERVICES

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$	Materials and Services	\$	\$	\$
			Central Service Charges			
			Grants:		92,000	95,000
2,080	2,500	2,590	- ACCESS, Inc	2,670		
35,040	29,790	30,870	- Community Works	31,652		
2,290	2,290	2,370	- Children's Advocacy	2,441		
520	1,000	1,040	- Children's Dental Clinic	1,250		
8,200	9,000	9,330	- ICCA/CERVS	9,330		
	4,000	4,140	- Community Dispute Res. Center	4,260		
25,420	25,420	26,340	- Community Health Center	27,130		
1,250	2,000	2,070	- Jackson County CASA	2,130		
2,080	3,000	3,110	- Jackson County Juvenile	912		
			- RV Manor Community Services	3,000		
3,120	4,000	4,140	- Center for Non Profit Legal Services	4,225		
710	30	2,000	- Indigent Transient Assistance	2,000	2,000	2,000
80,710	83,030	88,000	Total Materials and Services	91,000	94,000	97,000
\$ 80,710	\$ 83,030	\$ 88,000	TOTAL REQUIREMENTS	\$ 91,000	\$ 94,000	\$ 97,000

Overview *Continued from page 8*

Center for Non-Profit Legal Services, Inc.: To help the disenfranchised seek and obtain access to justice whether in the courtroom or in the neighborhood. The Legal Services movement of empowerment is a joint effort of lawyering in partnership with the community. The corporate goal is to "seek justice for, and protect the rights of, needy persons in Jackson County."

Rogue Valley Manor Community Services: To provide meaningful volunteer opportunities for seniors to enrich the lives of people in their communities.

GENERAL FUND - ECONOMIC AND CULTURAL DEVELOPMENT

Overview

This budget reflects the City of Ashland's commitment to making the City a strong and viable community. The current Council Policy for Economic and Cultural Development provides an increase equal to the overall increase in the Hotel-Motel Tax.

Resolution number 98-23 dedicates 33.3 percent of the total Hotel-Motel Tax to Economic and Cultural Development. Of this amount, 28 percent is allocated to Shakespeare, 60 percent to the Ashland Chamber of Commerce, and the remaining 12 percent to discretionary grants. Effective with the 1999-2000 Budget, and annually thereafter, the allocations to the Shakespeare Festival and the Chamber of Commerce shall be adjusted by an amount equal to their respective shares of the actual tax collection in the previous fiscal year.

Tourism in Ashland is largely generated by cultural attractions, the largest of which is the Oregon Shakespeare Festival (OSF) employing 5.7 percent of the City's work force. OSF has an impact on the local economy of over \$87 million (using the Oregon 2.9 multiplier). In the 1998 season, over 354,000 tickets were sold to people all over the world. Eighty-eight percent of the audience comes from outside a 125-mile radius of Ashland. Attendance during the 1998 season reached 88 percent of the three theaters' seating capacity. Research carried out by the Festival indicates that over 48 percent of the audience are college educated, the average age is 52 years, the average family pre-tax income is \$89,700, and the average stay is 3.4 days. In addition to the Festival, there are many small theaters, restaurants, and recreational opportunities. Cultural attractions are a primary reason for business relocations to this area.

GENERAL FUND - ECONOMIC AND CULTURAL DEVELOPMENT

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADPOTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Materials and Services			
\$	\$	\$	Grants:	\$	\$	\$
15,400			- Chamber Econ Development	4,000	33,000	34,000
122,340	137,740	156,000	- Ashland Visitor & Convention	162,400	168,000	173,600
21,000	3,500		- Pac NW Museum of Nat History			
71,000	71,000	72,800	- Oregon Shakespeare Festival	76,000	78,000	80,400
10,000	10,000	11,000	- State Ballet of Oregon	7,500		
1,820	1,820	3,500	- Arts Council of So. Oregon	3,000		
		2,000	- Ashland Gallery Association	6,100		
1,400			- Ashland Community Theater			
		4,000	- Kudos! Theater For Youth			
			- Rogue Opera	2,500		
1,500	1,500	2,500	- Rogue Valley Symphony	3,500		
1,540	1,540	3,200	- Youth Symphony	3,000		
			- Siskiyou Singers	1,000		
5,000	5,000	5,000	- SOWAC	5,000		
			- Southern Oregon Film Video	1,000		
	1,250		- The Whole Cloth			
<u>251,000</u>	<u>233,350</u>	<u>260,000</u>	Total Materials and Services	<u>275,000</u>	<u>279,000</u>	<u>288,000</u>
\$ <u>251,000</u>	\$ <u>233,350</u>	\$ <u>260,000</u>	TOTAL REQUIREMENTS	\$ <u>275,000</u>	\$ <u>279,000</u>	\$ <u>288,000</u>

GENERAL FUND - BAND

Overview

The Ashland City Band provides outdoor concerts at the Butler Band Shell in Lithia Park during the summer. Attendance averages over 2,000 persons per concert. The Band is governed by the Band Board and supervised by the Band Director. The Band Board is appointed by the Mayor and confirmed by the City Council.

Budget Trends and Changes

The overall budget increased \$3,000, or six percent, over last year because of an increase in the musician stipend.

GENERAL FUND - BAND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$ 4,000	Personnel Services			
		1,000	Regular Salaries and Wages	\$ 5,000	\$ 5,000	\$ 5,000
		5,000	Fringe Benefits			
			Total Personnel Services	5,000	5,000	5,000
			Materials and Services			
		8,000	Central Services Charges	10,000	10,000	10,000
		1,000	Insurance	1,000	1,000	1,000
		6,000	Maintenance	3,000	4,000	4,000
		28,000	Contracted Services	31,000	32,000	32,000
		1,500	Music and Supplies	2,000	2,000	2,000
		500	Travel and Training	1,000	1,000	1,000
		45,000	Total Materials and Services	48,000	50,000	50,000
\$	\$	\$ 50,000	TOTAL REQUIREMENTS	\$ 53,000	\$ 55,000	\$ 55,000

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0	0	9	Number of Concerts	9	9	9
0	0	20,000	Attendance	20,000	20,000	20,000

GENERAL FUND - MISCELLANEOUS

Overview

This budget is used to show expenditures not associated with any one department. Examples are operating transfers, unappropriated fund balances, contingency, and assessment payments.

Budget Trends and Changes

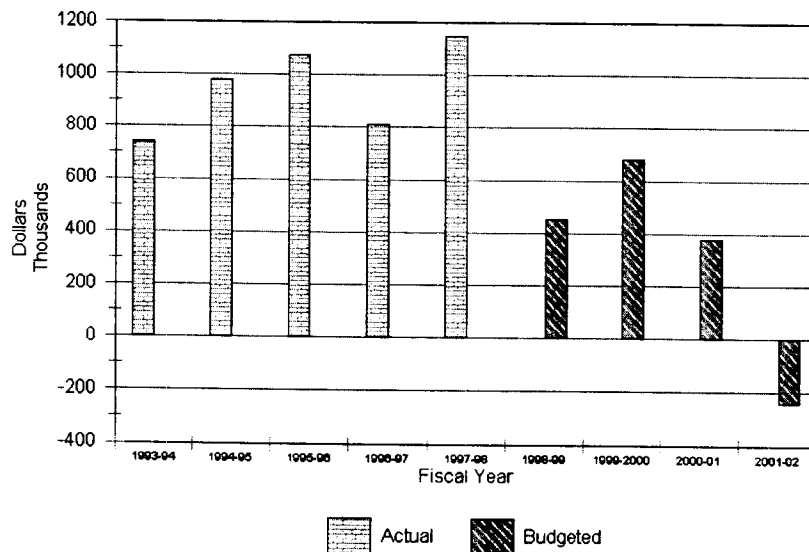
Assessment Payments. The downtown parking improvement assessment is financed from the Hotel-Motel Tax, Parking Utility Fee, Croman note proceeds, and downtown parking fine surcharges. This assessment was paid off in 1998-99.

Operating Transfers Out. With consolidation of the Cemetery Fund, the Charter-required transfer to the Cemetery Trust Fund is now recorded here.

Contingency. The contingency is equal to 4.5 percent of total revenues. The current policy calls for 3 percent, but an extra 1.5 percent is included to deal with possible Y2K issues.

The total unappropriated ending fund balance and contingency indicate that the budget is projected to be out of balance in future years. The City will not be able to continue spending more resources than are earned within this fund. This problem will need to be addressed in the near future.

**General Fund
Unappropriated Ending Fund Balance**



GENERAL FUND - MISCELLANEOUS

<u>Actual 1996-97</u>	<u>Actual 1997-98</u>	<u>Budget 1998-99</u>	<u>Description of Resources/Requirements</u>	<u>Approved & Adopted 1999-2000</u>	<u>Estimated 2000-01</u>	<u>Estimated 2001-02</u>
\$ 6,878	\$ 7,565	\$ 8,000	Materials and Services			
3,611	4,024	4,000	Bad Debt Expense	\$ 8,000	\$ 8,000	\$ 8,000
			Recycle Committee	4,000	4,000	4,000
			Landscaping Parking Lot	20,000		
<u>70,903</u>	<u>78,750</u>	<u>88,000</u>	Contract - RVTV	<u>105,000</u>	<u>108,000</u>	<u>110,000</u>
81,392	90,339	100,000	Total Materials and Services	<u>137,000</u>	<u>120,000</u>	<u>122,000</u>
			Debt Service			
<u>85,404</u>	<u>78,416</u>	<u>76,000</u>	Assessment Payments			
			Operating Transfers Out			
8,000	3,000		Trans to Capital Improvements Fun			
		1,000	Transfer to Debt Service Fund			
<u>81,000</u>			Transfer to Cemetery Trust	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
89,000	3,000	1,000	Trans to Parks & Recreation Fund			
			Total Operating Transfers Out	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
		<u>200,500</u>	Contingency	<u>344,000</u>	<u>257,000</u>	<u>264,000</u>
<u>809,606</u>	<u>1,148,195</u>	<u>449,000</u>	Unappropriated Ending Fund Balan	<u>679,000</u>	<u>376,000</u>	<u>(242,000)</u>
\$ <u>1,065,402</u>	\$ <u>1,319,950</u>	\$ <u>826,500</u>	TOTAL REQUIREMENTS	\$ <u>1,161,000</u>	\$ <u>754,000</u>	\$ <u>145,000</u>

GENERAL FUND - POLICE DEPARTMENT

Overview

The Ashland Police Department is a team of employees and volunteers dedicated to providing high quality municipal police services in a responsive and efficient manner. The department's primary objective of protecting lives and property is supported by the following mission statement.

Ashland Police Department Mission and Goals:

- Provide quality services to the community.
- Be responsive to the needs of everyone, regardless of their background or beliefs.
- Honor and respect diversity.
- Prevent/reduce crime and disorder.
- Maintain and improve the quality of life in Ashland.
- Be a model public safety agency that is innovative, professional, flexible, and dedicated.
- Provide training, career development, and educational opportunities for Department employees so they are better prepared and motivated to serve the public.
- Give the citizens of Ashland the best value for their dollar.
- Effectively deal with any situation that may confront us.
- Preserve open lines of communication with those the Department serves.
- Be visible and involved in the community.
- Consider the opinions of others and encourage public input and interaction.
- Remain accountable to the citizens of Ashland.
- Enhance livability for the City's residents and visitors.

The Department has two major divisions. The Operations Division includes most of police personnel and has the primary functions of patrol, investigations, and traffic. It also includes the School Resource Officer (SRO), Central Area Patrol (CAP), Crime Prevention, Park Cadets, and Community Service Officers (CSO's). The Support Division includes all administrative support functions such as budget, procurement, facilities, supplies, and information systems. It also manages Communications, Records, Clerks, Parking, and all the volunteer programs.

Budget Trends and Changes

The proposed budget for 1999-2000 is \$2,751,000. Compared to the current budget of \$2,607,000, the proposed budget reflects an increase of 5.5 percent. The School Resource Officer is funded 50 percent by a federal grant, 25 percent by the Ashland Police Department, and 25 percent by the Ashland School District. This grant expires on November 30, 1999, at which time the program will end unless other grant funding is available. Also, the DARE program is being modified resulting in a decrease in these assigned police officers. These changes reduce the Police Officer position by 1.5 positions. A new item in this budget is a second Police Captain position. This second position is funded .75 percent by the Police budget and .25 percent by the Communications budget. The two Captains will be responsible for Support and Operations, which are described in the Overview section. An additional Community Service Officer (1 position) is found in this budget and is paid for by a partnership with the Ashland Parks Department. The Parks Department also funds one Police Officer (Central Area Patrol). Both officers play a major role in maintaining the quality and "livability" of our city parks and core downtown area.

GENERAL FUND - POLICE DEPARTMENT

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 1,256,519	\$ 1,287,772	\$ 1,383,000	Personnel Services			
54,141	69,777	63,000	Regular Salaries and Wages	\$ 1,451,000	\$ 1,524,000	\$ 1,600,000
419,292	428,447	502,000	Overtime Pay	72,000	76,000	80,000
1,729,952	1,785,996	1,948,000	Fringe Benefits	571,000	600,000	630,000
			Total Personnel Services	2,094,000	2,200,000	2,310,000
			Materials and Services			
1,623	2,764	2,500	Advertising and Publications	2,500	3,000	3,000
1,404	1,189	1,700	Books and Publications	1,200	1,000	1,000
255,072	273,996	272,000	Central Service Charges	245,000	257,000	270,000
8,028	5,379	8,000	Computer Communications	3,000	3,000	3,000
1,803	5,160	18,800	Contracted Services	1,700	2,000	2,000
808	724	1,000	Dues and Subscriptions	1,000	1,000	1,000
159,750			Equipment Rental - City			
	60,000	44,000	- Replacement	57,000	60,000	63,000
	102,219	104,500	- Maintenance & Fuel	118,300	124,000	130,000
	202	5,000	Equipment Rental - Outside			
12,400	10,900	12,000	Insurance	13,000	14,000	15,000
3,860	3,224	4,400	Investigations	4,500	5,000	5,000
24,551	30,008	20,000	Maintenance	20,000	21,000	22,000
1,929	6,730	2,800	Miscellaneous			
2,792	3,246	3,000	Postage	2,500	3,000	3,000
1,403	2,069		CSO/CD Reserve Program			
81	669	4,000	CSV Program	1,000	1,000	1,000
6,295	640	4,500	Reserve Program	5,000	5,000	5,000
1,098	602	1,600	Explorers Program	1,000	1,000	1,000
76	475	500	Park Patrol	1,000	1,000	1,000
1,230	2,267	2,200	Crime Prevention Program	2,000	2,000	2,000
9,036	8,000	8,000	Crossing Guards Program	8,000	8,000	8,000
2,633	2,650	1,000	DARE Program			
172	520	2,200	Pedestrian/Bicycle	3,000	3,000	3,000
496	377	400	Youth Diversion Program	1,000	1,000	1,000
623	277	2,300	Supplies\Linen	1,500	2,000	2,000
1,389	1,346	600	Medical & Laboratory Supplies	2,000	2,000	2,000
11,744	12,654	12,600	Office Supplies	12,000	13,000	14,000
10,551	11,662	11,400	Technical Supplies	13,000	11,000	11,000
22,407	26,120	24,700	Travel and Training	30,000	32,000	34,000
12,603	12,750	12,600	Uniform Allowance	17,000	13,000	13,000
39,356	37,023	39,700	Utilities	41,800	44,000	46,000
595,213	625,842	628,000	Total Materials and Services	609,000	633,000	662,000
			Capital Outlay			
9,782	20,383	31,000	Equipment	48,000	30,000	30,000
<u>\$ 2,334,947</u>	<u>\$ 2,432,221</u>	<u>\$ 2,607,000</u>	TOTAL REQUIREMENTS	<u>\$ 2,751,000</u>	<u>\$ 2,863,000</u>	<u>\$ 3,002,000</u>

GENERAL FUND - POLICE DEPARTMENT

Major Goals

The major goals of the Police Department are as follows:

- Continue with our “high visibility” activities (bike/foot patrols, Central Area Patrol, school programs, volunteers, Park Patrol, Community Service Officers, etc.) that increase accessibility and interaction with the public.
- Commit to a level of training and education that ensures an effective and efficient response to both major emergencies and day to day calls for service.
- Sustain our current relationship with other City Departments and outside agencies, while continuing to build upon those partnerships.
- Continue with the success of our Citizen’s Academy that introduces members of our community to the inner workings of the Police Department and the criminal justice system as a whole.
- Use available technology (mobile data computers, computer aided dispatch and records management system, use of force options, the Internet, etc.) to support the above goals.

GENERAL FUND - POLICE DEPARTMENT

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.85	0.85	0.85	Police Chief	0.85	0.85	0.85
1.00	1.00	1.00	Police Captain	1.75	1.75	1.75
4.00	4.00	4.00	Police Sergeants	4.00	4.00	4.00
0.65	0.65	0.85	Admin. Service Supervisor	0.85	0.85	0.85
3.00	3.00	3.00	Detectives	3.00	3.00	3.00
16.00	16.00	17.00	Officers	15.50	15.50	15.50
0.00	0.00	0.00	Communications Supervisor	0.00	0.00	0.00
1.00	1.00	1.00	Youth Diversion Officer	1.00	1.00	1.00
1.00	1.00	2.00	Community Service Officer	3.00	3.00	3.00
0.50	0.50	0.00	Code Compliance Officer	0.00	0.00	0.00
0.90	0.90	0.00	Administrative Secretary	0.00	0.00	0.00
1.00	1.00	2.00	Clerk II	2.00	2.00	2.00
1.00	1.00	0.00	Clerk I	0.00	0.00	0.00
1.50	1.50	1.00	Parking Control (Part-time)	1.00	1.00	1.00
0.30	0.30	0.30	Community Service Volunteer Coordinator	0.30	0.30	0.30
32.70	32.70	33.00	Total Police Department	33.25	33.25	33.25

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
690	655	600	Arrest Warrants Processed	756	812	872
9,887	10,282	12,250	Calls for Service	12,247	13,349	14,551
9,147	9,651	10,800	Parking Citations	6,240	6,490	6,749
210	149	220	Traffic Accident Investigations	149	151	152
67	48	60	Traffic Injury Investigations	69	69	70
3,287	3,766	3,500	Traffic Citations Issued	3,791	3,803	3,814
296	228	1,600	Persons Arrested/Transported - Police	327	435	579
42	56	50	Persons Arrested/Transported - Court	112	149	199

GENERAL FUND - MUNICIPAL COURT

Overview

The Municipal Court adjudicates all offenses cited into the Court by the Ashland Police Department, including misdemeanors, traffic infractions, and violations of City ordinances. The Court imposes and collects fines, fees, costs, and assessments. Occasionally, the Court also collects attorney fees and restitution. The Court deposits and accounts for all sums collected, and pays assessments owed to the Oregon Department of Revenue and Jackson County Treasurer.

Court personnel include the elected municipal judge and two pro tem judges (who are part-time employees), two full-time court clerks, one part-time clerk, and three part-time bailiffs. Upon request, the Court appoints counselors for indigent criminal defendants. Appointed counselors are paid by the Court.

Budget Trends and Changes

The number of criminal cases handled by the Court has increased substantially in recent years. These cases are more time-consuming, use more resources to process than traffic cases, and generate less revenue. There is also an increase in warrants for failing to appear or comply in misdemeanor and driving-while-suspended cases, as well as an increase in probation violations. The Court issues approximately 600 arrest warrants per year. The number of traffic cases has stabilized at approximately 3,200 per year. Included in this budget is a half-time Clerk II, which is an increase of .10 position over the last budget.

Major Goals

The major goals of the Municipal Court are as follows:

- Work closely with the Police Department regarding enforcement priorities, alternative sentencing, public information, and policies that affect both departments.
- Increase use of diversion as an alternative to sentencing to promote rehabilitation and good conduct.
- Update the Court software.

GENERAL FUND - MUNICIPAL COURT

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
\$ 96,298	\$ 100,644	\$ 104,000	Regular Salaries and Wages	\$ 110,000	\$ 116,000	\$ 122,000
1,758	1,749	1,000	Overtime	1,000	1,000	1,000
<u>29,992</u>	<u>32,925</u>	<u>35,000</u>	Fringe Benefits	<u>43,000</u>	<u>45,000</u>	<u>47,000</u>
128,048	135,318	140,000	Total Personnel Services	154,000	162,000	170,000
			Materials and Services			
9,384	9,434	9,000	Contract Services	12,000	13,000	14,000
85	310	500	Dues and Subscriptions	500	500	500
1,000	1,000	1,000	Insurance	2,000	2,000	2,000
75	125	500	Jury and Witness Fees	500	500	500
2,307	764	1,000	Maintenance	1,000	1,000	1,000
425	396	1,000	Miscellaneous	1,100	1,100	1,100
944	1,094	1,000	Postage	1,000	1,000	1,000
2,235	2,440	4,000	State Court Assessments	4,000	4,000	4,000
2,926	3,838	3,000	Office Supplies	5,000	5,000	5,000
641	75	1,000	Travel and Training	1,500	1,500	1,500
<u>3,733</u>	<u>4,404</u>	<u>5,000</u>	Utilities	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
54,751	55,884	65,000	Total Materials and Services	72,000	75,000	78,000
<u>\$ 182,799</u>	<u>\$ 191,202</u>	<u>\$ 205,000</u>	TOTAL REQUIREMENTS	<u>\$ 226,000</u>	<u>\$ 237,000</u>	<u>\$ 248,000</u>

GENERAL FUND - MUNICIPAL COURT

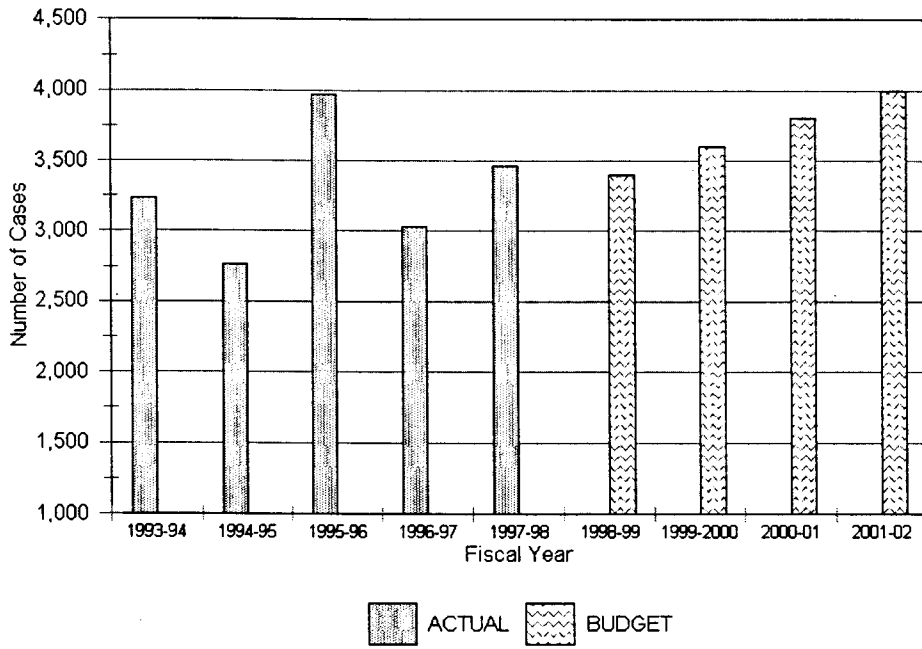
History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.50	0.50	0.50	Municipal Judge	0.50	0.50	0.50
2.00	2.00	2.00	Court Clerks	2.00	2.00	2.00
0.10	0.10	0.40	Clerk II	0.50	0.50	0.50
2.60	2.60	2.90	Total Municipal Court	3.00	3.00	3.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
544	556	550	Warrants Cases	600	603	610
83	101	100	Commitments to Jail	170	175	180
593	693	800	Criminal Cases	700	721	740
3,027	3,461	3,400	Traffic Cases	3,200	3,300	3,400

Municipal Court Traffic Cases



GENERAL FUND - COMMUNICATIONS DIVISION

Overview

The Communications Division of the Police Department provides routine and emergency dispatch operations for Police, Fire, and Ambulance. The center also handles calls for the City departments, as well as Southern Oregon University, before and after normal business hours. The enhanced 911 Center offers call taking and dispatching, computerized data entry, and record entries for all cases. The center is staffed by six full-time dispatchers. The responsibilities of this division include Police Department computer services, maintenance of communications equipment, and telephone services.

Budget Trends and Changes

As mentioned in the Police Department narrative, an additional Captain is included in the 1999-2000 budget. The Captain is shown as a .25 position in this budget. Also, the Police Communications Supervisor position was reclassified as a Lead Dispatcher. A significant increase is found in contracted services. The City has entered into a multi-jurisdictional regional computer system. Computer aided dispatch, records management, and corrections management and corrections management software is included in this system.

Major Goals

The major goals for the Communications Division are as follows:

- Continue plans for possible expansion to a regional center for E911 dispatch that would cover the southern end of Jackson County.
- Finalize the upgrade to a computerized automated dispatch system (CAD) to provide simultaneous "prioritized dispatch" for the various disciplines using the Center. The first part of this process is scheduled to "go live" on June 16, 1999.
- Upgrade to a computerized records system integrated with the CAD to provide simultaneous data entry for the various disciplines using the Center.
- Continue to maintain Emergency Medical Dispatching (EMD) levels providing emergency medical assistance prior to emergency crews arriving.
- Continue to focus on public information education (Circle of Friends) identifying the changes in the E911 system, because of State enhancement, wireless, etc. that have occurred.
- Continue a formalized training program (CTEP).
- Start a Reserve Dispatch Program that will provide career education, training in the area of call taking and dispatching.

GENERAL FUND - COMMUNICATIONS DIVISION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 206,087	\$ 212,747	\$ 245,000	Personnel Services			
9,011	14,213	20,000	Regular Salaries and Wages	\$ 267,000	\$ 280,000	\$ 294,000
64,574	65,375	85,000	Overtime Pay	25,000	26,000	27,000
<u>279,672</u>	<u>292,335</u>	<u>350,000</u>	Fringe Benefits	105,000	110,000	116,000
			Total Personnel Services	<u>397,000</u>	<u>416,000</u>	<u>437,000</u>
	130	700	Materials and Services			
47,004	42,996	41,000	Books and Publications	200	200	200
6,779	8,268	7,600	Central Service Charges	39,000	41,000	43,000
10,627	3,770	7,500	Computer Communications	3,800	3,800	3,800
522	272	500	Contracted Services	138,000	146,000	153,000
7,565	2,398	5,500	Dues and Subscriptions	900	900	900
70	474	800	Maintenance	6,100	6,100	6,100
227			Miscellaneous			
401	104	200	Postage			
972	1,691	2,000	911 Education Program	200	200	200
	252	6,000	Office Supplies	1,100	1,100	1,100
2,363	3,925	4,200	Technical Supplies	6,000	6,000	6,000
3,323	3,637	4,000	Travel and Training	6,000	6,000	6,000
<u>79,853</u>	<u>67,917</u>	<u>80,000</u>	Utilities	4,700	4,700	4,700
			Total Materials and Services	<u>206,000</u>	<u>216,000</u>	<u>225,000</u>
			Capital Outlay			
<u>272,913</u>	<u>15,746</u>	<u>265,000</u>	Equipment	25,000	25,000	25,000
\$ 632,438	\$ 375,998	\$ 695,000	TOTAL REQUIREMENTS	\$ 628,000	\$ 657,000	\$ 687,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.15	0.15	0.15	Police Chief	0.15	0.15	0.15
0.00	0.00	0.00	Police Captain	0.25	0.25	0.25
0.35	0.35	0.15	Administrative Supervisor	0.15	0.15	0.15
0.00	1.00	1.00	Communications Supervisor	0.00	0.00	0.00
0.10	0.10	0.00	Administrative Secretary	0.00	0.00	0.00
6.00	6.00	6.00	Clerk/Dispatcher	7.00	7.00	7.00
<u>6.60</u>	<u>6.60</u>	<u>7.30</u>	Total Communications Division	7.55	7.55	7.55

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
69,357	79,271	79,601	Answer Police Calls	0		
3,488	5,643	6,182	Emergency 911 Calls	5,500	5,525	5,500
367	330	350	Fire & Rescue Dispatch Calls	350	360	365
1,807	2,073	2,003	Ambulance Dispatch	1,900	2,000	2,100
0	2,091	2,000	SOU Dispatch Center	2,000	2,200	2,400
0	11,347	12,250	Police Calls for Service	12,250	13,350	14,000

GENERAL FUND - FIRE AND RESCUE DEPARTMENT

Overview

The primary purpose of the Ashland Fire and Rescue Department is to provide fire and safety services to the citizens of Ashland. The principal goals of the department are to promote community emergency preparedness; the prevention of fire and medical emergencies; and to mitigate the effects of natural and technological disasters within the community. Community-wide emergency planning, public education, and a prompt emergency response system, are some of the tools that the department uses to achieve these goals.

The department is divided into six major divisions: Administration, Emergency Medical Services, Logistics, Fire Prevention and Code Enforcement, Fire Operations, and Emergency Management Training.

Budget Trends and Changes

The 1999-2000 budget for Ashland Fire and Rescue reflects a \$227,000 increase over the 1998-99 budget. This increase is largely due to health insurance increases, PERS rate increases, and labor contract provisions. Financial requirements for the Emergency Medical Services program is not included in the Fire budget, but may be found in the Ambulance Division. Included in the capital outlay portion of the budget is \$29,000. These funds are needed to comply with OR-OSHA regulations governing respiratory equipment. No changes in staffing are recommended.

Major Goals

The major goals of the Fire and Rescue Department are as follows:

- Pursue the improvement of fire station facilities.
- Implement the community emergency response team program.
- Execute strategic plan initiatives.
- Develop Respiratory Equipment program.
- Conduct wildfire fuel reduction projects.

GENERAL FUND - FIRE AND RESCUE

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Personnel Services			
\$ 1,009,100	\$ 1,138,755	\$ 1,195,000	Regular Salaries and Wages	\$ 1,258,000	\$ 1,327,000	\$ 1,400,000
148,275	102,089	80,000	Overtime Pay	80,000	84,000	89,000
398,936	373,900	398,000	Fringe Benefits	478,000	504,000	532,000
<u>1,556,311</u>	<u>1,566,892</u>	<u>1,673,000</u>	Total Personnel Services	<u>1,816,000</u>	<u>1,915,000</u>	<u>2,021,000</u>
			Materials and Services			
971	297	500	Advertising and Publications	500	1,000	1,000
	67	500	Books and Periodicals	500	1,000	1,000
130,824	131,004	134,000	Central Service Charges	146,000	153,000	161,000
4,767	1,544	13,000	Contracted Services	23,000	24,000	25,000
3,394	2,565	4,000	Dues and Subscriptions	4,000	4,000	4,000
140,920			Equipment Rental - City			
	90,000	35,000	- Replacement	74,000	78,000	82,000
	33,497	44,000	- Maintenance & Fuel	33,500	35,000	37,000
7,100	7,000	7,000	Insurance	10,000	11,000	12,000
35,671	33,410	25,000	Maintenance	26,000	27,000	28,000
2,834	2,677	1,500	Miscellaneous	1,500	2,000	2,000
656	876	500	Postage	500	1,000	1,000
2,660	3,037	5,000	EOC Center	12,000	13,000	14,000
6,230	6,042	8,000	Fire Prevention Program	8,000	8,000	8,000
1,155	1,443	1,500	Safety Program	1,500	2,000	2,000
660	1,167	3,000	Weed Abatement Program	3,000	3,000	3,000
898	753	1,400	Small Tools	1,400	1,000	1,000
12,599	13,126	7,300	Office Supplies	7,300	8,000	8,000
9,182	9,364	10,000	Technical Supplies	10,000	11,000	12,000
22,783	25,631	25,000	Travel and Training	25,000	26,000	27,000
22,233	19,659	23,000	Uniform Allowance	23,000	24,000	25,000
25,628	27,388	24,800	Utilities	26,300	28,000	29,000
<u>431,165</u>	<u>410,547</u>	<u>374,000</u>	Total Materials and Services	<u>437,000</u>	<u>461,000</u>	<u>483,000</u>
			Capital Outlay			
3,043	19,982	8,000	Equipment	29,000	32,000	32,000
<u>\$ 1,990,519</u>	<u>\$ 1,997,421</u>	<u>\$ 2,055,000</u>	TOTAL REQUIREMENTS	<u>\$ 2,282,000</u>	<u>\$ 2,408,000</u>	<u>\$ 2,536,000</u>

GENERAL FUND - FIRE AND RESCUE DEPARTMENT

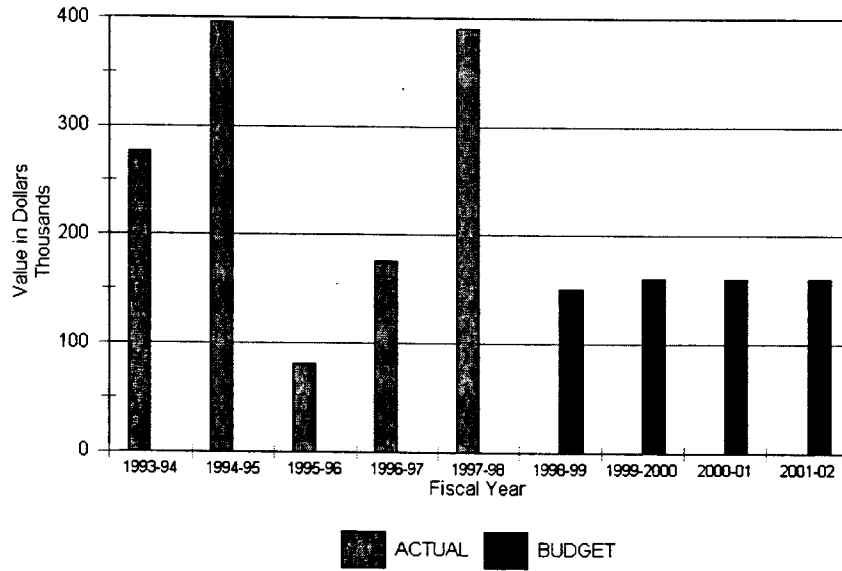
History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Fire Chief	1.00	1.00	1.00
1.00	1.00	1.00	Assistant Fire Chief/Fire Marshall	1.00	1.00	1.00
1.00	1.00	1.00	Administrative Secretary	1.00	1.00	1.00
3.00	3.00	3.00	Fire Captains	3.00	3.00	3.00
6.00	6.00	6.00	Fire Engineers	6.00	6.00	6.00
12.00	15.00	15.00	Firefighters	15.00	15.00	15.00
24.00	27.00	27.00	Total Fire and Rescue Dept.	27.00	27.00	27.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
225	248	260	Fire Suppression Responses	374	436	498
1,587	1,803	2,003	Emergency Medical Responses	2,100	2,302	2,504
84	95	100	Non-emergency Public Service Responses	90	100	110
295	295	300	Public Education Programs	200	200	200
1,240	1,183	1,250	Fire Safety Inspections	1,200	1,200	1,200
35,399,925	50,437,798	40,000,000	Value of Fire-involved Property	60,000,000	60,000,000	60,000,000
175,430	389,793	150,000	Value of Fire Loss	160,000	160,000	160,000

Fire Department Value of Fire Loss



The graph above shows the dollar value of property lost because of fire.

GENERAL FUND - AMBULANCE DIVISION

Overview

Ashland Fire and Rescue provides ambulance service throughout a 650-square mile geographical area, an area known as Ambulance Service Area No. 3 in the Jackson County Ambulance Service Area Plan. This service area encompasses the cities of Ashland and Talent and provides ambulance services to a total population of 28,570 people. The department staffs two ambulances on a 24-hour basis, with two reserve ambulances available for peak service demands. The service is staffed with 24 firefighter/medics who are assigned to a rotating work schedule. The cross-training of department employees for service in both the fire and emergency medical service (EMS) programs provides economy and efficiency of operation. Based on this operational design, the ambulance service system provides a high level of reliability. The personnel services section of the ambulance budget supports the position of EMS Director and Paramedic overtime for EMS activities. During the fiscal year of 1998, Fire Department EMS personnel maintained an average response time of 3.1 minutes within the City, calculated from the receipt of a 911 emergency call for service to the arrival of Department EMS personnel at the scene of the emergency. Response times are monitored monthly by Jackson County Health and Human Services for compliance with Ambulance Service Area requirements.

Budget Trends and Changes

The 1999-2000 budget for the Ambulance Services Fund represents an increase of 8.9 percent over the 1998-99 budget. Current and future budget trends for this division reflect continued investment in maintaining staffing efficiencies and program quality. Capital Outlay expenditures of \$33,000 are necessary for replacement of the patient treatment equipment.

Major Goals

The major goals of Fire & Rescue are as follows:

- Maintain 100 percent compliance with the requirements of the Jackson County ASA Plan and the Ashland EMS ordinance.
- Execute planned upgrades of EMS vehicles and equipment to maintain service reliability.
- Conduct a "patient satisfaction" survey to maintain service program quality.
- Convert EMS record-keeping to an automated system.

GENERAL FUND - AMBULANCE DIVISION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$	Personnel Services			
			Regular Salaries and Wages	\$ 66,000	\$ 69,000	\$ 72,000
			EMT Premium Pay	40,000	42,000	44,000
			Overtime Pay	50,000	53,000	56,000
			Fringe Benefits	35,000	37,000	39,000
			Total Personnel Services	191,000	201,000	211,000
			Materials and Services			
			Advertising and Publications	12,000	13,000	14,000
			Bad Debt Expense	202,000	210,000	218,000
			Central Service Charges	38,000	40,000	42,000
			Contracted Services	53,000	56,000	59,000
			Dues and Subscriptions	2,200	2,000	2,000
			Equipment Rental - City			
			- Replacement	125,000	131,000	138,000
			- Maintenance & Fuel	23,300	24,000	25,000
			Insurance	2,000	2,000	2,000
			Maintenance	10,000	11,000	12,000
			Postage	600	1,000	1,000
			Licenses & Permits	3,000	3,000	3,000
			Office Supplies	3,000	3,000	3,000
			Medical Supplies	35,000	37,000	39,000
			Travel and Training	14,000	15,000	16,000
			Utilities	2,900	3,000	3,000
			Total Materials & Services	526,000	551,000	577,000
			Capital Outlay			
			Equipment	33,000	35,000	35,000
\$	\$	\$	TOTAL REQUIREMENTS	\$ 750,000	\$ 787,000	\$ 823,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Fire EMS/Director	1.00	1.00	1.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Ambulance Responses	2,011	2,131	2,258
			Patients Transported	1,230	1,400	1,500
			Patients Transferred	240	260	280
			Memberships Sold	550	550	550

GENERAL FUND - CEMETERY DIVISION

Overview

The Cemetery Division operates and maintains three City cemeteries. Ashland Cemetery (1880) and Mountain View Cemetery (1904) are listed on the National Register of Historic Places. Hargadine Cemetery (1868) is awaiting approval for listing. The three cemeteries total approximately 20 acres with over 11,500 cemetery plots. City staff maintains the cemetery grounds, sells plots and headstones, conducts internments, and provides other services as needed. The cemetery staff is also responsible for maintaining the grass median strips on Siskiyou Boulevard.

Budget Trends and Changes

The budget continues to be similar to those in the past with few exceptions. This year's staffing is the same as last year's: a 1.5 position. A significant portion of the budget continues to be temporary summer help. The sidewalk on Morton Street (Ashland Cemetery) was completed in the spring of 1998. Paving the entrance and turn around area in front of the Mausoleum at Mountain View Cemetery will improve the appearance and functionality of the site. Fencing and increasing security patrols will help to discourage vandalism and damage along the new bike path at Mountain View Cemetery.

Major Goals

The major goals of the Cemetery Division are as follows:

- Reduce vandalism to the headstones and markers with the addition of fencing or patrols.
- Integrate the cemetery sprinkler systems into the Parks Department's computerized irrigation system.
- Upgrade the grounds and pave the entrance to Mountain View Cemetery.
- Design and replace the memorial marker inside Rest Haven Mausoleum (Mountain View Cemetery).
- Continue to develop and implement a routine maintenance schedule for tree trimming, pruning, sprinkler maintenance and other grounds issues.
- Restore the fountain inside the Rest Haven Mausoleum to its original condition.
- Acquire new burial trailers to improve overall maintenance safety, and to aesthetically improve the overall appearance at the cemeteries.
- Contract a review of the historic perspective of the cemeteries and develop long-term restoration and maintenance guidelines.

GENERAL FUND - CEMETERY DIVISION

<u>ACTUAL</u> <u>1996-97</u>	<u>ACTUAL</u> <u>1997-98</u>	<u>BUDGET</u> <u>1998-99</u>	<u>DESCRIPTION OF</u> <u>REQUIREMENTS</u>	<u>APPROVED</u> <u>& ADOPTED</u> <u>1999-2000</u>	<u>ESTIMATED</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>
\$	\$	\$ 75,000	Personnel Services			
		4,000	Regular Salaries and Wages	\$ 75,000	\$ 79,000	\$ 83,000
		22,000	Overtime Pay	4,000	4,000	4,000
			Fringe Benefits	28,000	29,000	30,000
		101,000	Total Personnel Services	107,000	112,000	117,000
			Materials and Services			
		51,000	Central Services Charges	52,000	52,000	52,000
		500	Dues and Subscriptions	500	500	500
			Equipment Rental - City			
		1,000	- Replacement	1,000	1,000	1,000
		14,100	- Maintenance and Fuel	17,400	17,400	17,400
		16,000	Grave Markers	16,000	16,000	16,000
		1,000	Insurance	2,000	2,000	2,000
		27,400	Maintenance:	32,200	34,000	35,000
		1,000	Miscellaneous	500	500	500
		8,000	Professional Services	8,000	8,000	8,000
		200	Supplies	200	200	200
		300	Travel and Training	400	400	400
		27,500	Utilities	27,800	29,000	29,000
		148,000	Total Materials and Services	158,000	161,000	162,000
			Capital Outlay			
		1,000	Cemetery Lots	1,000	1,000	1,000
		4,000	Equipment		4,000	9,000
			Bell Tower/ Paving	7,000	14,000	8,000
		15,000	Parks Sprinkler	10,000		
		20,000	Sidewalks	5,000	5,000	
		40,000	Total Capital Outlay	23,000	24,000	18,000
\$	\$	\$ 289,000	TOTAL REQUIREMENTS	\$ 288,000	\$ 297,000	\$ 297,000

History of Positions

<u>Actual</u> <u>1996-97</u>	<u>Actual</u> <u>1997-98</u>	<u>Budget</u> <u>1998-99</u>	<u>Position</u>	<u>Approved &</u> <u>Adopted</u> <u>1999-2000</u>	<u>Estimated</u> <u>2000-01</u>	<u>Estimated</u> <u>2001-02</u>
		1.00	Cemetery Sexton	1.00	1.00	1.00
		0.50	Cemetery Maintenance Worker	0.50	0.50	0.50
		1.50	Total Cemetery Division	1.50	1.50	1.50

Service Levels

<u>Actual</u> <u>1996-97</u>	<u>Actual</u> <u>1997-98</u>	<u>Budget</u> <u>1998-99</u>	<u>Services</u>	<u>Approved &</u> <u>Adopted</u> <u>1999-2000</u>	<u>Estimated</u> <u>2000-01</u>	<u>Estimated</u> <u>2001-02</u>
0	0	65	Burials and Internments	65	65	65
0	0	100	Sales Transactions	100	100	100

GENERAL FUND - SENIOR PROGRAM

Overview

The Senior Program provides a support system to the senior residents of Ashland that enables them to remain independent members of the community. The services provided include:

Outreach/Information and Referral. The major functions of the Outreach/Information and Referral Programs are to identify the needs of the elderly and to provide assistance in seeing that those needs are met by the appropriate resources. A part-time information and referral specialist and a part-time outreach worker provide these services, using volunteers and practicum students whenever possible. A substantial portion of the director's time is involved in these functions as well.

Transportation. The Senior Shuttle Bus provides transportation for seniors from their homes to the Loaves and Fishes meal site, to local stores and businesses, or to medical appointments on weekdays. The bus is operated by a part-time driver (.65 full-time equivalent).

Miscellaneous City Services. A number of special services are too small to list as separate programs, but they are important to many Ashland seniors. Examples are: City utility discount program; flu shot clinic; blood pressure and foot care clinics; scheduling for tax assistance; and Ashland Heat Program screening. For these services, the Senior Program's role is primarily administrative.

Senior Activity Center. Completion of the Activity Center has made it possible for Ashland's seniors to have many social, recreational, and health-related activities not previously available. Some of the activities offered are: line-dancing, yoga, computer classes, piano lessons, knitting, bingo and board games, drama groups, discussion groups, old movies, art groups, social dancing, and parties. All activities are offered at no cost or for a minimal fee.

Budget Trends and Changes

The proposed budget for 1999-2000 has increased by \$5,000 mainly because of personnel services costs. The budget is offset by the following revenues:

	Actual 1997-98	Budget 1998-99	Proposed 1999-2000
Donations	\$3,590	\$4,000	\$5,000
Area Agency on Aging	<u>11,731</u>	<u>13,000</u>	<u>15,000</u>
Total	\$15,321	\$17,000	\$20,000

GENERAL FUND - SENIOR PROGRAM

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 65,331	\$ 69,824	\$ 75,000	Personnel Services			
24,500	23,070	26,000	Regular Salaries and Wages	\$ 77,000	\$ 81,000	\$ 85,000
			Fringe Benefits	27,000	28,000	30,000
89,831	92,894	101,000	Total Personnel Services	104,000	109,000	115,000
			Materials and Services			
16,752	18,000	18,000	Central Service Charges	20,000	21,000	22,000
4,780	3,654	5,100	Equipment Rental - City	4,900	4,900	4,900
1,000	300	1,000	Insurance	1,000	1,000	1,000
	721	1,000	Miscellaneous	500	500	500
124	333	400	Postage	1,000	1,000	1,000
900	900	900	Rent	900	900	900
177	61	500	Medical & Laboratory Supplies	300	300	300
302	1,352	400	Office Supplies	1,000	1,000	1,000
647	320	1,200	Travel and Training	1,000	1,000	1,000
1,296	1,174	1,500	Telephone	1,400	1,400	1,400
25,978	26,815	30,000	Total Materials and Services	32,000	33,000	34,000
\$ 115,809	\$ 119,709	\$ 131,000	TOTAL REQUIREMENTS	\$ 136,000	\$ 142,000	\$ 149,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Director	1.00	1.00	1.00
0.50	0.50	0.50	Information Referral Specialist	0.50	0.50	0.50
0.50	0.50	0.50	Outreach Specialist	0.50	0.50	0.50
0.70	0.70	0.65	Transportation Specialist	0.65	0.65	0.65
2.70	2.65	2.65	Total Senior Program	2.65	2.65	2.65

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
6,172	5,350	6,200	Outreach Calls Made	6,200	6,200	6,200
1,725	1,111	1,200	Individuals Served	1,200	1,200	1,200
78	71	100	Individual Bus Riders	65	65	65
4,797	3,677	4,100	Total Bus Trips	3,000	3,000	3,000
2,592	4,856	2,500	Other Services Provided	5,500	5,500	5,500
32	42	40	HEAT Screenings	40	40	40

GENERAL FUND - PLANNING DIVISION

Overview

The Planning Division is responsible for the maintenance of the Comprehensive Plan, developing and implementing new planning programs, and the administration of the land use ordinance, an important part 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, subdivision, and shopping center reviews. It also involves short-range land use changes such as land use ordinance text changes that are not major policy initiatives.

The Long-Range Planning Program is project-related, often involving multi-year projects. Generally, these projects fall into two broad categories: those that are required for compliance with statewide planning goals and mandates, and those that are local initiatives, either from the Planning Commission, City Council, or local citizen groups. These are frequently the most controversial and most effective planning actions the City undertakes. Examples of past long-range projects are the Comprehensive Plan, the Parks and Open Space Program, the award winning Transportation Plan, and the recently completed Downtown Commercial Development Standards. The majority of work is in response to local concerns.

Much of the work for the budget year will be related to long-range planning. Neighborhood planning efforts will continue throughout the year, focusing on the special developmental needs of individual areas. Compliance with state standards through the periodic review process will also continue, resulting in updated ordinances and comprehensive plan sections.

Additionally, the Planning Department oversees the Community Development Block Grant (CDBG) funds related to housing and social services. Issues relating to affordable housing, fair housing, and social service projects benefitting low and moderate income Ashland residents will be addressed as part of the grant program.

The Planning Division also provides staff support to several commissions that are related to land use, including the Planning Commission, Historic Commission, Tree Commission, the Housing Commission, Transportation Planning Advisory Committee, Downtown Plan Advisory Committee, and the Bicycle and Pedestrian Commission. The Planning staff also provides support to many ad hoc committees formed to address specific planning issues, with recent examples being the Ad Hoc LID Committee, and the Systems Development Charge Update Committee.

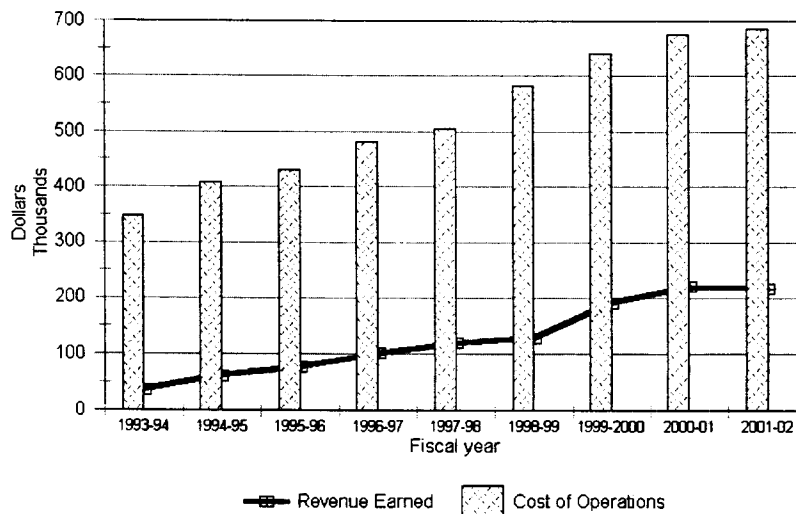
A Code Compliance Specialist position was created in the fall of 1996 in the Department of Community Development and is included in the Planning Division budget. This is primarily a code compliance position for enforcing many sections of the Ashland Municipal Code (AMC), including planning and building, weed abatement, vision clearance, business licenses, etc. Because the enforcement issues are not limited to Community Development, support will be provided across department lines.

Continued on page 38

GENERAL FUND - PLANNING DIVISION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 212,052	\$ 222,187	\$ 249,000	Personnel Services			
6,003	6,546	6,000	Regular Salaries and Wages	\$ 252,000	\$ 270,000	\$ 290,000
70,665	83,722	85,000	Overtime Pay	6,000	6,000	6,000
			Fringe Benefits	94,000	99,000	104,000
288,720	312,455	340,000	Total Personnel Services	352,000	375,000	400,000
			Materials and Services			
1,567	2,266	4,000	Advertising and Publications	4,500	4,500	7,000
513	197	500	Books and Publications	500	500	500
132,324	146,004	150,000	Central Service Charges	151,000	159,000	167,000
		500	Affordable Housing Commission	600	600	600
493	515	500	Historic Preservation Commission	750	750	750
600	480	800	Planning Commission	800	800	800
		2,000	Bike and Pedestrian Commission	2,000	2,000	2,000
381	331	500	Tree Commission	750	750	750
1,690	1,107	1,000	Dues and Subscriptions	1,500	1,500	1,500
2,000			Equipment Rental - City			
	750	300	- Replacement	6,200	6,200	6,200
	843	600	- Maintenance	1,500	1,500	1,500
1,000	1,000	1,000	Insurance	1,000	1,000	1,000
650	1,075	1,000	Miscellaneous	750	750	750
3,100	3,845	5,000	Postage	5,000	5,000	5,000
21,489	14,040	18,000	Contracted Services	58,000	19,000	20,000
			Programs:			
		15,000	- First Time Home Buyers	15,000	15,000	
		15,000	- Rental Assistance	15,000	15,000	
16,723	11,383	15,000	Office Supplies	15,000	16,000	17,000
5,404	6,643	7,500	Travel and Training	7,500	7,500	7,000
3,574	2,783	4,300	Utilities	2,650	2,650	2,650
191,508	193,262	242,500	Total Materials and Services	290,000	260,000	242,000
\$ 480,228	\$ 505,717	\$ 582,500	TOTAL REQUIREMENTS	\$ 642,000	\$ 635,000	\$ 642,000

Planning Costs and Fees



GENERAL FUND - PLANNING DIVISION

Continued from page 36

Budget Trends and Changes

There are no significant changes in the proposed 1998-99 budget from the previous year. However, the Personnel Services portion of the budget reflects a reduction of .25 position for a change in the Clerk II from .50 to .25 in Planning.

Service Levels

The Planning Division workload can generally be predicted by the number of planning actions processed annually. This number has varied from 137 to 226 per year. However, the workload is not linearly based on the number of actions. When large scale development is down, smaller scale projects seem to increase, generating a proportionately larger share of work for the small amount of revenue they produce. Also, when the number of current planning actions is down, increased emphasis is placed on long-term comprehensive planning, resulting in increased staff time dedicated to non-revenue actions.

Currently, a large number of long-range planning projects are in the annual work program and will be a major focus of staff's time for the coming budget year. Those projects are listed under Major Goals in the following section.

Major Goals

The major goals of the Planning Division are as follows:

- Prepare Implementation Measures for Tolman Creek Road Neighborhood Plan.
- Prepare Implementation Strategies for B Street Neighborhood Multi-Modal Improvement Study.
- Develop and adopt a new Housing Element for the Comprehensive Plan.
- Finalize Buildable Lands Inventory.
- Purchase and integrate computer permit tracking software.
- Update Riparian Standards of the Physical and Environmental Constraints Ordinance.
- Update Subdivision Ordinance.
- Update Downtown Plan.
- Develop and Implement a Community Land Trust Program.

GENERAL FUND - PLANNING DIVISION

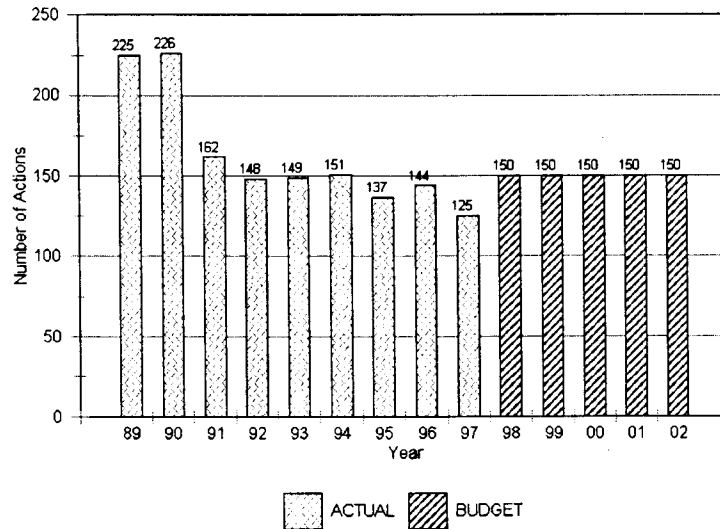
History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
.075	0.75	0.75	Director of Planning	0.75	0.75	0.75
1.00	1.00	1.00	Senior Planner	1.00	1.00	1.00
1.25	1.25	1.25	Associate Planner	1.30	1.40	1.50
0.00	0.00	0.00	Assistant Planner	0.00	1.00	1.00
1.00	1.00	1.00	Executive Secretary	1.00	1.00	1.00
0.50	0.50	0.50	Secretary	0.50	0.50	0.50
0.50	0.50	1.00	Code Compliance Officer	1.00	1.00	1.00
0.50	0.50	0.50	Clerk II	0.25	0.25	0.25
5.50	5.50	6.00	Total Planning Division	5.80	6.90	6.90

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
144	125	150	Planning Actions	150	150	150

Planning Actions



GENERAL FUND - BUILDING DIVISION

Overview

The Building Division continues to provide a full inspection program. As non-residential construction and redevelopment become an increasing percentage of permit volume, the complexity of plan review has taken a larger part of total staff time. In response to this need a third-party plan review service has provided additional review without further increase in permanent full-time staff. The City of Ashland Building Division now also provides full inspection and plan review services for the City of Talent. Compensation for these services is based on 75 percent of total fees collected for that municipality. Through an intergovernmental agreement the City of Talent acknowledges these services, related charges, and has appointed the Ashland Building Official to provide local code interpretation for their jurisdiction.

In addition to traditional responsibilities for plan review, enforcement, and inspection of structural, mechanical, plumbing, and electrical installations, the Division provides "Educational Enforcement" with periodic, timely, code education for the development community. Continuing education has long been a requirement for certified inspectors. Ashland has extended these educational opportunities to the development community through Building Official instructors, local presentations, and more recently the American Institute of Architects. The Southern Oregon AIA Chapter has agreed to co-sponsor continuing education efforts with the Ashland Building Division and provide credits for their members as well as certified inspectors and other trade groups.

The Building Division also staffs the Ashland Board of Appeals. The impetus for this board is to provide a forum for code interpretation including sanction of local decisions regarding the Oregon Disabled Access Code (based on ADA) for new construction and alterations. This board will avail itself to the community as a means of providing code education through explanation of compliance actions, fire code authority reports, and periodic update from the technical advisor to the Oregon Disability Commission. Members will receive code information and state interpretations as a means of understanding, communicating, and ultimately ruling on the decisions of the Ashland Building Division.

Fees supporting the Division are from review and issuance of building permits. Other fees include special inspections, master and minor permit programs, and the new continuing education program.

The City of Ashland Building Division is committed to effective code enforcement in a positive community framework. Communication is the key to the Ashland program. Over-the-Counter permit issuance is an effort to develop face-to-face understanding of code issues for small jobs. To ensure that this communication remains strong, an ongoing dialogue is provided to the development community. "Doing Business with the City of Ashland" is now beginning its sixth year as a public forum to "have coffee and touch bases" with Ashland builders and developers.

Budget Trends and Changes

The staffing of this division is being increased by .20 position to reflect the increase in building inspection duties.

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GENERAL FUND - BUILDING DIVISION

<u>ACTUAL</u> <u>1996-97</u>	<u>ACTUAL</u> <u>1997-98</u>	<u>BUDGET</u> <u>1998-99</u>	<u>DESCRIPTION OF</u> <u>REQUIREMENTS</u>	<u>APPROVED</u> <u>& ADOPTED</u> <u>1999-2000</u>	<u>ESTIMATED</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>
\$ 168,764	\$ 183,092	\$ 204,000	Personnel Services			
1,871	3,291	3,000	Regular Salaries and Wages	\$ 222,000	\$ 234,000	\$ 247,000
50,287	49,146	66,000	Overtime Pay	3,000	3,000	3,000
<u>220,922</u>	<u>235,529</u>	<u>273,000</u>	Fringe Benefits	<u>80,000</u>	<u>84,000</u>	<u>89,000</u>
			Total Personnel Services	305,000	321,000	339,000
			Materials and Services			
590	1,819	2,000	Books and Publications	1,500	1,500	3,000
40,752	50,004	65,000	Central Service Charges	56,000	59,000	62,000
5,786	32,551	10,000	Contracted Services	15,000	16,000	17,000
654	811	700	Dues and Subscriptions	700	700	700
8,270			Equipment Rental - City			
	3,750	5,700	- Replacement	12,800	13,800	14,800
	3,178	4,600	- Maintenance & Fuel	6,300	6,300	6,300
1,000	1,000	1,000	Insurance	1,000	1,000	1,000
	393	1,000	Miscellaneous	500	500	500
751	600	700	Postage	800	800	800
4,079	4,676	4,000	Office Supplies	4,000	4,000	4,000
5,193	4,837	7,000	Travel and Training	6,000	6,000	6,000
3,562	2,824	3,300	Telephone	3,400	3,400	2,900
<u>70,637</u>	<u>106,443</u>	<u>105,000</u>	Total Materials and Services	108,000	113,000	119,000
\$ <u>291,559</u>	\$ <u>341,972</u>	\$ <u>378,000</u>	TOTAL REQUIREMENTS	\$ <u>413,000</u>	\$ <u>434,000</u>	\$ <u>458,000</u>

GENERAL FUND - BUILDING DIVISION

Continued from page 40

Service Levels

The Building Division workload can generally be predicted by the number of inspections, combined with the valuation of total permits issued. However, during times when no large-scale development is occurring, many small projects generally occur resulting in an increase in inspections and a decrease in overall valuation. The Division is currently processing in excess of 5,000 inspections each year. Commercial values vary greatly from year to year depending on market forces and consumer demands regarding commercial businesses. As infill continues within the City, commercial plan review will continue to be more complex and time-consuming for additions, alterations, and multi-story commercial projects. Residential development has shown a steady increase from the early 1980s, peaking in 1989-90, then decreasing somewhat in the following years. This pattern is very similar to the activity pattern of planning actions for the past ten years and reinforces the strong tie between planning activity and building permits.

Major Goals

The major goals for the Building Division are as follows:

- Purchase and integrate computer permit tracking software.
- Continue to evaluate the building permit inspection process to increase efficiency and effectiveness to the public.

GENERAL FUND - BUILDING DIVISION

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.25	0.25	0.25	Director of Planning	0.25	0.25	0.25
1.00	1.00	1.00	Building Official	1.00	1.00	1.00
1.80	1.80	2.20	Building Inspector	2.40	2.40	2.40
1.00	1.00	1.00	Secretary	1.00	1.00	1.00
0.50	0.50	0.50	Clerk II	0.50	0.50	0.50
4.55	4.55	4.95	Total Building Division	5.15	5.15	5.15

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
\$7,531,135	\$18,453,404	\$10,000,000	Value of Commercial Permits	8,000,000	8,000,000	8,000,000
\$25,559,489	\$24,364,300	\$15,000,000	Value of Residential Permits	25,000,000	25,000,000	25,000,000
11	11	15	Number of Commercial Units	11	11	11
140	154	100	Number of Residential Units	140	140	140



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CEMETERY FUND

The Cemetery Fund was consolidated with the General Fund in the 1998-99 budget.

CEMETERY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 115,357	\$ 109,317	\$ 234,000	Working Capital Carryover	\$ _____	\$ _____	\$ _____
157,389	230,036		Property Taxes - Current			
10,086	12,054		Property Taxes - Prior Year			
<u>167,475</u>	<u>242,090</u>		Total Taxes			
			Charges for Services			
3,963	3,199		Sales - Graves/Niches/Crypts			
27,310	17,188		Sales - Liners and Markers			
14,999	13,868		Cemetery Sexton Fees			
10,000	16,000		Contract Maintenance Services			
<u>56,272</u>	<u>50,255</u>		Total Charges for Services			
<u>7,146</u>	<u>11,286</u>		Interest on Investments			
			Miscellaneous Income			
			Donations			
594	543		Miscellaneous Income			
<u>594</u>	<u>543</u>					
			Operating Transfers In			
			From General Fund			
33,112	38,903		From Cemetery Trust Fund			
<u>33,112</u>	<u>38,903</u>					
<u>\$ 379,956</u>	<u>\$ 452,394</u>	<u>\$ 234,000</u>	TOTAL RESOURCES	\$ _____	\$ _____	\$ _____

CEMETERY FUND

The Cemetery Fund was consolidated with the General Fund in the 1998-99 budget.

CEMETERY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 70,328	\$ 58,550	\$	Personnel Services			
4,012	3,383		Regular Salaries and Wages	\$	\$	\$
25,156	23,806		Overtime Pay			
<u>99,496</u>	<u>85,739</u>		Fringe Benefits			
			Total Personnel Services			
49,752	56,004		Materials and Services			
549	125		Central Services Charges			
21,240			Dues and Subscriptions			
	2,000		Equipment Rental - City			
	16,822		- Replacement			
16,072	9,615		- Maintenance & Fuel			
1,200	1,000		Grave Markers			
			Insurance			
			Main			
623	3,459		- Buildings			
4,527	2,979		- Equipment			
35,346	6,605		- Grounds			
2,112	990		- Water Lines			
796	920		Miscellaneous			
	245		Professional Services			
145	330		Supplies			
125			Travel and Training			
<u>26,056</u>	<u>20,293</u>		Utilities			
<u>158,543</u>	<u>121,387</u>		Total Materials and Services			
	95		Capital Outlay			
12,100	10,750		Cemetery Lots			
			Equipment			
			Parks Sprinkler			
<u>12,100</u>	<u>10,845</u>		Sidewalks			
			Total Capital Outlay			
			Debt Service			
			Assessment Payments			
		234,000	Operating Transfers Out			
500	500		To General Fund			
<u>500</u>	<u>500</u>	<u>234,000</u>	To Cemetery Trust Fund			
<u>109,317</u>	<u>233,923</u>		Unappropriated Ending Fund Balance			
<u>\$ 379,956</u>	<u>\$ 452,394</u>	<u>\$ 234,000</u>	TOTAL REQUIREMENTS	<u>\$</u>	<u>\$</u>	<u>\$</u>

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00		Cemetery Sexton			
1.00	1.00		Cemetery Mtc. Worker			
2.00	2.00		Total Cemetery Division			

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
54	51		Burials and Interments			
93	73		Sales Transactions			

BAND FUND

The Band Fund was consolidated with the General Fund in the 1998-99 budget.

BAND FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 66,589	\$ 73,847	\$ 100,000	Working Capital Carryover	\$ _____	\$ _____	\$ _____
			Taxes			
37,378	64,410		Property Taxes - Current	_____	_____	_____
3,446	3,453		Property Taxes - Prior Year	_____	_____	_____
40,824	67,863		Total Taxes	_____	_____	_____
3,833	5,622		Interest on Investments	_____	_____	_____
\$ _____	\$ _____	\$ _____	Donations	_____	_____	_____
			Operating Transfers In From General Fund	_____	_____	_____
\$ 111,246	\$ 147,332	\$ 100,000	TOTAL RESOURCES	\$ _____	\$ _____	\$ _____

BAND FUND

The Band Fund was consolidated with the General Fund in the 1998-99 budget.

BAND FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 3,521	\$ 3,185		Personnel Services			
321	335		Regular Salaries and Wages	\$	\$	\$
3,842	3,520		Fringe Benefits			
			Total Personnel Services			
			Materials and Services			
6,000	6,000		Central Services Charges			
100	1,000		Insurance			
1,200	8,506		Maintenance			
408	206		Miscellaneous			
24,475	27,618		Musicians			
1,186	1,739		Music and Supplies			
188			Travel and Training			
33,557	45,069		Total Materials and Services			
		100,000	Operating Transfers Out To General Fund			
73,847	98,743		Unappropriated Ending Fund Balance			
\$ 111,246	\$ 147,332	\$ 100,000	TOTAL REQUIREMENTS	\$	\$	\$

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
9	9		Number of Concerts			
16,000	16,000		Attendance			

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Resources

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 fifth 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 \$221,000. An additional \$58,000 will be carried over from last year's grant allocations. 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. The majority of the funds are set aside for community projects to be awarded via a *Request for Proposal* process. Past grants have included the purchase of a site for the Interfaith Care Community of Ashland (ICCA) to operate a homeless resources 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.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ _____	\$ _____	\$ _____	Working Capital Carryover	\$ _____	\$ _____	\$ _____
<u>89,878</u>	<u>211,664</u>	<u>541,000</u>	Intergovernmental Revenues Community Dev Block Grant	<u>279,000</u>	<u>227,000</u>	<u>221,000</u>
_____	_____	_____	Interest	_____	_____	_____
<u>\$ 89,878</u>	<u>\$ 211,664</u>	<u>\$ 541,000</u>	TOTAL RESOURCES	<u>\$ 279,000</u>	<u>\$ 227,000</u>	<u>\$ 221,000</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Overview

The following entities will be granted monies in 1999-2000:

ACCESS

To establish a Community Land Trust to acquire and hold land for low income residents.

Housing Authority of Jackson County

To provide emergency home repairs for low income homeowners to allow them to maintain their properties.

Interfaith Care Community of Ashland (ICCA)/Community Emergency Resources and Vital Services (CERVS)

To assist low-income families to regain control of their lives and move to self-sufficiency. (CERVS is the umbrella organization for ICCA.)

The Salvation Army

To staff a social services center in the Ashland store.

Budget Trends and Changes

The total amount of Administrative Costs are limited to 20 percent. The Associate Planner is being reduced to .70 position with the General fund Planning Division picking up the .05 position.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 24,454	\$ 29,293	\$ 30,000	Personnel Services			
1,284	163	3,000	Regular Salaries and Wages	\$ 29,000	\$ 29,000	\$ 29,000
7,270	5,823	10,000	Overtime Pay	3,000	3,000	3,000
<u>33,008</u>	<u>35,279</u>	<u>43,000</u>	Fringe Benefits	<u>10,000</u>	<u>12,000</u>	<u>12,000</u>
			Total Personnel Services	42,000	44,000	44,000
			Materials and Services			
5,004			Central Services Charges			
		46,450	Grants:		144,000	144,000
	25,000		- ACCESS	90,000		
30,312	36,045	210,000	- Community Works			
	11,847		- ICCA Building			
21,053		15,150	- ICCA Operations	23,650		
	32,363	10,000	- Jackson County Housing Authority	29,000		
	31,260	136,400	- Community Health Center			
		35,000	- Options			
		22,000	- Salvation Army	1,000		
25			Miscellaneous Concrete	22,350	22,000	22,000
476	869	1,000	Office Supplies			
			Travel and Training			
<u>56,870</u>	<u>137,384</u>	<u>476,000</u>	Total Materials and Services	<u>166,000</u>	<u>166,000</u>	<u>166,000</u>
	35,000	22,000	Capital Outlay			
			Public Buildings Accessibility	71,000	17,000	11,000
	4,001		Unappropriated Ending Fund Balance			
<u>\$ 89,878</u>	<u>\$ 211,664</u>	<u>\$ 541,000</u>	TOTAL REQUIREMENTS	<u>\$ 279,000</u>	<u>\$ 227,000</u>	<u>\$ 221,000</u>

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.75	0.75	0.75	Associate Planner	0.70	0.60	0.50

STREET FUND

Resources

Working Capital Carryover. The total estimated carryover of \$130,000 includes a negative \$135,000 for operations, \$214,000 for System Development Charges (SDCs) for storm drains, and \$51,000 for SDCs for Transportation. The dramatic negative in the operational share is because of cost overruns on Sherman Street and the Central Area Bike Path projects, as well as more operational and snow removal costs than anticipated.

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.

Electric Utility Franchise. A portion of the Electric Utility Franchise Fee is used to fund street maintenance in the Street Fund. This will remain at \$300,000.

Intergovernmental Revenues. The primary source of Intergovernmental Revenue the State Gasoline Tax is budgeted at \$43.87 per capita, a decrease of 36 cents over 1998-99, while Ashland's population is estimated to increase 1.5 percent. Also included in this budget are the State and Federal grants and the amounts co-funded by various local governmental agencies for City Transportation projects. Currently the State legislature is debating additional gas tax funding. When approved this funding will be added to future years budgets.

System Development Charges. This budget includes an increase in the transportation System development charges over the next several years. The system development committee is reviewing these charges this spring.

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. The storm drain fee is proposed to be increased by both the ENR inflation factor and growth and an additional 14 cents for the local Improvement districts match.

Transportation Utility Fee. The Transportation Utility fee was last increased on April 1, 1997. In July 1999 the fee is expected to increase by \$1.85 cents or 47 percent. The fee increase will pay a portion of the "City match" on the new local improvement district plan as well as increases in operational costs.

STREET FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 724,682	\$ 884,667	\$ 477,000	Working Capital Carryover	\$ 130,000	\$ 456,000	\$ 819,000
			Taxes			
23,950	33,231	25,000	Cable TV Franchise	25,000	25,000	25,000
300,000	300,000	300,000	Electric Utility Franchise	300,000	300,000	300,000
14,715			Telephone Franchise			
<u>338,665</u>	<u>333,231</u>	<u>325,000</u>	Total Taxes	<u>325,000</u>	<u>325,000</u>	<u>325,000</u>
			Intergovernmental Revenues			
798,246	799,327	824,000	Gasoline Tax	823,000	972,000	991,000
		84,000	Fund Exchange - Sherman			
			Fund Exchange - Union	90,000	90,000	90,000
85,534			East Main ISTE A			
60,873			ISTEA/CMAQ Bikepath			
	1,137	28,000	DEQ			
		42,000	County			
		9,000	Bus Shelters - SOU	9,000		
		169,000	Bus Shelters - RVT D	169,000		
<u>50,000</u>			ODOT/Indiana			
<u>994,653</u>	<u>800,464</u>	<u>1,156,000</u>	Total Intergovernmental Revenues	<u>1,091,000</u>	<u>1,062,000</u>	<u>1,081,000</u>
			Charges for Services			
8,108	4,000	8,000	Public Works Services	8,000	8,000	8,000
56,488	43,305	72,000	SDC - Transportation	168,000	250,000	336,000
51,270	67,458	56,000	SDC - Storm Drain	72,000	74,000	76,000
203,571	218,720	229,000	Storm Drain Utility Fee	228,000	231,000	234,000
			Rate increase for LID 14 cents	17,000	17,000	18,000
344,554	455,216	475,000	Transportation Utility Fee	475,000	482,000	489,000
			Rate Increase/\$1.50	166,000	168,000	171,000
			Rate Increase for LID 35 cents	58,000	59,000	60,000
<u>663,991</u>	<u>788,699</u>	<u>840,000</u>	Total Charges for Services	<u>1,192,000</u>	<u>1,289,000</u>	<u>1,392,000</u>
<u>39,045</u>	<u>34,257</u>	<u>16,000</u>	Interest on Investments	<u>7,000</u>	<u>25,000</u>	<u>45,000</u>
<u>3,237</u>	<u>107</u>		Miscellaneous Income			
<u>\$ 2,764,273</u>	<u>\$ 2,841,425</u>	<u>\$ 2,814,000</u>	TOTAL RESOURCES	<u>\$ 2,745,000</u>	<u>\$ 3,157,000</u>	<u>\$ 3,662,000</u>

STREET FUND

Overview

The Street Division is responsible for construction, rebuilding and resurfacing, repairs, and maintenance of City streets, sidewalks, curbs, bicycle paths, bridges, street signs and markings, storm drains, ditches, and parking lots. Included in these responsibilities are street sweeping, snow removal, sanding (cinders), crosswalk and curb painting, as well as the more visible asphalt paving and patching responsibilities. The Street Division is often asked to provide special labor force work for City projects such as assisting with construction of the skateboard park or ice skating rink, and to help place traffic delineators for various special events (Fourth of July, Festival of Lights, etc.).

Budget Trends and Changes

This year's primary focus for the Street Division is slightly different from past years. This year the major emphasis will be completing a comprehensive evaluation of the condition of every street within the City. This year, work will be focused on correcting potholes, crack filling and safety items such as sign replacement and painting (curbs, sidewalks, etc.). Only one street overlay for Carol Street is being proposed for City crew construction: Carol Street and Taylor Street. The City will contract out a complete rebuild and drainage improvements to Union Street with state funds as the primary resource. There have been no staffing changes. In the past, the Street Fund paid the Parks Department for landscaping maintenance of the Plaza area, Siskiyou Boulevard, North Main island, North City entrance, and downtown. The Parks Department will continue this work at no cost to the Street Fund for a savings of \$60,000. The replacement charge for equipment for the second year is a row has not been included in this budget. The transfer to the Capital Improvement Fund for the Local Improvement District city match has increased by \$65,000 to \$95,000.

Major Goals

The major goals of the Street Division are as follows:

Streets

- Finalize pavement management evaluation and pavement management practices.
- Develop a comprehensive five-year street maintenance/resurfacing program.
- Develop a detailed list of all significant potholes and repair 95% of known potholes.
- Continue to improve work load efficiencies through innovative staffing coordination opportunities, project management programs, and work order tracking systems.

Storm Drain Construction

- Develop a storm drain capital improvement plan, financing plan as a result of the completed (June 99) Storm Drain and Drainage Master Plan.

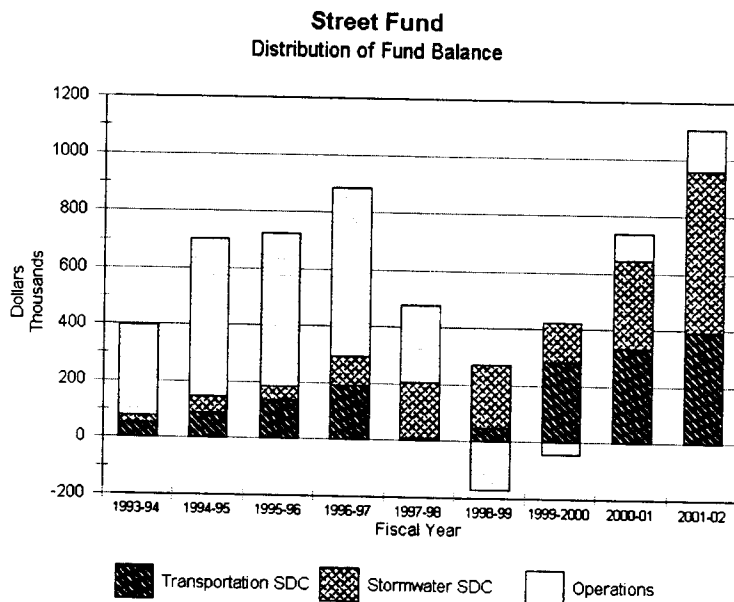
STREET FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Personnel Services			
\$ 362,861	\$ 375,574	398,000	Regular Salaries and Wages	\$ 405,000	\$ 425,000	\$ 446,000
21,587	17,836	19,000	Overtime Pay	24,000	25,000	26,000
<u>141,427</u>	<u>135,854</u>	<u>162,000</u>	Fringe Benefits	<u>181,000</u>	<u>190,000</u>	<u>200,000</u>
525,875	529,264	579,000	Total Personnel Services	610,000	640,000	672,000
			Materials and Services			
	632	1,000	Advertising and Publications	1,000	1,000	1,000
1,935	3,225	2,000	Bad Debts Written Off	2,000	2,000	2,000
280,068	311,004	389,000	Central Services Charges	377,000	396,000	416,000
4,945	4,636	2,500	Chemical and Lab Fees	3,500	3,500	3,500
2,789	1,242	4,000	Bicycle Commission	2,000	2,000	2,000
586	503	500	Traffic Safety Commission	500	500	500
350	2,461	200	Dues and Subscriptions	200	200	200
235,230			Equipment Rental - City			
			- Replacement	17,000	93,000	125,000
	155,407	155,600	- Maintenance & Fuel	213,800	224,800	235,800
15,314	3,152	10,000	Equipment Rental - Outside	10,000	11,000	12,000
17,800	16,000	18,000	Insurance	21,000	22,000	23,000
357,997	262,761	205,700	Maintenance:	203,000	212,000	221,000
28,024		21,000	- Sidewalks TPAC	30,000	32,000	34,000
8,545	7,646	5,000	Miscellaneous	5,000	5,000	5,000
16,976	9,456	65,000	Contracted Services	25,000		
50,000	100,000	100,000	Bus Fare Program	100,000	100,000	100,000
4,932	6,149	4,000	Safety Program	4,000	4,000	4,000
9,318	4,670	4,600	Small Tools	4,000	4,000	4,000
9,358		11,000	Street Tree Replacement	11,000	5,000	5,000
9,576	11,043	5,200	Supplies	5,000	5,000	5,000
1,776	1,036	3,000	Travel and Training	3,000	3,000	3,000
		3,000	Uniforms	3,000	3,000	3,000
<u>26,703</u>	<u>19,579</u>	<u>24,700</u>	Utilities	<u>25,000</u>	<u>26,000</u>	<u>27,000</u>
1,082,222	920,602	1,035,000	Total Materials and Services	1,066,000	1,155,000	1,232,000
			Capital Outlay			
		21,000	Equipment	15,000	15,000	15,000
162,376			Improvements Other Than Building			
		190,000	Central Ashland Bike Path	25,000		
62,022	424,096	75,000	Streets, Signals, and Sidewalks			
		90,000	- Sherman Street			
			- Oak Intersection	35,000		
			- Union Street	100,000		
		200,000	- Bus Shelters	240,000		
			- Beach Street Intersection		94,000	
			- Helman Sidewalk		98,000	
			- Water Street Bridge			215,000
44,178	405,911	191,000	Storm Drains			
			- Union Street	20,000		
			- Vista/ Garfield	30,000		
		93,000	- Fordyce			
			- Roca Drainage/ Bridge		189,000	
			- Strawberry/Alnut/Nutley			65,000
			- Scenic Dr			50,000
			- Easement Billings			75,000
<u>268,576</u>	<u>830,007</u>	<u>860,000</u>	Total Capital Outlay	<u>465,000</u>	<u>396,000</u>	<u>420,000</u>

Continued on page 63

STREET FUND

	Operations	SDC Stormwater	SDC Transportation	Total
Balance July 1, 1999	\$ (135,344)	\$ 51,344	\$ 214,000	\$ 130,000
Taxes	325,000			325,000
Intergovernmental	1,091,000			1,091,000
Charges for Services:	952,000	72,000	168,000	1,192,000
Interest Earnings	(8,000)	12,000	3,000	7,000
Resources	2,360,000	84,000	171,000	2,615,000
Uses				
Personnel and Operations	1,676,000			1,676,000
Equipment	15,000			15,000
Central Ashland Bikepath	12,000		13,000	25,000
Oak Street Intersection	17,000		18,000	35,000
Union Street	112,000	3,000	5,000	120,000
Bus Shelters	205,000		35,000	240,000
Vist\Garfield	25,750	4,250		30,000
Arterial Assistance	50,000			50,000
Lien payments	3,000			3,000
Sidewalk LID Match	75,000	8,000	12,000	95,000
Total Uses	2,190,750	15,250	83,000	2,289,000
Balance July 1, 2000	\$ 33,906	\$ 120,094	\$ 302,000	\$ 456,000



STREET FUND

Continued from page 61

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
2,934	2,755	3,000	Debt Service Assessment Payments	3,000	1,000	
	30,000	30,000	Operating Transfers Out - To Sidewalks&LID (CIP)	95,000	96,000	97,000
	50,000	50,000	- To Arterial Assistance-LID (CIP)	50,000	50,000	50,000
	80,000	80,000	Total Operating Transfers Out	145,000	146,000	147,000
		157,000	Contingency	78,000	81,000	85,000
884,666	478,797	100,000	Unappropriated Ending Fund Balance	378,000	738,000	1,106,000
\$ 2,764,273	\$ 2,841,425	\$ 2,814,000	TOTAL REQUIREMENTS	\$ 2,745,000	\$ 3,157,000	\$ 3,662,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Proposed 1999-2000	Estimated 2000-01	Estimated 2001-02
0.75	0.75	0.00	Street Superintendent	0.00	0.00	0.00
1.00	1.00	1.00	Street Supervisor	1.00	1.00	1.00
6.00	6.00	6.00	Utility Worker III	6.00	6.00	6.00
4.00	4.00	4.00	Utility Worker II	3.50	3.50	3.50
11.75	11.75	11.00	Total Streets Division	10.50	10.50	10.50

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Proposed 1999-2000	Estimated 2000-01	Estimated 2001-02
7,650	2,510	2,500	Feet of Streets Resurfaced	2,500	5,000	5,300
3,565	7,090	3,500	Feet of Storm Drains Replaced	6,600	5,000	3,500
5,191	8,145	6,500	Miles of Curbed Cleaned	8,500	8,500	7,500
78	78	78	Miles of Paved Street	79	79	80
5	7	7	Miles of Unpaved Street	7	6	6
6,021	6,178	6,200	Storm Drain Accounts	6,300	6,350	6,400
8,514	8,708	8,800	Transportation Fee Accounts	8,900	8,990	9,100

AIRPORT FUND

Resources

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

Intergovernmental Revenues. This budget shows an FAA grant for improvements to the airport over the next two years for a total of \$450,000. The total project will cost \$495,000. The Airport share will be staff time and site work near the proposed additional hangars.

Rental Income. This is projected to continue to increase slightly over the estimated 1997-98 level based on the cost indexing for rentals and new leases. Improvement of water pressure and installation of additional fire hydrants, expected at the airport by the summer of 1998, will enhance the opportunity for private and commercial hangar development by making it easier to meet fire code requirements. New hangar development will initially be by pilots already based at the Ashland Airport. Increases in income are expected to occur in 1997-98 with growth in the number of aircraft based at the Ashland Airport (increasing fuel sales), and with modest aviation-related commercial business development. In addition to the above this budget is based on \$12,000 per year from 11 additional hangars for half a year. This is an overall rate increase of \$2,000 or 5 percent.

AIRPORT FUND

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources	Proposed 1999-2000	Estimated 2000-01	Estimated 2001-02
\$ 30,503	\$ 34,484	\$ 45,000	Working Capital Carryover	\$ 29,000	\$ 27,000	\$ 22,000
			Intergovernmental Revenues			
			FAA Grant	225,000	225,000	
56,037	51,706	55,000	Charges for Services			
			Rental Income	69,000	84,000	86,000
2,191	2,800	3,000	Interest on Investments	2,000	1,000	1,000
			Miscellaneous Income			
			Other Financing Sources	225,000		
\$ 88,731	\$ 88,990	\$ 103,000	TOTAL RESOURCES	\$ 550,000	\$ 337,000	\$ 109,000

AIRPORT FUND

Overview

The Ashland Municipal Airport was established in 1965. It is a vital link in our transportation system and enhances our tourist industry. The City owns all of the land and buildings with the exception of the privately owned hangers at the northeast edge of the field. Major maintenance and improvements are completed by the City's Street, Water, and Building Maintenance Divisions, with some assistance from the City Electric Department, Parks, and private contractors. The fuel tank replacement project was completed to meet DEQ and State Fire Marshal directives.

Management and maintenance decisions for the Airport and related facilities receive oversight and recommendations through the Airport Commission. Staff work is completed through the Public Works Department. The City leases the Airport operations to a fixed base operator (FBO), Bob Skinner, Skinner Aviation, who is responsible for the facility including radio control, fuel facility, aircraft maintenance, hanger rental collection, flight training, and facility maintenance.

Budget Trends and Changes

Deferred maintenance and increasing regulatory requirements continue to be budgetary issues. Runway pavement and pavement management programs will help with extending the life of the surface. Fuel tank programs and meeting new DEQ compliance requirements comprised the bulk of the capital improvements program in past years. The tank replacement was paid through the Equipment Fund with a significant repayment scheduled over the next 20 years. Storm water testing will be continued to meet DEQ requirements. Site work for the new T-Hangars was completed last year with construction expected this year. There is a waiting list for ground leases, which will ultimately repay the initial capital outlay.

Major Goals

The major goals of the Airport Fund are as follows:

- Implement Airport Commission Goals to:
 - Develop New T-Hanger Spaces and Complete Landscaping.
 - Add Live Camera Link to Internet Access.
 - Secure AIP Grant: Perimeter Fencing, Hangar Taxiway Access, and taxiway reflectors.
 - Provide information on Airport Expansion.
 - Identify and enhance revenue sources.
- Complete site preparation and construct new T-Hangars (11 new hangars).
- Ensure regulatory requirements are evaluated and met (NPDES, etc.).
- Provide a comprehensive maintenance program and implementation plan.

AIRPORT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ _____	\$ _____	\$ 1,000	Personnel Services			
		1,000	Regular Salaries and Wages	\$ 1,000	\$ 1,000	\$ 1,000
			Total Personnel Services	1,000	1,000	1,000
18,000	19,000	20,000	Materials and Services			
		500	Central Services Charges	22,000	24,000	25,000
50	80	100	Airport Commission	500	500	500
	2,000		Dues and Subscriptions	100	100	100
			Contracted Service			
		29,000	Equipment Rental:			
			- Replacement	13,000	13,000	13,000
1,000	2,000	2,000	Insurance	1,000	4,000	4,000
21,437	9,134	14,000	Maintenance	14,000	15,000	15,700
263	387	1,000	Miscellaneous	1,000	1,000	1,000
	109	400	Travel and Training	400	400	400
9,076	9,424	10,000	Utilities	10,000	10,000	10,300
49,826	42,134	77,000	Total Materials and Services	62,000	68,000	70,000
4,421			Capital Outlay			
			Buildings	225,000		
4,421			Improvements Other Than Buildings	225,000	225,000	
			Total Capital Outlay	450,000	225,000	
			Operating Transfers Out			
			To Debt Service Fund	10,000	21,000	21,000
		10,000	Contingency	22,000	5,000	5,000
34,484	46,856	15,000	Unappropriated Ending Fund Balance	5,000	17,000	12,000
\$ 88,731	\$ 88,990	\$ 103,000	TOTAL REQUIREMENTS	\$ 550,000	\$ 337,000	\$ 109,000

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
68,400		70,000	Fuel Sales in Gallons	70,000	72,000	74,000
75		82	Permanent Based Aircraft	82	82	82
26		30	T-Hangers City	30	46	46
63		80	Number of Tie Downs	80	80	80

Capital Outlay

AIP Grant (requires 10% match) \$495,000
 Perimeter Security Fencing
 East Hangar Access Taxi Lanes
 Taxiway Retro Reflectors



CAPITAL PROJECTS FUNDS

Capital Improvement Fund Resources 70
Capital Improvement Fund Requirements 72

CAPITAL IMPROVEMENT FUND

Overview

This fund is used to account for large, special projects for all funds with the exception of the Water, Wastewater, Electric, Equipment, and Parks Funds. Open space land acquisitions, municipal buildings, Local Improvement District projects, and related resources are included in this fund.

Resources

Prepared Food and Beverage Tax. In March of 1993 the citizens approved a prepared food and beverage tax. One percent of the tax (\$254,000) is dedicated to purchasing park and open space properties. The other 4 percent of the tax is dedicated to the Wastewater Treatment Plant upgrade and is shown in the Wastewater Fund. This is expected to grow 2.3 percent per year.

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.

Bancroft Bond Sale Proceeds. This represents the proceeds from a bond sale which will be used to finance various local improvement district projects. A \$500,000 sale is planned for the fall of 1999.

Bond Proceeds. This budget includes a bond sale of \$3.8 million for the financing of the Fire Station.

Note Financing Resources. This budget includes the refinancing of the current Bryant Open Space property and the purchase of an additional opens space property during 1999-2000.

Transfer from Street Fund. This money is dedicated to the arterial street assistance \$50,000 and city match local improvement district improvement program \$95,000.

Capital Outlay

Parks/Open Space. Additional land acquisition costs are estimated at \$305,000 in 1999-2000.

Affordable Housing. These monies have been earmarked for affordable housing programs and projects proposed by the Housing Commission. Currently \$30,000 is scheduled for transfer to the General Fund to fund programs administered by the Planning Department.

Municipal Building. The City Council is reviewing space needs for the City and has budgeted \$450,000 for this project, and \$40,000 has been budgeted to upgrade the audio facilities in the Council Chambers.

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CAPITAL IMPROVEMENT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 860,234	\$ 1,758,067	\$ 1,120,000	Working Capital Carryover	\$ 409,000	\$ 2,788,000	\$ 731,000
			Taxes			
	29,499	18,000	Telephone Franchise Fee	20,000	20,000	20,000
235,115	251,884	254,000	Food and Beverage Tax	259,000	265,000	270,000
235,115	281,383	272,000	Total Taxes	279,000	285,000	290,000
			Intergovernmental Revenues			
			OAK Street Grant	100,000		
			Jurisdictional Exchange		150,000	250,000
158,882	73,714		ISTEA Grant East Main			
75,000			Petroleum Antitrust Grant			
5,518			Lottery Armory/Kiosk			
239,400	73,714		Total Intergovernmental Revenues	100,000	150,000	250,000
			Charges for Services			
166,684	129,454	170,000	SDC - Parks	170,000	174,000	178,000
65,000	65,000	65,000	Facilities Charge	65,000	70,000	75,000
231,684	194,454	235,000	Total Charges for Services	235,000	244,000	253,000
47,548	31,036	200,000	Assessment Payments	100,000	100,000	100,000
73,608	65,654	85,000	Interest on Investments	22,000	159,000	40,000
			Miscellaneous Revenues			
9,700	24,531	20,000	Deferred CDBG Loan Repayments	20,000	20,000	20,000
725			Donations - Street Scene			
	300		Donations - Oak Street			
111	5		Miscellaneous Income			
3,312			Land Sale			
29,632	145,233	28,000	Note Payments	8,000	8,000	8,000
43,480	170,069	48,000	Total Miscellaneous Revenues	28,000	28,000	28,000
			Other Financing Resources			
605,000		500,000	Bancroft Bonds	500,000	265,000	50,000
		300,000	Bond Sale Proceeds	3,800,000		
		300,000	Note Financing Resources	915,000		
605,000		800,000	Total Other Financing Resources	5,215,000	265,000	50,000
			Operating Transfers In			
		300,000	- From Insurance services			
		15,000	- From Ambulance Fund			
		233,000	- From Electric Fund			
		135,000	- From Wastewater Fund			
	50,000	80,000	- From Street Fund (Grant Match)	145,000	146,000	147,000
	80,000	763,000	Total Operating Transfers In	145,000	146,000	147,000
\$ 2,336,069	\$ 2,654,377	\$ 3,523,000	TOTAL RESOURCES	\$ 6,533,000	\$ 4,165,000	\$ 1,889,000

CAPITAL IMPROVEMENT FUND

Capital Outlay

Continued from page 70

Fire Stations. Included in this budget is first stage of the implementation of a fire station replacement program with a projected total cost in excess of \$3.8 million over a two year period.

Transportation and LIDs. This budget continues with Local Improvement Districts into the future, as well as provides for those street projects funded by other means than benefitted property owner. In the current budget those consist of Oak Street, Siskiyou Boulevard Redesign, and the Central Area Bikepath.

Open Space Debt Service. Food and Beverage Tax proceeds and Park system development charges are being used to purchase and repay notes and assessments on the North Mountain, Railroad, Siskiyou Mountain, and Strawberry Lane Parks, and Cottle-Phillips Park; these funds are transferred to the Debt Services Fund to amortize the debt.

Capital Outlay

	Open Space & Parks SDC	Affordable Housing	LID's and Transportation	Municipal Building	Fire Stations	Total
Balance July 1, 1999	\$ (273,000)	\$ 78,000	\$ (61,000)	\$ 360,000	\$ 305,000	\$ 409,000
Taxes	259,000			20,000		279,000
Charges for Services	170,000			65,000		235,000
Intergovernmental Revenues			100,000			100,000
Special Assessment Payments			100,000			100,000
Interest Earnings	(15,900)	4,600	(3,500)	18,900	17,900	22,000
Miscellaneous Revenues				28,000		28,000
Borrowings	915,000		500,000		3,800,000	5,215,000
Interfund Transfers			145,000			145,000
Resources	1,328,100	4,600	841,500	131,900	3,817,900	6,124,000
Uses						
Personnel Services				1,000		1,000
Bad Debts and Administration	41,000					41,000
Open Space Land	305,000					305,000
Open Space Debt Service (Transfer)	347,000					347,000
Municipal Building				490,000		490,000
Transportation and LID's			456,000			456,000
Siskiyou Bv. Design			100,000			100,000
Central Area Bikepath			100,000			100,000
Affordable Housing (Transfer)		30,000				30,000
Fire Stations					1,875,000	
Total Uses	693,000	0	656,000	491,000	1,875,000	3,745,000
Balance July 1, 2000	\$ 362,100	\$ 82,600	\$ 124,500	\$ 900	\$ 2,247,900	\$ 2,788,000

CAPITAL IMPROVEMENT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ _____	\$ _____	\$ 1,000	Personnel Services Regular Salaries and Wages	\$ 1,000	\$ 1,000	\$ 1,000
	3,306	7,000	Materials and Services Bad Debt Expense	7,000	7,000	7,000
18,000	21,000	24,000	Central Services Charges	34,000	36,000	36,000
3,211	46,084	50,000	Maintenance - Buildings:			
6,000			Grant - Options			
30,548	25,000		Professional Services			
			Professional Services - Open Space	5,000	5,000	5,000
1,500			Grant - Kiosk/Armory			
<u>59,259</u>	<u>95,390</u>	<u>81,000</u>	Total Materials and Services	<u>46,000</u>	<u>48,000</u>	<u>48,000</u>
			Capital Outlay			
	64,822	568,000	Open Space Land	300,000	200,000	200,000
	1,207	900,000	Municipal Building	450,000		
		450,000	Fire Stations	1,875,000	2,375,000	
36,167	160,564		City Hall Remodel UB			
9,602	179,674		Equipment	40,000		
163,614	53,402		Improvements Other Than Buildings			
38,360	860,894	533,000	Transportation & Assessment Projects			
			Siskiyou Blvd Design	100,000	150,000	250,000
			Central Ashland Bike Path	100,000		
			Oak Street	150,000		
			Tolman Creek			184,000
			Lids	306,000	294,000	274,000
<u>247,743</u>	<u>1,320,563</u>	<u>2,451,000</u>	Total Capital Outlay	<u>3,321,000</u>	<u>3,019,000</u>	<u>908,000</u>
			Operating Transfers Out			
		30,000	To General Fund	30,000	30,000	
271,000	303,000	237,000	To Debt Service Fund	277,000	264,000	209,000
		68,000	To Debt Service Fund (SDC)	70,000	72,000	74,000
<u>271,000</u>	<u>303,000</u>	<u>335,000</u>	Total Operating Transfers Out	<u>377,000</u>	<u>366,000</u>	<u>283,000</u>
		200,000	Contingency	200,000	200,000	200,000
<u>1,758,067</u>	<u>935,365</u>	<u>455,000</u>	Unappropriated Ending Fund Balance	<u>2,588,000</u>	<u>531,000</u>	<u>449,000</u>
\$ <u>2,336,069</u>	\$ <u>2,654,318</u>	\$ <u>3,523,000</u>	TOTAL REQUIREMENTS	\$ <u>6,533,000</u>	\$ <u>4,165,000</u>	\$ <u>1,889,000</u>



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BANCROFT BOND FUND

Resources

The Bancroft Bond Fund accounts for assessment payments on special improvement district projects. Expenditures are for the repayment of coupons and bonds issued to finance the projects. The construction costs of the projects are shown in the Capital Improvements Fund. Each bond sale is tracked separately, and the City has very few delinquencies. Small issues are internally financed and bundled together into a single bond issue. In the fall of 1996, the City issued limited tax anticipation bonds. To streamline Fiscal and Budgetary accounting, the functions previously disclosed in this fund are being merged into a centralized Debt Service Fund.

BANCROFT BOND FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 319,720	\$ 381,623	\$ 99,000	Working Capital Carryover	\$ 240,000	\$ _____	\$ _____
228,132	224,800	290,000	Special Assessment Payments	_____	_____	_____
63,521	_____	27,000	Special Assessment Interest	_____	_____	_____
<u>291,653</u>	<u>224,800</u>	<u>317,000</u>	Total Assessment Payments	_____	_____	_____
<u>21,283</u>	<u>12,527</u>	<u>4,000</u>	Interest on Investments	_____	_____	_____
_____	(453)	_____	Miscellaneous Revenues	_____	_____	_____
<u>\$ 632,656</u>	<u>\$ 618,497</u>	<u>\$ 420,000</u>	TOTAL RESOURCES	<u>\$ 240,000</u>	<u>\$ _____</u>	<u>\$ _____</u>

BANCROFT BOND FUND

Overview

This fund accounts for payments of principal (bonds) and interest (coupons) issued to finance Local Improvement District projects. Each issue is listed separately to comply with local budget law.

Budget Trends and Changes

Operating transfers to the General Fund represent the proceeds remaining from completed issues. To streamline Fiscal and Budgetary accounting, the functions previously disclosed in this fund are being merged into a centralized Debt Service Fund.

BANCROFT BOND FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADPOTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Debt Service			
			Interest:			
\$ 13,200	\$ 3,465			\$	\$	\$
17,100	7,635					
15,733	29,221	24,000	- Limited Tax Assessment Bonds			
<u>46,033</u>	<u>40,321</u>	<u>24,000</u>	Total Interest			
			Principal:			
95,000	105,000					
60,000	240,000					
50,000	79,981	150,000	- Limited Tax Assessment Bonds			
		100,000				
<u>205,000</u>	<u>424,981</u>	<u>250,000</u>	Total Debt Service Fund			
251,033	465,302	274,000				
			Operating Transfers Out			
			- To Debt Service Fund	185,000		
	40,000	40,000	- To Central Services	15,000		
	<u>40,000</u>	<u>40,000</u>	Total Operating Transfers Out	<u>40,000</u>		
				240,000		
<u>381,623</u>	<u>113,195</u>	<u>106,000</u>	Unappropriated Ending Fund Bal			
\$ <u>632,656</u>	\$ <u>618,497</u>	\$ <u>420,000</u>		\$ <u>240,000</u>	\$	\$

GENERAL BOND FUND

Resources

The General Bond Fund accounts for the payments of all general obligation bonded debt with the exception of the advanced refunded bond issue. To streamline Fiscal and Budgetary accounting, the functions previously disclosed in this fund are being merged into a centralized Debt Service Fund.

GENERAL BOND FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 272,029	\$ 272,919	\$ 311,000	Working Capital Carryover	\$ 311,000	\$	\$
			Taxes			
			Property Taxes Current:			
71,769	172,987	34,000	- Water 92			
56,112			- Hydro			
47,243	49,043	47,000	- Water 82			
	57,049	102,000	- Flood97			
			Property Taxes Past Years:			
7,209	6,724	15,000	- Water 92			
3,180	4,200	2,000	- Hydro 92			
1,724	2,776	3,000	- Water 82			
		4,000	- Flood 97			
<u>187,237</u>	<u>292,779</u>	<u>207,000</u>	Total Taxes			
<u>16,383</u>	<u>18,426</u>	<u>18,000</u>	Interest on Investments			
			Operating Transfers In			
170,000	158,000	250,000	Trans from Water Quality Fund			
96,000	4,000	5,000	Trans from Water SDC Fund			
			Transfer from Electric Fund			
<u>266,000</u>	<u>162,000</u>	<u>255,000</u>	Total Operating Transfers In			
<u>\$ 741,649</u>	<u>\$ 746,124</u>	<u>\$ 791,000</u>	TOTAL RESOURCES	<u>\$ 311,000</u>	<u>\$</u>	<u>\$</u>

Overview

This fund accounts for payments of interest and principal issued to finance various major projects. The debt issued by the City of Ashland is exempt from the bond limitation set by ORS 287.004, with the exception of the 1997 Flood Restoration issue.

Budget Trends and Changes

To streamline Fiscal and Budgetary accounting, the general government functions previously disclosed in this fund are being merged into a centralized Debt Service Fund, while those related to an enterprise activity are reflected in that specific fund.

GENERAL BOND FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Debt Service			
			Interest:			
\$ 13,925	\$ 12,730	\$ 12,000	- 77 Water Bonds	\$	\$	\$
	54,956	4,000	- 85 Adv Refund Water Bonds			
174,805	61,825	54,000	- 92 Water Bonds			
	37,143	74,000	- 92 Adv Refund Bonds			
	23,040	46,000	- 97 Water Refunding Bonds			
			- 97 Flood Restoration Bonds			
<u>188,730</u>	<u>189,694</u>	<u>190,000</u>	Total Interest			
			Principal:			
20,000	20,000	20,000	- 77 Water Bonds			
	80,000	80,000	- 85 Adv Refund Water Bonds			
260,000	135,000	150,000	- 92 Water Bonds			
		25,000	- 92 Adv Refund Bonds			
		40,000	- 97 Water Refunding Bonds			
			- 97 Flood Restoration Bonds			
<u>280,000</u>	<u>235,000</u>	<u>315,000</u>	Total Principal			
<u>468,730</u>	<u>424,694</u>	<u>505,000</u>	Total Debt Service Fund			
			Operating Transfers Out:			
			- To Debt Service Fund	59,000		
			- To Water Fund	224,000		
			- To Electric Fund	28,000		
			Total Operating Transfers Out	<u>311,000</u>		
<u>272,919</u>	<u>321,430</u>	<u>286,000</u>	Unappropriated Ending Fund Bal			
<u>\$ 741,649</u>	<u>\$ 746,124</u>	<u>\$ 791,000</u>	TOTAL REQUIREMENTS	<u>\$ 311,000</u>	<u>\$</u>	<u>\$</u>

DEBT SERVICE FUND

Resources

This fund accounts for all long-term indebtedness, both bonded and unbonded. In the current budget, in order to streamline accounting, the general government functions previously disclosed in the Bancroft Bond Fund and the General Bond Fund are being merged into this centralized Debt Service Fund.

Property Taxes. The proposed budget calls for a property tax levy of \$125,000 for repayment of the 1997 Flood Restoration Bond issue. This levy will generate \$111,000 in current property tax revenue.

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

Note Receivable Payments. This represents the note receivable on the Siskiyou Mountain Park land sale. The City received the final payment in 1998-99.

Transfer from Capital Improvements. This transfer pays for the notes on 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.

DEBT SERVICE FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & APDOTTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 106,223	\$ 47,712	\$ 83,000	Working Capital Carryover	\$ 104,000	\$ 427,000	\$ 425,000
			Taxes			
			- Property Taxes Current Yr Flood 9	111,000	89,000	89,000
			- Property Taxes Prior Yr Flood 97	8,000	12,000	12,000
				119,000	101,000	101,000
36,183	36,183	37,000	Rent - ACH	36,000	36,000	36,000
			Assessment Payments			
			- Principal	270,000	200,000	200,000
			- Interest			
			Total Assessment payments	270,000	200,000	200,000
16,082	14,852	4,000	Interest on Investments	9,000	20,000	21,000
6,226	6,225	9,000	Note Receivable Payments			
6,226	6,225	9,000	Total Miscellaneous Revenues			
8,000	3,000		Operating Transfers In			
271,000	303,000	305,000	- From General Fund	347,000	336,000	283,000
			- From Capital Improvement Fund	185,000		
			- From Bancroft Bond Fund	59,000		
279,000	306,000	305,000	Total Operating Transfers In	591,000	336,000	283,000
\$ 443,714	\$ 410,972	\$ 438,000	TOTAL RESOURCES	\$ 1,129,000	\$ 1,120,000	\$ 1,066,000

Overview

This fund accounts for payments of interest and principal on debt. The current budget, in order to streamline fiscal and budgetary accounting, the general government functions previously disclosed in the Bancroft Bond Fund and the General Bond Fund are being merged into this centralized Debt Service Fund.

Debt Service

General Obligation Bonds

1997 Flood Restoration Bonds. The City approved the issuance of General Obligation Flood Restoration Bonds, in the amount of \$1,225,000, of which \$1,080,000 were issued December 1, 1997 for restoration of infrastructure damaged by the 1997 New Year's Day Flood. The bonds are due each December 1 until 2112. Interest is due June 1 and December 1.

Bancroft Bonds

Limited Tax Assessment Bonds. 1996 Limited Tax Obligation Bonds Limited Tax Assessment Bonds in the amount of \$555,000 were issued November 1, 1996 for repayment of internal financing of construction of various projects constructed as Local Improvement Districts. The bonds are due November 1 until 2005. Interest is due May 1 and November 1.

1999 Limited Tax Obligation Bonds. Limited tax obligation bonds will be issued in the fall of 1999 to refinance the construction of various Local Improvement Districts Projects built since 1996. The bond proceeds and construction expenditures are found in the Capital Improvements Fund.

Notes and Contracts Payable

Siskiyoun Mountain Park. This note calls for equal monthly payments of \$1,387.58 through February 2002.

Mountain Avenue Park. The first note calls for equal annual payments of \$56,488 through 2010. The second and third notes call for annual payments through 1999. (Hodgins, Gunter and Gunter)

Strawberry Lane Property (Strawberry Park). This note calls for equal quarterly payments of \$13,772 through 2005. (Hald, Snyder, Ratcliff and Hudson)

Cottle-Phillips Park Land. This note calls for equal quarterly payments of \$5,712 until 2011.

Second Street Parking. This note calls for equal monthly payments of \$752.24 until 2006.

Swanson. This note calls for equal monthly payments of \$3,011.21 until May, 2015. This note is paid from rental income from Ashland Community Hospital.

DEBT SERVICE FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Debt Service			
			Interest:	\$	\$	\$
			- 97 Flood Restoration Bonds	43,000	39,000	37,000
			-00 Fire Station Bonds			
			- 96 Limited Tax Assessment Bonds	16,000	12,000	8,000
			- 99 Limited Tax Assessment Bonds	16,000	12,000	12,000
6,734	5,696	4,500	- Siskiyou Mtn Park	3,300	2,000	400
32,936	31,051	29,000	- Hodgins	27,000	24,000	22,000
1,683	1,154	700	- Gunter Jack			
5,160	3,555	2,000	- Gunter James			
20,395	18,776	16,500	- Hald	14,300	11,700	9,200
12,388	2,471	7,300	- Hudson	3,000	2,000	1,000
4,124	3,266	2,500	- Snydal	1,500	500	
5,341	4,238	3,000	- Ratcliff	1,900	600	
6,644	6,351	6,000	- Cottle Property	5,800	5,600	5,000
6,644	6,351	6,000	- Phillips Property	5,800	5,600	5,000
5,535	5,169	5,000	- 2nd St Parking Lot	4,400	4,000	3,400
27,079	27,079	26,500	- Swanson\Hospital	25,600	24,700	23,700
10,622	9,252	7,000	- Assessment Railroad	8,400	7,300	6,300
<u>145,285</u>	<u>124,409</u>	<u>116,000</u>	Total Interest	<u>176,000</u>	<u>151,000</u>	<u>133,000</u>
			Principal:			
			- 97 Flood Restoration Bonds	135,000	45,000	50,000
			-00 Fire Station Bonds			
			- 96 Limited Tax Assessment Bonds	80,000	75,000	180,000
			- 99 Limited Tax Assessment Bonds	80,000	75,000	75,000
9,917	10,955	13,000	- Siskiyou Mtn Park	13,500	14,900	10,800
23,553	25,437	28,000	- Hodgins	26,700	32,100	34,600
8,770	9,298	10,000	- Gunter Jack			
22,895	24,500	26,000	- Gunter James			
34,709	36,328	39,000	- Hald Property	40,900	43,400	46,100
77,184	17,094	12,000	- Hudson	16,700	17,700	15,700
13,833	14,681	15,000	- Snydal	16,600	13,100	
17,973	19,076	20,000	- Ratcliff	21,600	17,000	
4,783	5,077	5,000	- Cottle	5,900	6,250	6,500
4,783	5,077	5,000	- Phillips	5,900	6,250	6,500
3,492	3,858	4,500	- 2nd St Parking Lot	4,700	5,300	5,800
9,104	9,104	10,000	- Swanson	10,700	11,500	12,600
19,720	19,719	9,000	- Additional Project	128,000	121,700	125,000
<u>250,716</u>	<u>200,204</u>	<u>315,000</u>	- Assessment	<u>19,800</u>	<u>19,800</u>	<u>7,400</u>
			Total Principal	<u>526,000</u>	<u>504,000</u>	<u>576,000</u>
<u>396,001</u>	<u>324,613</u>	<u>431,000</u>	Total Debt Service	<u>702,000</u>	<u>655,000</u>	<u>709,000</u>
			Operating Transfers Out			
			- To General Fund		40,000	40,000
<u>47,713</u>	<u>86,359</u>	<u>7,000</u>	Unappropriated Ending Fund Bal	<u>427,000</u>	<u>425,000</u>	<u>317,000</u>
<u>\$ 443,714</u>	<u>\$ 410,972</u>	<u>\$ 438,000</u>	TOTAL REQUIREMENTS	<u>\$ 1,129,000</u>	<u>\$ 1,120,000</u>	<u>\$ 1,066,000</u>

Notes and Contracts Payable

continued from page 86

Additional Park. The recent purchase of the Park on Scenic will be refinance early in 1999-2000.

Assessments Railroad Park. This local improvement district assessment calls for semi-annual payments of a \$15,300.



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AMBULANCE FUND

Resources

The Ambulance Fund was established as an enterprise fund within the City budget in January 1996 as a result of the purchase of Ashland Life Support by the City of Ashland. This fund is being consolidated with the General Fund.

AMBULANCE FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 114,364	\$ 377,617	\$ 185,000	Working Capital Carryover	\$ 357,000	\$ _____	\$ _____
			Charges for Services			
632,895	688,385	652,000	Advanced/Basic Life Support			
12,250	16,750	16,000	Inter-Facility Transports			
14,609	20,526	22,000	Membership Services			
659,754	725,661	690,000	Total Charges for Services			
3,181	4,448	2,000	Interest on Investments			
			Miscellaneous			
1,494	210		Miscellaneous			
288,000			Sale of Equipment			
289,494	210		Total Miscellaneous			
			Other Financing Resources			
			Other Financing Sources			
			Interfund Loan Proceeds			
			Total Other Financing Resources			
\$ 1,066,793	\$ 1,107,936	\$ 877,000	TOTAL RESOURCES	\$ 357,000	\$ _____	\$ _____

AMBULANCE FUND

Overview

This fund is being consolidated with the General Fund.

History of Positions

<u>Actual 1996-97</u>	<u>Actual 1997-98</u>	<u>Budget 1998-99</u>	<u>Position</u>	<u>Approved & Adopted 1999-2000</u>	<u>Estimated 2000-01</u>	<u>Estimated 2001-02</u>
1.00	1.00	1.00	Fire EMS/Director			

Service Levels

<u>Actual 1996-97</u>	<u>Actual 1997-98</u>	<u>Budget 1998-99</u>	<u>Services</u>	<u>Approved & Adopted 1999-2000</u>	<u>Estimated 2000-01</u>	<u>Estimated 2001-02</u>
986	1106	1,050	Patients Transported			
49	67	62	Patients Transferred			
497	518	540	Memberships Sold			

AMBULANCE FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 44,563	\$ 60,048	\$ 62,000	Personnel Services			
29,191	35,230	38,000	Regular Salaries and Wages	\$	\$	\$
87,677	56,050	50,000	EMT Premium Pay			
20,393	21,603	31,000	Overtime Pay			
181,824	172,931	181,000	Fringe Benefits			
			Total Personnel Services			
			Materials and Services			
30,279	4,949	11,000	Advertising and Publications			
156,818	158,303	190,000	Bad Debt Expense			
15,012	16,008	31,000	Central Service Charges			
46,873	43,404	50,000	Contracted Services			
			Dispatch Fee			
1,454	1,316	1,500	Dues and Subscriptions			
21,610			Equipment Rental - City			
	148,000	120,000	- Replacement			
	21,434	23,000	- Maintenance & Fuel			
2,400	2,000	2,000	Insurance			
3,163	9,516	7,000	Maintenance			
			Miscellaneous (Sale of AR to ACI)			
398	490	600	Postage			
2,568	3,978	1,700	Licenses & Permits			
1,116	3,991	2,100	Office Supplies			
22,322	27,930	21,000	Medical Supplies			
6,330	8,489	14,000	Travel and Training			
2,257	1,182	2,100	Utilities			
312,600	450,990	477,000	Total Materials & Services			
			Capital Outlay			
	13,266	31,000	Equipment			
			Business			
	13,266	31,000	Total Capital Outlay			
			Debt Service			
28,029	1,779		Interest			
19,971	270,044		Principal			
146,751			Interfund City Loan			
194,751	271,823					
		15,000	To Capital Improvements Fund			
		15,000	To General Fund	357,000		
				357,000		
		48,000	Contingency			
377,618	198,926	125,000	Unappropriated Ending Fund Bal			
\$ 1,066,793	\$ 1,107,936	\$ 877,000	TOTAL REQUIREMENTS	\$ 357,000	\$	\$

WATER FUND IN BRIEF

Overview

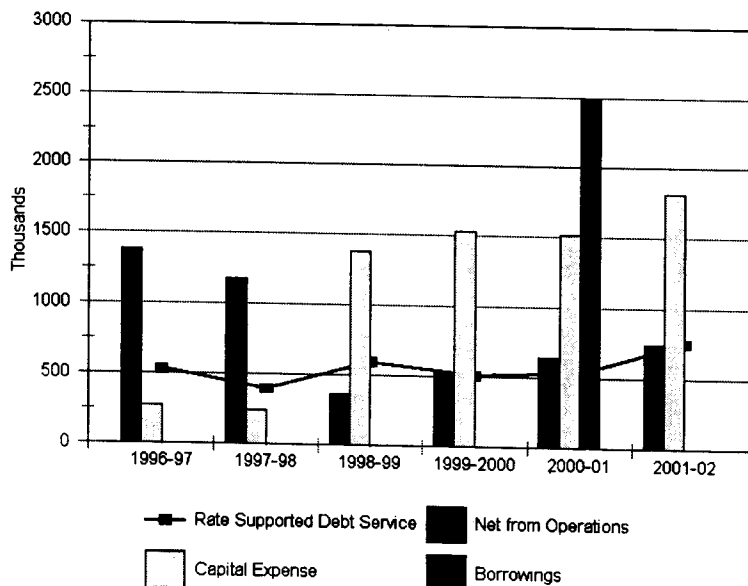
Total Resources and Total Requirements reflect a steady increase from 5 to 9 percent through the first three years of this presentation, spiking to 18.6 percent in the Estimated 2000-01 budget, and showing a decrease in the Estimated 2001-02 Budget of 9 percent. The estimated increase is a direct result of financed construction that spans a two year period.

A Property Tax levy is in this Fund for the first time with the presentation of General Obligation Bonded Debt appearing here rather than transferring the rate supported portion of those obligations to a Debt Service Fund. The Interfund Transfer In is a one-time event. Charges for Services increased due to a proposed 4 percent rate increase on the sale of water, and an aggregate increase of 10.5 percent in Water System Development Charges.

From an overall perspective, Operating Expenditures (Personnel Service, Materials and Services, Capital Outlay, and Contingency) totaled \$4,902,000, an increase of 18.1 percent, while Current Operating Revenues (Charges for Services, Interest, and Miscellaneous) totaled \$3,243,000 an increase of 3.3 percent. This indicates that the Costs of Operations are increasing at a rate in excess of the earning power that it has, netting the \$505,000 in debt service that are pledged to be paid from rates make a shortage of \$1,793,000, in the proposed budget. The current trend of 1.5 percent sustained growth will not satisfy Operating needs that are increasing at a 4 percent rate. This budget contains incremental rate increases spanning a three year period beginning 1999-2000 to offset these escalations.

The graph below reflects the rate supported debt obligations of Water Operations in comparison to the net of revenues over operation expenses. It shows there is no means for capital expansion or replacement in the later years other than incurring additional debt.

Water Operations Debt Obligations



WATER FUND IN BRIEF

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES\REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
Resources by Source						
\$ 2,111,760	\$ 2,704,513	\$ 3,222,000	Working Capital Carryover	\$ 3,092,000	\$ 2,304,000	\$ 3,806,000
			Total Taxes	147,000	194,000	197,000
3,091,396	2,843,015	2,932,000	Total Charges for Services	3,063,000	3,218,000	3,381,000
114,886	190,613	182,000	Interest on Investments	146,000	127,000	209,000
3,060	28,598	25,000	Total Miscellaneous Revenues	34,000	10,000	10,000
			Total Other Financing Sources		2,500,000	
			Total Operating Transfers In	224,000		
<u>\$ 5,321,102</u>	<u>\$ 5,766,739</u>	<u>\$ 6,361,000</u>	TOTAL RESOURCES	<u>\$ 6,706,000</u>	<u>\$ 8,353,000</u>	<u>\$ 7,603,000</u>
Requirements by Type						
\$ 789,415	\$ 810,842	\$ 818,000	Personnel Services	\$ 920,000	\$ 966,000	\$ 1,014,000
1,076,482	1,077,873	1,213,000	Materials and Services	1,308,000	1,347,000	1,447,000
322,645	242,076	1,379,000	Capital Outlay	1,532,000	1,518,000	1,810,000
325,086	228,579	336,000	Debt Service	652,000	726,000	945,000
266,000	162,000	255,000	Interfund Transfers Out			
		741,000	Contingency	490,000	401,000	394,000
<u>2,541,474</u>	<u>3,245,369</u>	<u>1,619,000</u>	Unappropriated	1,804,000	3,395,000	1,993,000
<u>\$ 5,321,102</u>	<u>\$ 5,766,739</u>	<u>\$ 6,361,000</u>	TOTAL REQUIREMENTS	<u>\$ 6,706,000</u>	<u>\$ 8,353,000</u>	<u>\$ 7,603,000</u>
Requirements by Division						
\$ 3,571,121	\$ 3,418,592	\$ 3,693,000	Operations	\$ 3,993,000	\$ 3,726,000	\$ 3,697,000
67,516	72,032	100,000	Forest Land Management	80,000	80,000	80,000
89,958	100,021	99,000	Conservation	112,000	117,000	122,000
<u>1,592,507</u>	<u>2,176,094</u>	<u>2,469,000</u>	Construction	2,521,000	4,430,000	3,704,000
<u>\$ 5,321,102</u>	<u>\$ 5,766,739</u>	<u>\$ 6,361,000</u>	TOTAL REQUIREMENTS	<u>\$ 6,706,000</u>	<u>\$ 8,353,000</u>	<u>\$ 7,603,000</u>

WATER FUND

Resources

This enterprise fund is used to account for the income and expense related to the treatment and delivery of water to our customers. The fund includes water operations and water construction sections. The Water Construction section is legally restricted as to use. The Water Operations section is divided into three divisions: the Plant Operations, Forest Lands Management, and Conservation components.

Working Capital Carryover. The working capital carryover is expected to decline with the completion of the Crowson Reservoir repairs.

Property Taxes. Shown in this budget are the property taxes that support the general obligation water debt. The property taxes were previously found in the General Bond Debt Service Fund. Property taxes were reinstated at a level similar to 1998-99. This budget proposes to increase taxes by \$50,000 in 1999-2000 and an additional \$50,000 in the following year.

Water Sales. The proposed budget shows a 4 percent increase in water rates in each of the three years. This increase will generate an additional \$100,000 per year. This increase is needed to pay for additional operational costs and payment of capital construction debt. Water use is expected to increase at 1.5 percent over the average of the two previous years, which were weather anomalies. Fiscal year 1997-98 was cold and damp and this last summer was hot and dry. The current water rate structure has been in place since July 1997. This increasing block-rate design, which took effect in March of 1994, was developed to encourage wise use of water.

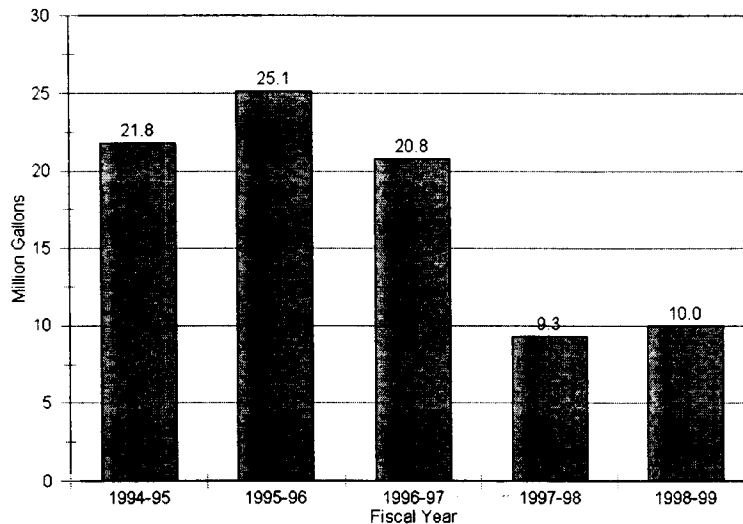
Miscellaneous Revenues. Included in the miscellaneous revenue line is a \$10,000 subsidy from the Insurance Services Fund to fund the Forest Lands Management program to reduce wildfire hazards on City-owned land. This is expected to end in 1999-2000.

Interfund Transfers In. This budget proposes the close out and one time transfer from the General Bond Debt Service Fund. Debt service costs will be shown in this fund instead of transfers to the General Bond Debt Service Fund.

WATER FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 997,019	\$ 1,112,006	\$ 1,318,000	Working Capital Carryover	\$ 1,120,000	\$ 930,000	\$ 764,000
			Property Taxes:			
			- Current 92 Water	89,000	89,000	89,000
			- Current 82 Water	47,000	89,000	89,000
			- Prior Years	11,000	16,000	19,000
			Total Taxes	147,000	194,000	197,000
			Charges for Services			
98,234	92,122	80,000	First Service Install	85,000	85,000	85,000
			Water Rate Increase 4 % 99-00	97,000		
			Water Rate Increase 4 % 00-01		102,000	
			Water Rate Increase 4 % 01-02			108,000
509,811	493,631	519,000	Commercial & Industrial	2,416,000	2,551,000	2,693,000
365,661	301,051	314,000	Multifamily			
1,454,353	1,286,581	1,381,000	Residential			
210,852	174,028	181,000	Irrigation			
	222		Forest Salvage			
	1,500		Public Works Services			
2,638,911	2,349,135	2,475,000	Total Charges for Services	2,598,000	2,738,000	2,886,000
89,605	100,906	74,000	Interest on Investments	62,000	51,000	42,000
3,060	28,598	25,000	Miscellaneous Revenues from Ins services for forest interface	34,000	10,000	10,000
			Interfund Transfers in:			
			From General Bond Fund:			
			- '77 General Obligation Water	32,000		
			- '92 General Obligation Refunding	128,000		
			- '97 General Obligation Refunding	64,000		
			Total Interfund Transfers In	224,000		
\$ 3,728,595	\$ 3,590,645	\$ 3,892,000	TOTAL RESOURCES	\$ 4,185,000	\$ 3,923,000	\$ 3,899,000

Water Loss



WATER FUND - OPERATIONS

Overview

The Water Division is depicted through two water fund areas; operations and construction. Division personnel are responsible for the functional operation of the water treatment facility, the water distribution system, and long-term water supply for the City of Ashland (shown in the water construction portion of the budget). The operations portion reflects all of the personnel resources and daily work activities.

Treatment Plant

Personnel operate and maintain the Water Treatment/Filter Plant on Ashland Creek, capable of treating up to 10 million gallons of raw water daily; Reeder Reservoir, which holds as much as 840 acre feet or 277 million gallons of raw untreated water at any one time; various smaller diversion dams on Ashland Creek; four water storage and distribution reservoirs with a total holding capacity of almost 7 millions gallons; and all of the pumps and distribution piping that deliver water to the City. Typically, we treat and transport an average of 4.3 million gallons of water a day in the summer and 2 million gallons a day in the winter to our City customers.

Distribution System

The distribution system includes over 55 miles of water lines sized from 2 to 30 inches in diameter, 5 pump stations, 29 pressure-reducing stations, 900 fire hydrants, and over 6,600 individual services and meters. Division personnel are responsible for new water service installations for homes and businesses, and installing new water main line connections. In addition to new construction, there is a program to maintain and replace the existing system as it becomes inadequate. Division personnel are responsible for full regulatory compliance from potable water quality to providing adequate water pressure and testing backflow devices, and maintains a good relationship with the State Health Department. Personnel also operate and maintain the Lithia water line, originating out past the Airport, that brings water to the drinking fountains in the Plaza and Lithia Park. Staff maintains a portion of the irrigation system (canal, ditch, and services lines) within City Limits and coordinates with the Talent Irrigation District (TID) for water delivery during the irrigation season.

Budget Trends and Changes

Distribution System

This year's budget reflects only minor adjustments and a continuation of necessary improvements and system maintenance items. This year the Water Division plans on implementing an aggressive fire hydrant replacement program to upgrade fire protection in certain areas as some of the fire hydrants in the system are over 70 years old. It will complete the Ashland Street main line tie-overs to the new section between Guthrie and Liberty. Improvements to the distribution system also include the replacement of old brittle water line services in the Pinecrest, Ponderosa and Timberline area, as well as several other smaller scale line improvements. Over the past few years through an aggressive leak detection program, we have successfully reduced the amount of unaccounted for water from 19 percent to 7 percent.

Treatment Plant

The biggest change that occurred mid-year last year was the addition of one plant operator position to overcome personnel shortages. The plant operates 24 hours a day, all year around and could not continue to effectively run with only two operators. Besides continual improvements and upgrades to

Continued on page 100

WATER FUND - OPERATIONS

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Personnel Services			
\$ 511,001	\$ 542,216	\$ 540,000	Regular Salaries and Wages	\$ 594,000	\$ 624,000	\$ 655,000
38,017	26,107	25,000	Overtime Pay	25,000	26,000	27,000
192,616	189,385	195,000	Fringe Benefits	238,000	250,000	263,000
<u>741,634</u>	<u>757,708</u>	<u>760,000</u>	Total Personnel Services	<u>857,000</u>	<u>900,000</u>	<u>945,000</u>
			Materials and Services			
248	236	2,000	Advertising and Publicity	9,000	9,000	9,000
4,243	4,656	5,000	Bad Debts	5,000	5,000	5,000
343,068	360,000	441,333	Central Service Charges	492,000	517,000	543,000
65,560	68,527	70,000	Chemical and Lab Fees	75,000	79,000	83,000
30,887	59,521	61,000	Contracted Services	50,000	53,000	80,000
3,782	3,751	5,000	Dues and Subscriptions	5,000	5,000	5,000
141,290			Equipment Rental - City			
	51,000	27,800	- Replacement	57,000	60,000	63,000
	72,412	82,500	- Maintenance & Fuel	75,000	79,000	83,000
1,129	530	3,000	Equipment Rental - Outside	2,000	2,000	2,000
20,300	20,000	20,000	Insurance	21,000	22,000	23,000
850	621	2,000	Licenses and Permits	1,500	1,500	1,500
97,550	49,365	62,500	Maintenance	88,000	92,000	97,000
4,433	21,369	2,000	Miscellaneous	2,000	2,000	2,000
4,601	5,910	12,130	Safety Program	9,000	9,000	9,000
39,315	37,960	40,000	Purchased Water	45,000	47,000	64,000
4,123	5,776	6,700	Small Tools	5,000	5,000	5,000
9,991	11,741	18,100	Supplies	20,000	21,000	22,000
113,831	95,575	121,000	Payment in Lieu of	130,000	137,000	144,000
4,914	5,154	9,000	Travel and Training	9,000	9,000	9,000
1,880	4,637	5,000	Uniform Allowance	5,000	5,000	5,000
74,794	80,213	75,937	Utilities	53,500	56,500	59,500
<u>966,789</u>	<u>958,954</u>	<u>1,072,000</u>	Total Materials and Services	<u>1,159,000</u>	<u>1,216,000</u>	<u>1,314,000</u>
			Capital Outlay			
4,841	21,218	14,000	Equipment	10,000	20,000	20,000
			Improvements other than Bldgs		5,000	5,000
17,977	13,042	400,000	Reservoirs, Dams & Waterways	380,000		
46,174	10,519	31,000	Treatment Facilities	24,000	50,000	55,000
189,296	57,909	128,000	Distribution System	25,000	25,000	25,000
26,606	20,012	31,000	Meters	30,000	31,000	31,000
1,845	7,836	5,000	Hydrants	12,000	12,000	12,000
35,906	40,372	30,000	New Services	30,000	31,000	31,000
	3,733		Ashland Street		63,000	
			Water Rights			
<u>322,645</u>	<u>174,641</u>	<u>639,000</u>	Total Capital Outlay	<u>511,000</u>	<u>237,000</u>	<u>179,000</u>
			Debt Service			
			Interest:			
			- '77 General Obligation Water	11,000	10,000	9,000
			- '92 General Obligation Refunding	31,000	24,000	16,000
			- '97 General Obligation Refunding	73,000	67,000	66,000
129,924	153,013	202,000	- '94 Water Revenue	195,000	188,000	180,000
			Principal:			
			- '77 General Obligation Water	20,000	20,000	20,000
			- '92 General Obligation Refunding	153,000	153,000	160,000
			- '97 General Obligation Refunding	25,000	115,000	115,000
119,000		20,000	- '94 Water Revenue	135,000	140,000	150,000
9,123	8,566	9,000	Assessment Payments	9,000	9,000	9,000
			New Issue			220,000
			less paid by SDC	(106,000)	(107,000)	(211,000)
<u>258,047</u>	<u>161,579</u>	<u>231,000</u>	Total Debt Service	<u>546,000</u>	<u>619,000</u>	<u>734,000</u>

Continued on page 101

WATER FUND - OPERATIONS

Budget Trends and Changes *Continued from page 98*

the plant, the division will be looking at two major focus areas: (1) During last year's Hosler Dam Safety Report, FERC required that the City complete a seismicity analysis of the dam for extra precautionary purposes, and (2) Water treatment is regulated by the federal government and there are new requirements to complete Consumer Confidence Reports (CCRs) on the status and quality of our water. This is a new program that began last year and the initial report will be completed and distributed this year. Also, staff is evaluating the possibility using sodium hypochlorite instead of chlorine (gas) for safety reasons. The report is not completed and no changes to the current chlorine building were budgeted.

Major Goals

The major goals for the Water division are as follows:

Treatment Plant

- Complete seismicity analysis at Hosler Dam per FERC requirements.
- Evaluate the recommendations on the transition from Chlorine to Sodium Hypochlorite at the Water Treatment Plant.
- Continue to develop and communicate the Consumer Confidence Reports (CCRs).

Distribution System

- Evaluate existing irrigation delivery system and the links with TID to develop and implement a program that will help save water, and repair or replace the existing system.

Capital Outlay

Crowson Reservoir		\$380,000
Equipment (tapping machine, compactor)		10,000
Particle Counters (plant)		12,000
Stream Monitor (plant)		12,000
Distribution System		25,000
Pinecrest Terrace	10,000	
Idaho Street	10,000	
Skidmore	<u>5,000</u>	
Total	25,000	

Total Capital Outlay \$439,000

WATER FUND - OPERATIONS

Continued from page 99

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
170,000	158,000	250,000	- To Capital Improvements			
170,000	158,000	250,000	- To General Bond Fund			
			Total Operating Transfers Out			
1,112,006	1,207,710	400,000	Unappropriated Ending Fund Bal	825,000	653,000	431,000
\$ 3,571,121	\$ 3,418,592	\$ 3,693,000	TOTAL REQUIREMENTS	\$ 3,993,000	\$ 3,726,000	\$ 3,697,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.60	0.00	0.00	Water Superintendent	0.00	0.00	0.00
2.00	2.00	2.00	Water Supervisor	2.00	2.00	2.00
2.00	2.00	2.00	Utility Worker IV	2.00	2.00	2.00
5.00	5.00	5.00	Utility Worker III	5.00	5.00	5.00
1.00	1.00	1.00	Treatment Plant Operator	2.00	2.00	2.00
3.00	3.00	3.00	Utility Worker I	1.25	1.25	1.25
1.00	1.00	1.00	Meter Reader	2.00	2.00	2.00
0.25	0.25	0.25	Engineering/Mapping Technician	1.00	1.00	1.00
14.85	14.25	14.25	Total Water Operations	15.25	15.25	15.25

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
243		400	Meter Change-outs	250	250	250
182		400	New Meters Installed	180	180	180
183		150	Service Installations	170	170	170
18		100	Mainline Leaks Repaired	15	14	13
68		25	Service Line Leaks Repaired	95	95	95
1,265		40	Location Requests	1,275	1,285	1,295
151	130	175	Water Treated/Million Cubic Feet	150	150	160
135	129	160	Water Sold/Million Cubic Feet	140	140	150
6,314	6,479	6,500	Number of Water Accounts	6,500	6,525	6,525
252	245	250	Number of Irrigation Accounts	250	250	250

WATER FUND - FOREST LANDS MANAGEMENT

Overview

The Forest Lands Management budget supports key silvicultural activities within the City-owned forest lands. The Forest Lands Commission was formed in February 1993 because of significant concerns regarding catastrophic fires within the Ashland Watershed and a desire to complete and implement the Ashland Forest Management Plan. Catastrophic fire in the Ashland Watershed would be devastating to the forest, and the resulting erosion could impair the City's drinking water supply source, Ashland Creek.

The Forest Lands Commission, staffed by the Public Works Department, the Fire Department, and Parks Department, is responsible for the implementation of the Forest Management Plan. In recent years, wild fire fuels reduction programs have been the commission's primary focus. The Fire Department contracts a local forester to provide site specific prescriptions and implement fuels reduction programs within City-owned lands. In some cases, the solution for fuels reduction could include selective logging to adequately provide for the health of the forest ecosystem. The commission has also been active in Forest Service interface, trails, education, and information efforts that provide information on the fuels reduction programs for private lands abutting forest interface areas.

Budget Trends and Changes

This year's budget was decreased by \$20,000 or 5 percent, which is more in line with past expenses. Efforts will focus on fuel breaks and fuel reduction, and possible re-forestation projects to reduce erosion and landslide potential. It is likely that the work will be completed by REAL Corps (SOU) personnel and the Ashland High School Wilderness Charter School under the direction of the City's contract forester. The City staff, with direction from the Forest Lands Commission, will continue with trails improvement work in combination with the fuels reduction education, and will enhance education and information opportunities with the private/public lands interface. The Forest Service has been very cooperative with the City in these areas.

Major Goals

The major goals of Forest Land Management are as follows:

- Develop a trail management plan with the Parks Department and the Rogue River National Forest (RRNF).
- Establish a shaded fuel break above the large granite pit (upper Granite Street).
- Evaluate and complete an assessment of resource management objectives for the Winburn Parcel.
- Implement the Ashland Forest Management Plan and Forest Lands Commission goals; develop site specific prescriptions emphasizing short-term fuel reduction implementation programs and long-term forest health.

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WATER FUND - FOREST LANDS MANAGEMENT

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$ 3,087	\$ 5,000	Personnel Services			
	3,087	5,000	Regular Salaries and Wages	\$ 6,000	\$ 6,000	\$ 6,000
			Total Personnel Services	6,000	6,000	6,000
			Materials and Services			
271	56	1,000	Advertising and Publicity	1,000	1,000	1,000
22	128	1,000	Commission - Forest	1,000	1,000	1,000
60,083	66,286		Contract Services			
		20,000	Fuel Breaks/Reduction	11,000	11,000	11,000
		62,000	Wildfire Fuel Reduction	50,000	50,000	50,000
			Dead and Dying Trees	5,000	5,000	5,000
7,140	2,475	10,000	Professional Services	5,000	5,000	5,000
		1,000	Travel and Training	1,000	1,000	1,000
67,516	68,945	95,000	Total Materials and Services	74,000	74,000	74,000
\$ 67,516	\$ 72,032	\$ 100,000	TOTAL REQUIREMENTS	\$ 80,000	\$ 80,000	\$ 80,000

Major Goals *continued from page 102*

- Evaluate the feasibility of joint patrol of trails during the summer with the RRNF to discourage illegal trails construction and trespassing into the reservoir.
- Develop partnerships with REAL Corps, Ashland High School, Forest Service and Parks Department for implementation efforts.
- Promote fuels reduction benefits, erosion control benefits, etc., through education and informational activities to discourage damage to the ecosystem and trespass into the reservoir.
- Begin evaluation of timber salvage harvest planning activities.
- Work with the RRNF to evaluate optimum road and drainage improvements.

WATER FUND - CONSERVATION

Overview

In addition to operating the City's Air, Recycling, and Energy Conservation Programs, the Conservation Division also operates the City's Water Conservation Program. This program started as a pilot program in 1991 and became a full-fledged City program in July 1992. It provides a free water audit consisting of free installation of low-flow showerheads and sink aerators, a review of irrigation and landscaping, retrofit of toilets with dual flush devices, and a \$50 rebate for toilet replacement with low flush models. The Division anticipates completing 300 audits in 1999-2000, bringing the cumulative total to over 3,000. The Division also works with the School District, Southern Oregon University, and Ashland businesses to increase the efficiency of their water usage.

Budget Trends and Changes

The total amount of funds budgeted in 1998-99 for Water Conservation was \$99,000. Actual expenditures are estimated to be \$99,000. The proposed budget for 1999-2000 is \$112,000.

Major Goals

The major goals of the Conservation Division are as follows:

- Continue to streamline the water audit program to make it easier for customers to understand and the City to administer.
- Continue to educate Ashland's citizens and businesses about the value of the wise use of water.
- Continue to work with Ashland's businesses and institutions to accomplish water conservation.
- Continue to develop a new landscape section of the City's Site Review Chapter which will require new commercial and multifamily landscaping to be water efficient.
- Continue to work with the Parks Department on the weather station control system at existing City parks to test savings from this technology.
- Make evapo/transpiration data from the Parks Department's new weather station available to Ashland citizens to help them manage outside water use.
- Continue to publicize and promote the City's new Horizontal-Axis Washing Machine Program.
- Develop programs for irrigation efficiency and irrigation education and demonstrations.

WATER FUND - CONSERVATION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Personnel Services			
\$ 32,533	\$ 34,053	\$ 38,000	Regular Salaries and Wages	\$ 39,000	\$ 41,000	\$ 43,000
3,484	3,347	2,000	Overtime Pay	2,000	2,000	2,000
11,764	12,646	13,000	Fringe Benefits	16,000	17,000	18,000
<u>\$ 47,781</u>	<u>50,047</u>	<u>53,000</u>	Total Personnel Services	<u>57,000</u>	<u>60,000</u>	<u>63,000</u>
			Materials and Services			
\$ 930	954	1,100	Advertising and Publicity	1,000	1,000	1,000
6,240	5,518	5,000	Conservation - Toilet Rebates	5,000	5,000	5,000
210	177	700	Conservation - Showerheads	500	500	500
		100	Conservation-Dual Flush Devices			
1,350	9,525	4,000	H-Axis - Front Load Washers	6,000	6,000	6,000
			Irrigation-Pilots/Education	4,500	4,500	4,500
			Irrigation-Programs	4,000	4,000	4,000
27,000	30,000	30,000	Central Service Charges	30,000	32,000	34,000
577	537	500	Dues and Subscriptions	500	500	500
1,000	1,000	1,000	Insurance	1,000	1,000	1,000
2,089	722	700	Miscellaneous	500	500	500
2,655	1,541	2,000	Travel and Training	1,500	1,500	1,500
126		900	Utilities	500	500	500
<u>\$ 42,177</u>	<u>49,974</u>	<u>46,000</u>	Total Materials and Services	<u>55,000</u>	<u>57,000</u>	<u>59,000</u>
<u>\$ 89,958</u>	<u>\$ 100,021</u>	<u>\$ 99,000</u>	TOTAL REQUIREMENTS	<u>\$ 112,000</u>	<u>\$ 117,000</u>	<u>\$ 122,000</u>

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Water Conservation Analyst	1.00	1.00	1.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
206	225	300	Water Audits (Res. & Commercial)	300	300	300
113	131	200	Showerheads Installed	175	175	175
4	4	7	Dual-Flush Devices (No. of Bldgs.)	0	0	0
80	95	95	Residential Toilet Rebates	90	90	90
21	25	25	Commercial Toilet Rebates	20	20	20
0	0	0	Dual Flush Toilet Devices	0	0	0
8	77	40	H-axis/Front-Load Washer Rebates	80	80	80

WATER FUND - CONSTRUCTION

Resources

The Water Fund presentation is separated into two major components. The first of these is the operational component, which includes customer revenues, operational expenses and the conservation program. The second component deals with bond-financed construction and system development charges, both of which have legally restricted spending requirements.

Working Capital Carryover. This carryover consists of system development charges and the water revenue bond reserve.

System Development Charges. System development charges were effective July 1991. The fees were phased in equally over three years. During 1996 the City revised the fees based on the latest facilities plans. New rates were phased in on January 1 and July 1, 1997. Revenues vary with increases and decreases in the construction cycle.

Bond Sale Proceeds. Shown in the 2000-01 budget years is a proposed bond issue of \$2,500,000. This proposed revenue bond would be used to finance the Tap project, water treatment plant filter improvements, and upgrade to the water distribution line from the treatment plant to Crowson Reservoir. Exact details of this proposal, as well as an update to the water rate model, will be prepared prior to issuing these bonds. These projects total \$3.8 million. System development fees will pay a portion (\$1,300,000) up front and the balance will be paid through rates and SDCs.

	SDC Reimbursement Supply	SDC Reimbursement Treatment	SDC Improvement Distribution	Bond Reserve	Total
Balance July 1, 1998	\$ 824,000	\$ 55,000	\$ 839,000	\$ 254,000	\$ 1,972,000
SDC Charges	72,000	87,000	306,000		465,000
Interest Earnings	40,000	3,000	41,000		84,000
Resources	112,000	90,000	347,000		549,000
Uses					
TAP - Water Rights\Supply	790,000			231,000	1,021,000
Professional Fees			20,000		20,000
Strawberry Reservoir Debt			6,000		6,000
Treatment Plant Debt		100,000			100,000
Total Uses	<u>790,000</u>	<u>100,000</u>	<u>26,000</u>	<u>231,000</u>	<u>1,147,000</u>
Balance July 1, 1999	<u>\$ 146,000</u>	<u>\$ 45,000</u>	<u>\$ 1,160,000</u>	<u>\$ 23,000</u>	<u>\$ 1,374,000</u>

WATER FUND - CONSTRUCTION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	671-01 ACCOUNT CODE	DESCRIPTION OF RESOURCES	PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 1,114,741	\$ 1,592,507	\$ 1,904,000	405.000	Working Capital Carryover	\$ 1,972,000	\$ 1,374,000	\$ 3,042,000
			440.630	System Development Fee			
146,186	86,949	70,000	440.631	- Supply	72,000	74,000	76,000
206,169	322,445	305,000	440.632	- Distribution/Collection	306,000	314,000	322,000
100,130	84,486	82,000	440.633	- Treatment	87,000	92,000	97,000
452,485	493,880	457,000		Total Charges for Services	465,000	480,000	495,000
25,281	89,707	108,000	470.000	Interest on Investments	84,000	76,000	167,000
			491.000	Bond Sale Proceeds		2,500,000	
\$ 1,592,507	\$ 2,176,094	\$ 2,469,000		TOTAL RESOURCES	\$ 2,521,000	\$ 4,430,000	\$ 3,704,000

WATER FUND - CONSTRUCTION

Overview

The Water Division, depicted through the two water budget areas (operations and construction), is responsible for the functional operation of the water treatment facility, the water distribution system, and long term water supply for the City of Ashland. The long term supply and all of the future construction paid by systems development charges are shown in this fund. There are no personnel costs shown and the majority of the coordination is through Public Works Engineering and Administration.

Water Supply. Long-range water supply needs are reflected in this fund. Last year the City completed the Comprehensive Water Supply Master Plan in which staff thoroughly reviewed and presented options to our long-term water supply deficits. As a result, the City Council decided to participate in the Talent, Ashland, Phoenix (TAP) Water Intertie program by upsizing the water line as far as the City of Talent. The details of the remaining recommendations, including securing long term agreements for TID water, must be evaluated and an implementation plan developed. This project including water rights is budgeted at \$2.3 million over the next three years.

Distribution System. This year's budget does not include funds for distribution system improvements. Last year the City was able to complete a large section of the Ashland Street water line improvement and will continue with this project after the 1999-2000 budget year. Proposed in the 2000-01 budget is an upgrade to the water line from the water treatment plant to Crowson Reservoir.

Budget Trends and Changes

Future years will show increases in distribution system evaluation and potential construction, as well as some construction at the treatment plant for capacity enhancements and actual treatment operational efficiencies.

Major Goals

The major goals of the Water Division are as follows:

Water Supply

- Develop an Implementation Plan for the City Council decisions for the long-term water supply.
- Participate in the TAP Intertie project and other water supply capabilities per Council decisions – includes developing coordinating agreements, and attaining water rights as determined necessary.
- Finalize TID agreement for water rights from the Howard Prairie, Hyatt Lake, Emigrant Lake systems.

Capital Outlay

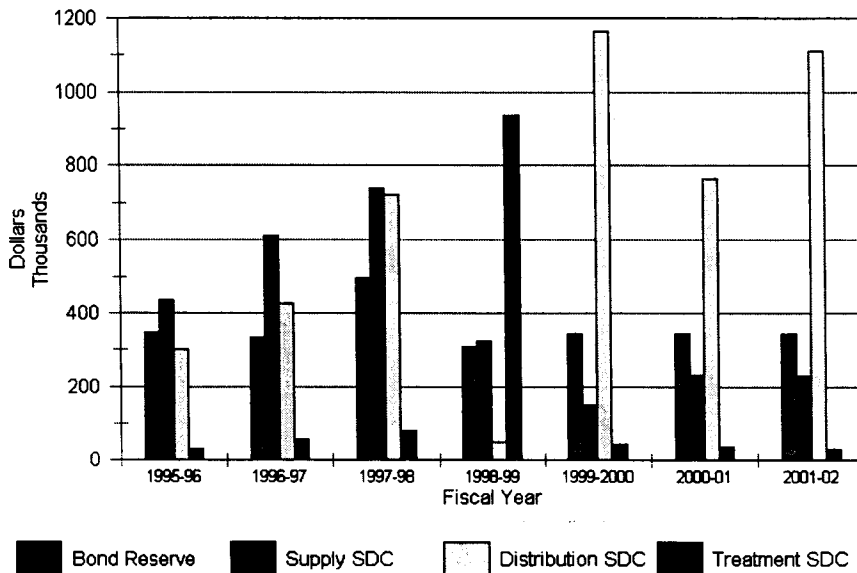
Construction

TAP Intertie Involvement (consultant, design, construction)	\$1,021,000
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WATER FUND - CONSTRUCTION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADPOTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$		\$	\$	\$
			Materials and Services			
			Bad Debt Expense			
			Professional Services	20,000		
			Total Materials and Services	20,000		
			Capital Outlay			
	5,600	500,000	Water Rights/Supply	1,021,000	344,000	931,000
			Reservoirs, Dams & Waterways			
	61,835		Treatment Facilities		200,000	200,000
		240,000	Distribution System		550,000	500,000
			Ashland Street		187,000	
	67,435	740,000	Total Capital Outlay	1,021,000	1,281,000	1,631,000
			Debt Service			
			New Issue SDC Supply			92,000
			Water Fallon reservoir	6,000	7,000	10,000
67,039	52,414		94 Water Revenue Bond Interest			
	14,586	105,000	94 Water Revenue Bond Principal	100,000	100,000	100,000
67,039	67,000	105,000	Total Debt Service	106,000	107,000	211,000
96,000	4,000	5,000	Transfer to General Bond Fund			
		400,000	Contingency	395,000	300,000	300,000
1,429,468	2,037,659	1,219,000	Unappropriated Ending Fund Bal	979,000	2,742,000	1,562,000
\$ 1,592,507	\$ 2,176,094	\$ 2,469,000	TOTAL REQUIREMENTS	\$ 2,521,000	\$ 4,430,000	\$ 3,704,000

Water Construction Distribution of Fund Balance



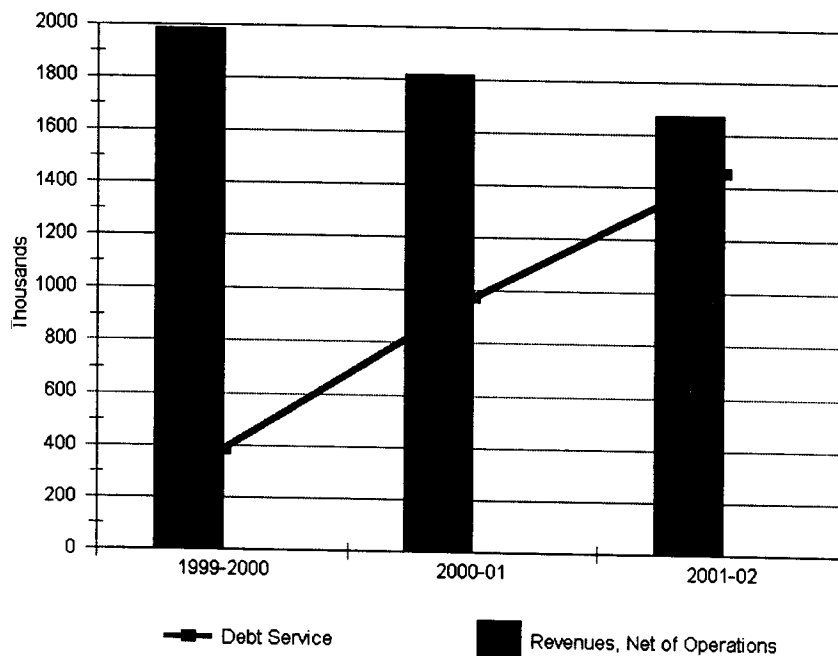
WASTEWATER FUND IN BRIEF

Overview

Total Resources and Total Requirements reflect the costs of the major construction at the Wastewater Treatment facility through the four year middle cycles of this six year budget presentation. The Expenditure levels return to those of the Actual 1996-97 levels, although operations expenditures increase dramatically because of the debt on the Wastewater Treatment Plant.

Design and Construction costs have increased from \$24.5 million to \$30.7 million, or 24 percent, reflected in the need to increase the amount of debt incurred to finance the project. With the addition of financing, as displayed in the graph below, the resources from Prepared Food and Beverage and the portion of rate revenues available to meet the requirements will be sufficient to satisfy the annual obligations through 2002. Each \$1 million of additional borrowing relates to \$140,000 of additional debt service requirements, or a 6.75 percent overall increase.

Wastewater Results of Operations



WASTEWATER FUND IN BRIEF

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
Resources by Source						
\$ 3,107,905	\$ 4,538,368	\$ 5,944,000	Working Capital Carryover	\$ 7,765,000	\$ 4,473,000	\$ 3,549,000
939,795	1,007,423	1,015,000	Total Taxes	1,038,000	1,059,000	1,080,000
857,128	663,249	742,000	Total Intergovernmental Revenues			
2,085,424	2,329,095	2,465,000	Total Charges for Services	2,512,000	2,555,000	2,598,000
173,564	299,376	339,000	Interest on Investments	429,000	217,000	173,000
256,035			Total Miscellaneous Revenues			
	1,728,162	9,139,000	Total Other Financing Sources	9,378,000		
<u>\$ 7,419,851</u>	<u>\$ 10,565,673</u>	<u>\$ 19,644,000</u>	TOTAL RESOURCES	<u>\$ 21,122,000</u>	<u>\$ 8,304,000</u>	<u>\$ 7,400,000</u>

Requirements by Division						
\$ 599,480	\$ 478,460	\$ 507,000	Personnel Services	\$ 556,000	\$ 634,000	\$ 696,000
968,543	861,891	968,000	Materials and Services	1,008,000	1,164,000	1,310,000
1,687,495	2,762,193	10,220,000	Capital Outlay	14,700,000	1,986,000	338,000
			Debt Service	385,000	971,000	1,454,000
	50,000	135,000	Interfund Transfers Out			
		1,750,000	Contingency	2,093,000	1,565,000	1,667,000
<u>4,164,333</u>	<u>6,413,128</u>	<u>6,064,000</u>	Unappropriated	2,380,000	1,984,000	1,935,000
<u>\$ 7,419,851</u>	<u>\$ 10,565,673</u>	<u>\$ 19,644,000</u>	TOTAL REQUIREMENTS	<u>\$ 21,122,000</u>	<u>\$ 8,304,000</u>	<u>\$ 7,400,000</u>

Requirements by Type						
\$ 3,115,825	\$ 3,931,157	\$ 4,603,000	Operations	\$ 5,524,000	\$ 5,723,000	\$ 6,495,000
3,219,907	5,420,182	14,562,000	Construction	14,995,000	2,581,000	905,000
<u>1,084,119</u>	<u>1,214,334</u>	<u>479,000</u>	Flood Restoration	603,000		
<u>\$ 7,419,851</u>	<u>\$ 10,565,673</u>	<u>\$ 19,644,000</u>	TOTAL REQUIREMENTS	<u>\$ 21,122,000</u>	<u>\$ 8,304,000</u>	<u>\$ 7,400,000</u>

WASTEWATER FUND

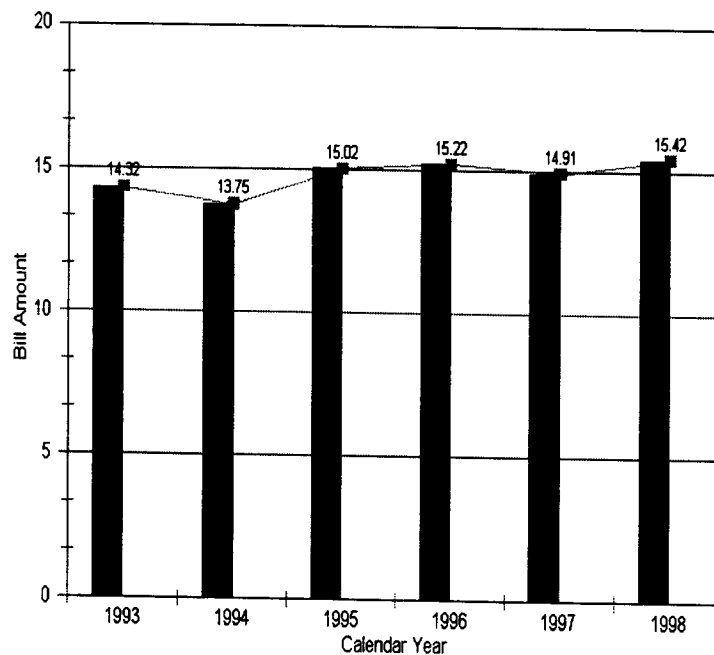
Resources

This enterprise fund is used to account for wastewater charges and related expenditures for personnel, materials and services, capital outlay, and other expenditures. The operational component includes customer revenues and operational expenses.

Working Capital Carryover. The proposed carryover will continue to increase as the City prepares for the debt service payments, which are scheduled to commence in the current budget, related to the new treatment facility improvements.

Wastewater Sales. Charges for Wastewater services are proposed to increase by 1.5 percent in each of the next three years. This proposal has no increases in this three year period. However, if the City is unsuccessful at obtaining favorable financing on the wastewater treatment plant, or the costs continue to escalate, the rates may need to be increased. 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.

Average Residential Wastewater Bill



The graph to the right shows the average residential wastewater bill over the previous six years. It reflects a decline in average rate in the first year after changing the methodology from a flat fee to a computation based on winter water usage.

WASTEWATER FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 1,069,177	\$ 1,804,102	\$ 2,533,000	Working Capital Carryover	\$ 3,235,000	\$ 3,393,000	\$ 3,065,000
			Food and Beverage Tax			1,080,000
			Charges for Services			
42,759	27,463	53,000	First Service Installation	53,000	55,000	57,000
11,000	11,000	11,000	Rent			
558,460	541,064	609,000	Commercial & Industrial	577,000	586,000	595,000
425,821	450,329	461,000	Multifamily	480,000	487,000	494,000
936,745	953,160	954,000	Residential	1,016,000	1,031,000	1,046,000
1,974,785	1,983,016	2,088,000	Total Charges for Services	2,126,000	2,159,000	2,192,000
						2,135,000
71,823	144,039	143,000	Interest on Investments	163,000	171,000	158,000
40			Miscellaneous			
\$ 3,115,825	\$ 3,931,157	\$ 4,764,000	TOTAL RESOURCES	\$ 5,524,000	\$ 5,723,000	\$ 6,495,000

WASTEWATER FUND - OPERATIONS

Overview

The Wastewater Division has two functions: (1) wastewater treatment and reuse and (2) collection system. Wastewater Treatment Plant personnel manage, test, and distribute liquid biosolids to state approved land application sites. The treatment process is continually monitored to ensure quality and conformance with permit requirements issued by the State Department of Environmental Quality (DEQ). A weather station is operated and monitored at the Wastewater Treatment Plant.

The collection function includes operation and maintenance of six wastewater pump stations; several buildings; approximately 95 miles of sanitary wastewater mains that range in size from 4 to 24 inches in diameter; and over 2200 manholes. The first lines were installed in the early 1900s. Personnel continually replace the old sewer lines as they fail or become undersized, and they install new services for homes and buildings. The City presently serves over 6,400 customers. Maintenance of the sanitary and storm sewers is accomplished with specialized equipment, such as jet rodder, mechanical rodder, vacuum machines, and video inspection equipment. Last year crews assisted the street division with storm drain maintenance and will be taking a more active role this year.

Budget Trends and Changes

Treatment/Reuse. The Wastewater Treatment Plant operations budget remains unchanged. Until the new treatment plant is completed, operations continues to exist with only a few new requirements. Changes in this budget reflect the need for additional laboratory analysis and new laboratory equipment to ensure compliance with the new DEQ discharge permit.

Collection and Maintenance. The division plans a more aggressive identification procedure for groundwater infiltration into the sanitary sewers, and will continue to identify and program sewer lines for resealing and replacement. The division is proposing to increase personnel by adding a half-time Utility Worker I (0.5 FTE) and increase summer help to assist with the storm drain maintenance and identification process. This half-time person will also work half-time for the Cemetery Division. The equipment replacement portion has also increased because of replacement of the jet rodder machine to assist with cleaning sewer and storm drain lines. Personnel will attain certification requirements to return to foaming sewer lines as a part of root elimination and line maintenance. Also found in this budget is a .25 position Utility Worker II who is assigned to work as a Locator. Previously this position was in the Street Fund.

Major Goals

The major goals of the Wastewater Division, by function, are as follows:

Treatment/Reuse

- Continue uninterrupted sewer treatment services to our customers as construction continues on the new process facilities.
- Ensure permit compliance with the Department of Environmental Quality.
- ✕ Begin construction of the off-site spray irrigation and biosolids program.
- Initiate training for operators in the new process improvements.

Continued on page 116

WASTEWATER FUND - OPERATIONS

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 346,721	\$ 350,317	\$ 359,000	Personnel Services			
25,749	10,268	18,000	Regular Salaries and Wages	\$ 387,000	\$ 431,000	\$ 468,000
118,748	117,875	130,000	Overtime Pay	18,000	19,000	20,000
491,218	478,460	507,000	Fringe Benefits	151,000	184,000	208,000
			Total Personnel Services	556,000	634,000	696,000
			Materials and Services			
	31	1,000	Advertising and Publications	1,000	1,000	1,000
4,156	4,164	6,000	Bad Debt Expense	5,000	5,000	5,000
339,072	363,996	468,000	Central Service Charges	504,000	529,000	555,000
23,716	10,872	30,000	Chemical and Lab Fees	38,000	40,000	42,000
16,179	10,491	5,000	Contracted Services	5,000	5,000	55,000
69,890	311	400	Dues and Subscriptions	600	600	600
	28,000	12,600	Equipment Rental - City			
2	57,007	84,100	- Replacement	43,000	45,000	47,000
300	6,000	2,000	- Maintenance & Fuel	41,200	43,200	45,200
19,600	19,300	20,000	Equipment Rental - Outside			
6,493	5,727	11,000	Insurance	15,000	16,000	17,000
56,463	62,866	60,000	Licenses and Permits	12,000	13,000	14,000
6,705	6,040	5,500	Maintenance	56,500	59,500	62,500
		6,000	Safety Program	5,500	5,500	5,500
1,220	2,818	3,500	Rent	6,000	6,000	6,000
886	1,797	2,000	Small Tools	4,500	4,500	4,500
3,639	1,573	4,800	Office Supplies	1,500	1,500	1,500
98,473	98,948	104,000	Technical Supplies	5,000	38,000	40,000
682	2,997	4,000	Paymnt in Lieu of Franchise Tx	106,000	108,000	110,000
1,673	4,574	4,000	Travel and Training	4,000	4,000	4,000
93,370	91,519	114,100	Uniform Allowance	4,000	4,000	4,000
			Utilities	125,200	200,200	275,200
			Wetlands Costs	5,000	15,000	15,000
742,519	779,030	948,000	Total Materials & Services	988,000	1,144,000	1,310,000
			Capital Outlay			
3,170	4,689	16,000	Equipment	9,000	35,000	35,000
182	55		Treatment Facilities		33,000	
67,745	28,483	137,000	Collection System	185,000	135,000	135,000
6,889	9,917	7,000	Airport Sewer line 20% New Services	8,000	8,000	8,000
			Debt Service			
			Debt Service State Loan	385,000	669,000	1,144,000
		135,000	Operating Transfers Out - To Capital Improvements Fund			
		839,000	Contingency	2,093,000	1,565,000	1,667,000
1,804,102	2,630,522	2,014,000	Unappropriated Ending Fund Balance	1,300,000	1,500,000	1,500,000
\$ 3,115,825	\$ 3,931,157	\$ 4,603,000	TOTAL REQUIREMENTS	\$ 5,524,000	\$ 5,723,000	\$ 6,495,000

WASTEWATER FUND - OPERATIONS

Major Goals *continued from page 114*

Collection and Maintenance

- Replace portions of sewer lines on Siskiyou Blvd, Wightman Street, and Holly Street.
- Continue system upgrades by installing 8-10 new manholes in key locations.
- Construct Beak Creek Interceptor Phase III; Oak Street to the Ashland Creek Pump Station (with the WWTP Upgrade).
- Continue developing easements for sewer mains along Bear Creek and Ashland Creek.
- Develop a Pre-Treatment Ordinance for City Council adoption to reduce sewer blockages by 33 percent.
- Develop a long range maintenance schedule for storm drain cleaning and maintenance.
- Review ability to utilize foaming agents for effective sewer line maintenance.

Capital Outlay

Equipment

Traffic Plates	\$1,000
Uni-hoist	5,000
Rebuild pump/motor (Nevada Pump Station	3,500
Jet rodder replacement	45,000
Smoker	2,800
Stringer	1,500
Total	<u>\$58,800</u>

Improvements

Collection System	
SS Easements	\$4,000
Holly Street	8,000
Wightman Street	14,000
Siskiyou Blvd	80,000
New Services	7,500
Total	<u>\$113,500</u>

WASTEWATER FUND - OPERATIONS

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Proposed 1999-2000	Estimated 2000-01	Estimated 2001-02
0.40	0.40		Water Quality Superintendent	0.00	0.00	0.00
2.00	2.00	2.00	Water Quality Supervisor	2.00	2.00	2.00
3.00	3.00	3.00	Treatment Plant Operator	3.00	3.00	3.00
2.00	2.00	2.00	Utility Worker III	2.00	3.00	3.00
0.00	0.00	0.00	Utility Worker II	0.25	0.25	1.25
3.00	3.00	3.00	Utility Worker I	3.50	3.00	3.00
10.40	10.40	10.00	Total Wastewater	10.75	11.25	12.25

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Proposed 1999-00	Estimated 2000-01	Estimated 2001-02
360,510	360,510	500,000	Feet of Mains Cleaned w/Jet Cleaner	5,000	5,000	5,000
22,455	22,455	25,000	Feet of Mains Cleaned Mechanically	390,000	390,000	390,000
33,976	33,976	40,000	Feet of Mains Scanned	65,000	65,000	65,000
1,540	1,540	5,000	Feet of Mains Foamed	5,000	5,000	5,000
12,265	12,265	1,200	Number of Location Requests	1,500	1,500	1,500
753	753	750	Millions of Gallons of Wastewater Treated	760	760	760

WASTEWATER FUND - CONSTRUCTION

Resources

This component of the Wastewater Fund shows resources that are legally restricted as to how they can be spent. It deals with financed construction, prepared food and beverage tax, and system development charges.

Working Capital Carryover. The carryover of \$4,104,000 is prepared food and beverage tax and System Development Charges that are designated for the Wastewater Treatment Plant upgrade and collection lines.

Food and Beverage Tax. The citizens of Ashland adopted a 5 percent prepared food and beverage tax. One percent of the 5 percent tax is dedicated to the Open Space Program. The balance is dedicated to the Wastewater Treatment Plant upgrade in March of 1993, with a July 1, 1993 effective date. The tax is projected to grow at 2 percent per year. The food tax is shown as a resource in the operations section in fiscal year 2001-02 where it will be used to pay debt service.

Other Financing Sources, Loan Proceeds. The City will continue to use the State Revolving Fund program as a financing source for this project. The city has a loan commitment for \$15,000,000 and has requested the loan be increased to \$20,000,000 to cover additional costs associated with this project. This favorable loan terms are 3.43 percent for 20 years.

	SDC Reimbursement Treatment	SDC Improvement Collection	Food and Beverage Tax	SRF Loan	Total
Balance July 1, 1999	\$ 841,977	\$ 325,540	\$ 2,936,483	\$ 0	\$ 4,104,000
SDC Charges	302,000	84,000			386,000
Tax Receipts			1,038,000		1,038,000
Borrowings				9,208,000	9,208,000
Interest Earnings	<u>55,000</u>	<u>21,000</u>	<u>183,000</u>	<u>0</u>	<u>259,000</u>
Resources	357,000	105,000	1,221,000	9,208,000	10,891,000
Uses					
Bad Debt Writeoffs			20,000		20,000
Wetlands			35,000		35,000
Bear Creek Interceptor Treatment Plant	<u>600,000</u>	<u>200,000</u>	<u>3,852,000</u>	<u>9,208,000</u>	<u>13,660,000</u>
Total Uses	600,000	200,000	3,907,000	9,208,000	13,915,000
Balance July 1, 2000	\$ <u>598,977</u>	\$ <u>230,540</u>	\$ <u>250,483</u>	\$ <u>0</u>	\$ <u>1,080,000</u>

WASTEWATER FUND - CONSTRUCTION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 2,038,728	\$ 3,219,907	\$ 3,660,000	Working Capital Carryover	\$ 4,104,000	\$ 1,080,000	\$ 484,000
<u>939,795</u>	<u>1,007,423</u>	<u>1,015,000</u>	Food and Beverage Tax	<u>1,038,000</u>	<u>1,059,000</u>	
38,403	76,836	82,000	System Development Fees	84,000	86,000	88,000
72,236	269,243	295,000	- Collection	302,000	310,000	318,000
110,639	346,079	377,000	- Treatment	386,000	396,000	406,000
			Total Charges for Services			
<u>130,745</u>	<u>198,611</u>	<u>210,000</u>	Interest on Investments	<u>259,000</u>	<u>46,000</u>	<u>15,000</u>
			Miscellaneous Income			
	<u>648,162</u>	<u>9,139,000</u>	SRF Loan Proceeds	<u>9,208,000</u>		
<u>\$ 3,219,907</u>	<u>\$ 5,420,182</u>	<u>\$ 14,401,000</u>	TOTAL RESOURCES	<u>\$ 14,995,000</u>	<u>\$ 2,581,000</u>	<u>\$ 905,000</u>

WASTEWATER FUND - CONSTRUCTION

Overview

The Wastewater Fund has two sections: operations and construction. This portion describes the long-term construction at the treatment plant and off-site reuse facilities.

Budget Trends and Changes

As the City proceeds with the process improvements at the Wastewater Treatment Plant and completing design of the off-site reuse portion, the costs are now better defined. The on-site construction bids came in slightly lower than estimated and Slayden Construction was awarded the bid at \$12,400,000. This portion of the upgrade project will cover three fiscal years. The off-site reuse portion of the project is now estimated at \$9,000,000 and is scheduled to be bid in the spring of 1999, with construction starting late in 1999. The other additional item is the replacement of the Ashland Street Pump Station at an additional \$1,000,000. Total construction costs are now estimated at \$28.9 million, which is an increase of \$4.8 million over the estimate used last year.

Major Goals

The major goals of the Wastewater Fund are as follows:

- Continue uninterrupted sewer treatment services to our customers as construction continues on the new process facilities permit compliance with DEQ.
- Begin construction of the off-site spray irrigation and biosolids program.

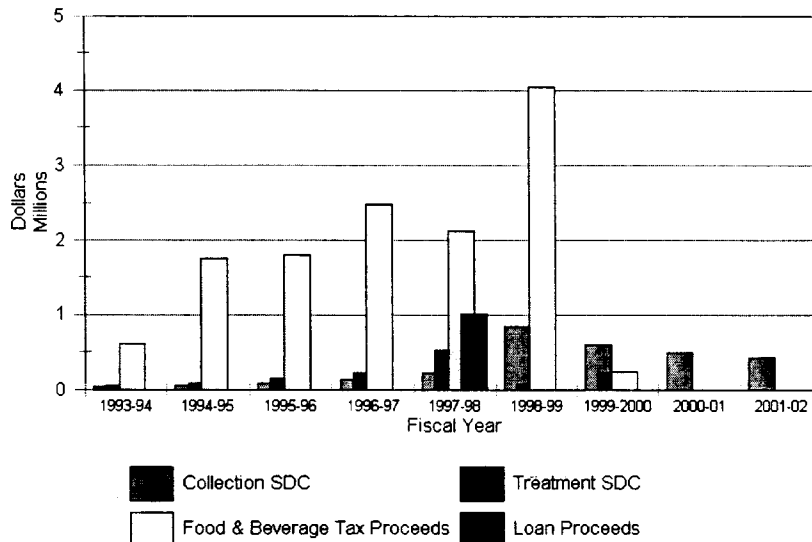
Capital Outlay

	<u>Prior Years</u>	<u>Current Years</u>	<u>Future Years</u>	<u>Total</u>
Wetlands	449,450			449,450
Design/Engineer/Const.			1,000,000	
Management	2,342,842	960,000		3,302,842
Pump Station	1,000,000	1,000,000		2,000,000
Onsight	8,956,000	4,730,000		13,686,000
Offsight	<u>1,700,288</u>	<u>8,780,000</u>		<u>10,480,288</u>
Total Capital Outlay	\$14,448,580	\$15,470,000	\$1,000,000	\$29,918,580

WASTEWATER FUND - CONSTRUCTION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
	13,098	20,000	Bad Debt Expense	20,000	20,000	
			Central Services			
	13,098	20,000	Contracted Services			
			Total materials and Services	20,000	20,000	
			Capital Outlay			
			Land			
			Pump Station	505,000	495,000	
154,607	1,143,531	9,300,000	Treatment Plant	5,655,000		
			Treatment Plant offsite	7,500,000	1,280,000	
219,428	361,921	25,000	Wetlands	35,000		
		256,000	Bear Creek Interceptor	200,000		160,000
374,035	1,505,452	9,581,000	Total Capital Outlay	13,895,000	1,775,000	160,000
			Debt Service			
			Interest Treatment Plant I			
			Principal Treatment Plant I		302,000	310,000
			Total Debt Service		302,000	310,000
		911,000	Contingency			
2,845,872	3,901,633	4,050,000	Unappropriated Ending Fund Bal	1,080,000	484,000	435,000
142,540	232,137	841,977	Collection SDC	598,977	484,000	435,000
230,977	526,631	69,540	Treatment SDC	230,540		
2,472,355	2,120,668	4,049,483	Food & Beverage Tax Proceeds	250,483		
	1,022,197		Loan Proceeds			
<u>\$ 3,219,907</u>	<u>\$ 5,420,182</u>	<u>\$ 14,562,000</u>	TOTAL REQUIREMENTS	<u>\$ 14,995,000</u>	<u>\$ 2,581,000</u>	<u>\$ 905,000</u>

Wastewater Construction Allocation of Fund Balance



WASTEWATER FUND - FLOOD RESTORATION

Resources

Working Capital Carryover consists of the residual amount of the bond proceeds.

WASTEWATER FUND - FLOOD RESTORATION

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
\$ _____	\$ (485,641)	\$ (249,000)	Working Capital Carryover	\$ 426,000	\$ _____	\$ _____
			Intergovernmental Revenues			
857,128	228,467	155,000	FEMA			
	434,782	587,000	HUD			
<u>857,128</u>	<u>663,249</u>	<u>742,000</u>	Total Intergovernmental Revenue			
<u>(29,004)</u>	<u>(43,274)</u>	<u>(14,000)</u>	Interest on Investments	7,000		
205,473			Miscellaneous Revenues			
			From Insurance Services			
50,522			Insurance Proceeds			
			Salvage Materials			
<u>255,995</u>			Total Miscellaneous Revenues			
			Other Financing Resources			
	1,080,000		Interfund Loan			
			General Obligation Bonds	170,000		
			Operating Transfers In			
			Transfer from General Fund			
			Transfer from Street Fund			
			Transfer from Parks			
			Total Operating Transfers In			
<u>\$ 1,084,119</u>	<u>\$ 1,214,334</u>	<u>\$ 479,000</u>	TOTAL RESOURCES	<u>\$ 603,000</u>	<u>\$ _____</u>	<u>\$ _____</u>

WASTEWATER FUND - FLOOD RESTORATION

Overview

This division was established as a result of the 1997 New Year's Day Flood that caused considerable damage to public and private properties in the City of Ashland. The flood also raised concerns regarding the capacity of our creeks and drainage facilities to adequately convey the 100-year flood flows. The City, with Parks Department participation, completed a comprehensive analysis of Ashland Creek and its flood carrying capabilities. As a result the Winburn Bridge was reconstructed to accept a 100-year flood (flows of 3100 cubic feet per second, cfs). In addition to Winburn Bridge, several other flood restoration projects were identified to bring those facilities into the 100-year flood flows and improve flood management techniques including:

- Calle Guanajuato reconstruction and improvements.
- Main Street Bridge improvements.
- Water Street Bridge replacement.
- Van Ness Avenue Bridge replacement.
- Hersey Street Bridge replacement.
- Parks and Public Works Departments Flood management improvements.

In addition to the work completed on Ashland Creek, the City is completing a Storm Drain and Drainage Master Plan to evaluate long-term drainage needs in other areas within the City (Hamilton Creek, Clay Creek, Wrights Creek, etc.).

Budget Trends and Changes

The City passed a bond issue and was able to obtain FEMA and HUD funds to assist with the emergency flood repairs and some mitigation needs. The majority of available funding for these projects has been expended. This year's budget identifies the remaining flood mitigation dollars for Calle Guanajuato restoration. Approximately \$380,000 of City identified flood mitigation funding is available for this project. Although the Parks and Recreation Department is taking the lead on this project, flood passage, recommendations for improvements to the Main Street Bridge and other specific issues have been identified as the City's responsibility.

The remaining flood restoration projects will be long term capital projects dependent upon priorities and funding. The Public Works Department is taking the lead on identifying funding sources and prioritizing projects to bring forward for Council consideration through the Capital Improvements Program.

Major Goals

The major goal of the Wastewater Division is as follows:

- Complete Calle Guanajuato improvements (coordinate with Parks Department, and Plaza Merchants/Building Owners).

WASTEWATER FUND - FLOOD RESTORATION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$	Personnel Services			
99,074			Regular Salaries and Wages	\$	\$	\$
9,188			Disaster Overtime Pay			
			Fringe Benefits			
<u>108,262</u>			Total Personnel Services			
			Materials and Services			
4,448			Emergency Operations			
92,024	34,282		Health and Safety Measures			
3,900			Administration Costs			
83,192	1,851		Debris Removal			
36,631	2,887		Miscellaneous			
5,029			Elections			
800	30,743		Professional Services			
<u>226,024</u>	<u>69,763</u>		Total Materials and Services			
			Capital Outlay			
570,057	17,804		Reservoirs, Dams, Access Rd			
20,012	3,915		Treatment Facilities			
164,103	382		Distribution System			
121,712			Collection System			
233,138	60,162		Streets			
31,404	22,885		Bridge Systems			
53,525	440		Airport System			
		479,000	Electrical System			
			Flood project	553,000		
			Stream near WWTP	50,000		
<u>41,523</u>	<u>1,108,009</u>		Winburn Way/Ashland C			
<u>1,235,474</u>	<u>1,213,598</u>	<u>479,000</u>	Total Capital Outlay	<u>603,000</u>		
	50,000		Interfund Transfers Out			
			Trans to Parks & Recreatn Func			
			Contingency			
<u>(485,641)</u>	<u>(119,027)</u>		Unappropriated Ending Fund Ba			
<u>\$ 1,084,119</u>	<u>\$ 1,214,334</u>	<u>\$ 479,000</u>	TOTAL REQUIREMENTS	<u>\$ 603,000</u>	<u>\$</u>	<u>\$</u>

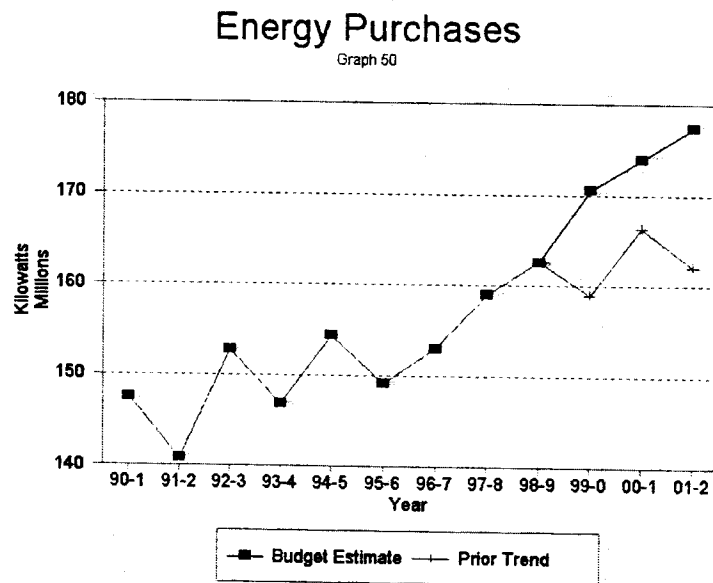
ELECTRIC FUND IN BRIEF

Overview

Total Resources and Total Requirements reflect a steady incline through the first three years of this presentation from 9 to 22 percent, decreasing, with adoption of Telecommunications as a separate fund, 20 percent in the 1999-2000. Declining an additional 5 percent in the 2000-01 estimate, and another 1 percent the following year.

The Interfund Transfer In can be attributed to the presentation of General Obligation Bonded Debt appearing here rather than transferring the rate supported portion of those obligations to a Debt Service Fund, however it is a one-time event. The increases in Charges for Services of 14 percent is a result of both a 1.5 percent growth and the manner in which the prior year rate decrease affected a smaller class of customers than anticipated.

From an overall perspective, Operating Expenditures (Personnel Service, Materials and Services, Capital Outlay, and Contingency) totaled \$8,635,000, while Current Revenues (Taxes, Charges for Services, Interest, Miscellaneous, and Other Financing Sources) totaled \$8,700,000 indicating that the funds Costs of Operations and Construction relatively equal to the earning power that it has. Personnel Services and Capital Outlay reflect decreases of 19 and 82 percent respectively resulting from the transfer of Telecommunications staffing and construction.



ELECTRIC FUND IN BRIEF

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
Resources by Classification						
\$ 1,430,900	\$ 1,992,634	\$ 1,731,000	Working Capital Carryover	\$ 1,727,000	\$ 1,680,000	\$ 1,391,000
			Total Taxes			
235,278	307,269	74,000	Total Licenses and Permits			
7,953,431	8,182,226	7,448,000	Total Intergovernmental Revenues			
			Total Charges for Services	7,967,000	8,087,000	8,209,000
			Total Fines			
			Total Assessments			
58,202	105,804	98,000	Interest on Investments	103,000	92,000	77,000
59,109	44,256	89,000	Total Miscellaneous Revenues	65,000	70,000	75,000
		3,554,000	Total Other Financing Sources	565,000		
			Total Operating Transfers In	28,000		
<u>\$ 9,736,920</u>	<u>\$ 10,632,189</u>	<u>\$ 12,994,000</u>	TOTAL RESOURCES	<u>\$ 10,455,000</u>	<u>\$ 9,929,000</u>	<u>\$ 9,752,000</u>
Requirements by Type						
\$ 1,137,379	\$ 1,224,571	\$ 1,321,000	Personnel Services	\$ 1,076,000	\$ 1,206,000	\$ 1,341,000
6,183,808	6,302,596	6,492,000	Materials and Services	6,499,000	6,668,000	6,798,000
423,100	1,179,458	3,291,000	Capital Outlay	560,000	592,000	629,000
	50,000	50,000	Debt Service	75,000	72,000	72,000
			Other Financing Uses	565,000		
		233,000	Interfund Transfers Out			
		500,000	Contingency	500,000	500,000	500,000
<u>1,992,633</u>	<u>1,875,564</u>	<u>1,107,000</u>	Unappropriated	1,180,000	891,000	412,000
<u>\$ 9,736,920</u>	<u>\$ 10,632,189</u>	<u>\$ 12,994,000</u>	TOTAL REQUIREMENTS	<u>\$ 10,455,000</u>	<u>\$ 9,929,000</u>	<u>\$ 9,752,000</u>
Requirements by Division						
\$ 9,300,182	\$ 10,132,576	\$ 9,041,000	Operations	\$ 10,077,000	\$ 9,541,000	\$ 9,354,000
436,738	499,613	383,000	Conservation	378,000	388,000	398,000
		3,570,000	Telecommunications			
<u>\$ 9,736,920</u>	<u>\$ 10,632,189</u>	<u>\$ 12,994,000</u>	TOTAL REQUIREMENTS	<u>\$ 10,455,000</u>	<u>\$ 9,929,000</u>	<u>\$ 9,752,000</u>

ELECTRIC FUND

Resources

This Enterprise Fund is used to account for the electric operations and electric conservation programs. Resources are primarily from charges for services. The City of Ashland electrical rates and electric users tax combined is slightly lower than the rates of other service providers in our area.

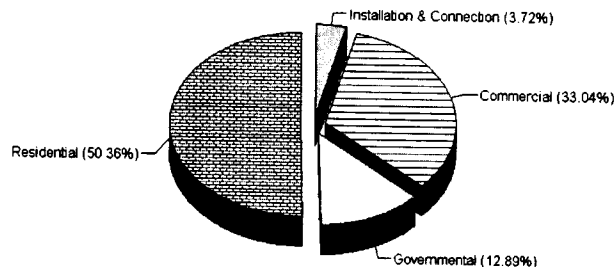
The electric industry is undergoing radical change in the Northwest and throughout the United States. The Bonneville Power Administration (BPA), which is our electrical wholesale power provider, is under stress. BPA and the City entered into a revised five-year, stable-rate plan, long-term power purchase contract in 1996 for most of the City's power. In addition, a 15-month contract was negotiated for the balance of the power. Although not allowed in Oregon, many areas have open competition for retail customers. Dealing with power issues will again be a high priority for the year.

Working Capital Carryover. The carryover is expected to stay equal to the present level over the next two years and decline in the third.

Electrical Sales. Electric sales are proposed at \$7,663,000 which is an increase of \$510,000 over the 1998-99 budget. This increase is calculated using the present year estimate of \$7,550,000, with an additional 1.5 percent growth factor. This year's estimate is higher than expected because of growth and favorable weather.

The graph below illustrates the makeup of the City's customer profile, indicating that over 50 percent of charges for services come from sales to residential customers. Almost 13 percent relates to sales to governmental entities, including ourselves. Fees related to account maintenance and new services (Growth) make up almost 4 percent. The remaining third of sales comes from Commercial and Industrial sales.

Distribution of Sales



ELECTRIC FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 1,430,900	\$ 1,992,634	\$ 1,731,000	Working Capital Carryover	\$ 1,727,000	\$ 1,680,000	\$ 1,391,000
			Intergovernmental Revenues			
101,751	57,409	20,000	OMECA Super Good Cents			
94,267	108,060	26,000	OMECA Energy Smart Design			
13,641	79,282	15,000	OMECA Weatherization			
		3,000	OMECA Appliance Efficiency			
15,619	10,875		OMECA Resource Conservatn Mgr			
10,000	7,153		OMECA - ODO Chamber Program			
	44,490	10,000	OMECA - Bonus			
			Oregon Department of Energy			
<u>235,278</u>	<u>307,269</u>	<u>74,000</u>	Total Intergovernmental Revenues			
			Charges for Services			
45,367	45,836	46,000	Account Maintenance Charge	46,000	47,000	48,000
255,873	340,895	225,000	First Service - New Meter	250,000	254,000	258,000
7,475	7,635	8,000	Temporary Service	8,000	8,000	8,000
2,668,895	2,672,197	2,704,000	Sales - Commercial & Industrial	2,610,000	2,649,000	2,679,000
780,217	796,285	889,000	Sales - Governmental	721,000	732,000	744,000
213,454	221,185	216,000	Sales - Interdepartmental	194,000	197,000	203,000
14,272	13,903	15,000	Sales - Light Guard	14,000	14,000	14,000
3,897,162	4,009,510	3,746,000	Sales - Residential	4,012,000	4,072,000	4,138,000
		138,000	Miscellaneous Service Revenue	44,000	45,000	46,000
<u>70,716</u>	<u>74,782</u>	<u>67,000</u>	Miscellaneous Earned Revenue	<u>68,000</u>	<u>69,000</u>	<u>71,000</u>
<u>7,953,431</u>	<u>8,182,226</u>	<u>7,432,000</u>	Total Charges for Services	<u>7,967,000</u>	<u>8,087,000</u>	<u>8,209,000</u>
<u>58,202</u>	<u>105,804</u>	<u>98,000</u>	Interest on Investments	<u>103,000</u>	<u>92,000</u>	<u>77,000</u>
			Miscellaneous Revenues			
59,109	39,350	45,000	Conservation Revolving Loan	45,000	45,000	45,000
	4,906	4,000	Sale of Equipment	20,000	25,000	30,000
		40,000				
<u>59,109</u>	<u>44,256</u>	<u>89,000</u>		<u>65,000</u>	<u>70,000</u>	<u>75,000</u>
			Other Financing Sources			
			Interfund Loan Repayment	565,000		
			Operating Transfers In:			
			From General Bond Fund	28,000		
<u>\$ 9,736,920</u>	<u>\$ 10,632,189</u>	<u>\$ 9,424,000</u>	TOTAL RESOURCES	<u>\$ 10,455,000</u>	<u>\$ 9,929,000</u>	<u>\$ 9,752,000</u>

ELECTRIC FUND - CONSERVATION

Overview

The Ashland Conservation Division is responsible for operating the City's Air, Water, Recycling, and Energy Conservation Programs. These programs include Residential Weatherization, Super Good Cents, Energy Smart Design, Appliance Efficiency, Wood Stove Rebate Program, Resource Conservation Manager Program, and the Water Conservation Program. The Department also provides staff support to the City's Conservation Commission.

Budget Trends and Changes

The total amount of funds budgeted in 1998-99 for resource conservation activities was \$383,000. Actual expenditures are expected to be about \$383,000. The 1999-2000 proposed total budget is \$378,000. This budget reflects the ending of federally supplied OMECA money and a transition to locally funded conservation programs.

Programs

The Ashland Conservation Division operates Air, Water, Recycling, and Energy Conservation Programs. The energy conservation programs include:

Residential Weatherization. This program was established in 1982. Ten to twenty buildings are projected to be weatherized in 1999-2000, which will bring the total buildings weatherized since 1982 to over 1900 units.

Super Good Cents. This program, which began in 1986, certifies and pays cash incentives for energy efficient new housing. The energy standards for this program were upgraded significantly in 1992 due to an upgrade in the State of Oregon Energy Code. The Division expects to certify 20 to 30 homes under this program in 1999-2000, bringing the cumulative total to over 800 buildings.

Energy Smart Design. This program began in 1988 to provide design assistance to new commercial buildings to ensure that they are built to energy standards that exceed State code requirements. In 1992, a new long-term contract to offer this program was signed. The program now offers cash incentives to help cover the costs of building to program standards or to retrofit existing buildings with energy conservation measures. It is expected that 10 to 20 buildings will take advantage of the program in 1999-2000.

Appliance Efficiency. This program was first offered in 1991. It pays cash rebates to customers who install energy efficient water heaters in new or existing buildings, and provides low-flow showerheads. In 1999-2000, 10 to 15 water heaters and over 200 showerheads are expected to be installed through this program.

Solar Water Heating. Cash rebates and zero percent loans are available to Ashland citizens who install qualifying solar water heating systems. It is hoped that five to ten systems will be installed under this program.

Horizontal-Axis Washing Machines. Cash rebates for electricity savings are available to homes or businesses with electric water heating who install horizontal-axis washing machines. It is anticipated that 50-60 units will be installed in 1999-2000.

Continued on page 132

ELECTRIC FUND - CONSERVATION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
			Personnel Services			
\$ 81,152	\$ 84,265	\$ 68,000	Regular Salaries and Wages	\$ 70,000	\$ 74,000	\$ 78,000
3,818	4,223	3,000	Overtime Pay	3,000	3,000	3,000
29,630	31,246	25,000	Fringe Benefits	30,000	32,000	34,000
<u>114,600</u>	<u>119,734</u>	<u>96,000</u>	Total Personnel Services	<u>103,000</u>	<u>109,000</u>	<u>115,000</u>
			Materials and Services			
5,728	7,652	6,000	Advertising and Publication	5,000	5,000	5,000
210,953	232,441	54,000	Omeca Conservation Programs			
	25,776	125,000	Conservation City Program	175,000	175,000	175,000
83,748	93,000	85,000	Central Service Fee	85,000	89,000	93,000
967	1,255	700	Dues and Subscriptions			
4,190			Equipment Rental			
	2,500	1,800	- Replacement			
	2,518	2,200	- Maintenance & Fuel			
1,000	1,000	1,000	Insurance	1,000	1,000	1,000
392	1,833	800	Miscellaneous	1,000	1,000	1,000
1,012	845	800	Postage	800	800	800
975	450	600	SOLVE Rebates & Loan Buydowns	600	600	600
1,150	1,607	900	Office Supplies	900	900	900
7,568	7,608	6,200	Travel and Training	5,000	5,000	5,000
2,120	1,395	2,000	Telephone	700	700	700
<u>319,803</u>	<u>379,879</u>	<u>287,000</u>	Total Materials and Services	<u>275,000</u>	<u>279,000</u>	<u>283,000</u>
			Capital Outlay			
2,335			Equipment			
<u>\$ 436,738</u>	<u>\$ 499,613</u>	<u>\$ 383,000</u>	TOTAL REQUIREMENTS	<u>\$ 378,000</u>	<u>\$ 388,000</u>	<u>\$ 398,000</u>

ELECTRIC FUND - CONSERVATION

Continued from page 130

SOLVE Program. Save Our Livability View and Environment (SOLVE) previously paid \$100 cash rebates to citizens who removed old wood stoves. To reduce the cost of this program, the rebate was reduced to \$75 on July 1, 1994. This rebate was reduced to \$50 on July 1, 1997. The City picks up the stoves, disables, and recycles them. This program was started in 1990 and had a zero-interest loan component in the first two years. If 12 stoves are removed in 1999-2000 as anticipated the cumulative total removed will be over 190.

Resource Accounting. The Conservation Division has set up a resource accounting tracking system for all municipal facilities. We will continue to enter data into this tracking system for City facilities.

Conservation Commission. The Conservation Division also provides staff support to City's Conservation Commission. This will help the commission to achieve its goals to foster wise resource usage in Ashland.

Conservation Loan Program. The Conservation Division has converted some of its rebate conservation programs to zero-interest loan programs. This will enable citizens to borrow the entire cost of funding conservation and pay it back to the City as a monthly installment. This money can then be used for additional loans as it is paid back. OMECA-provided funding was used as the initial source funds for this transition. City funds were allocated to continue the program in 1998-99, and also budgeted for 1999-2000.

Major Goals

The major goals of the Conservation Division are as follows:

- Continue to refine the City's resource accounting system so it can provide useful information to Ashland's City-owned facility operators.
- Promote and operate the City's solar water heating and horizontal-axis washing machine rebate programs.
- Continue to work on new cost-effective ways to continue resource conservation programs with City utility funding. Continue to work with the City's Conservation Commission to help educate and motivate Ashland citizens and businesses to use resources as efficiently as possible.
- Monitor and provide input to state and regional decision makers concerning deregulation of the Electric Industry and public purpose funding and implementation.
- Continue to work on a green/solar electric generation program for Ashland.

ELECTRIC FUND - CONSERVATION

1999-2000 Electric Conservation Program Funding Breakdown

Residential Weatherization Program	\$20,000
Residential Heat Pump Program	35,000
Residential Super Good Cents Program	35,000
Residential Duct Efficiency Program	5,000
Commercial Energy Smart Design Program	20,000
Solar Electric Pilot Generation Program	30,000
Solar Hot Water/Electric Program	20,000
Appliance Efficiency Program	10,000
	\$175,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approve & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
2.00	2.00	1.40	Energy Analyst	1.40	1.40	1.40
0.50	0.50	0.50	Secretary	0.50	0.50	0.50
2.50	2.50	1.90	Total Conservation Division	1.90	1.90	1.90

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
14	15	15	Residential Weatherization (# of homes)	15	15	15
77	25	25	Super Good Cents (# of homes)	25	25	25
37	25	25	Energy Smart Design	10	10	10
14	15	15	Appliance Efficiency - Water Heaters	15	15	15
0	0	0	Conservation Revolving Loan Fund	35	35	35
13	15	15	SOLVE Program (woodstove replacement)	12	12	12
11	10	10	Opacity Standard Checks	10	10	10
4	3	3	Firewood Moisture Testing	30	3	3

ELECTRIC FUND - OPERATIONS

Overview

The City of Ashland Electric Department 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, metered at distribution substations and dispersed through City-owned feeder and distribution lines, transformers and meters for each customer. The Department is responsible for the engineering, construction and maintenance of the system for distribution of electrical energy. The Operations Division works together with other City departments to provide additional services such as processing both electric and water connects and disconnects, installing electrical facilities within areas of the Wastewater Treatment Plant, Water Treatment Plant and water pump stations and providing and maintaining 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. The Operations Division annually trims trees along 65 miles of overhead power lines to minimize outages during wind storms and maintains approximately 1800 City-owned street lights. The Division also provides community services such as installing and removing Christmas decorations, hanging banners and providing educational services.

The Operations Division is committed to providing its customers with superior electric services at competitive prices in an environmentally responsible manner.

Budget Trends and Changes

Deregulation will be bringing major changes to the electric industry within the next few years. Strategic planning and continuous improvement efforts have challenged the Operations Division to take a different view of its new operating environment. Where others see threat, this Division sees the opportunity to find more effective ways of doing business, introduce new products and services, and improve relationships with its customers, which results in a healthier balance sheet.

This year the Electric Division will utilize the Ashland Fiber Network to better manage, control and monitor electrical activity. AMR (Automated Meter Reading) will be implemented initially within selected areas of our system for economic analysis and future penetration.

The replacement of overhead power lines to underground will be emphasized within this and following budget years. This trend will allow us to continue to reduce budget requirements for overhead facilities.

The Engineering/Mapping Technician increased by .25 position; the Administrative Secretary 0.50 position was replaced with .70 position Administrative Assistant; a .50 position Clerk II was added; and a .50 position Marketing position was transferred to Administrative Services.

ELECTRIC FUND - OPERATIONS

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 727,436	\$ 826,321	\$ 635,000	Personnel Services			
56,893	21,150	45,000	Regular Salaries and Wages	\$ 695,000	\$ 805,000	\$ 920,000
238,450	257,366	219,000	Overtime Pay	30,000	32,000	34,000
1,022,779	1,104,837	899,000	Fringe Benefits	248,000	260,000	272,000
			Total Personnel Services	973,000	1,097,000	1,226,000
			Materials and Services			
23,569	31,510	27,000	Bad Debt Expense	30,000	32,000	34,000
450,072	494,004	511,000	Central Service Fee	537,000	574,000	603,000
123,760			Equipment Rental - City			
	48,000	45,000	- Replacement	70,000	74,000	78,000
	62,499	70,000	- Maintenance & Fuel	121,200	127,000	133,000
6,800	6,700	7,000	Insurance	6,000	7,000	8,000
4,225,038	4,060,168	4,100,000	Purchased Power	4,400,000	4,517,000	4,585,000
804,347	827,017	769,000	Franchise Taxes	816,000	825,000	836,000
31,294	36,366	20,000	Association Dues & Assessments	20,000	21,000	22,000
13,062	12,394	14,000	Utility Discounts	14,000	14,000	14,000
3,385	5,155	4,000	Ashland Heat Assistance	4,000	4,000	4,000
			Safety Program	12,000	12,000	12,000
11,896	11,263	10,000	Tools, Shop and Garage	10,000	10,000	10,000
97,289	155,836	100,000	Supervision and Engineering	95,000	98,000	101,000
24	7,977	3,000	Underground Line Expense	8,000	8,000	8,000
38,293	48,959	50,000	Street Light & Signal Sys Exp	30,000	31,000	32,000
3,716	5,248	1,000	Meter Expense	1,000	1,000	1,000
14,352	20,242	5,000	Misc Distribution System	10,000	10,000	10,000
55	10,884	3,000	Maintenance of Structures	3,000	3,000	3,000
221	6,194	4,000	Maint of Station Equipment	1,000	1,000	1,000
1,358	499	2,000	Maintenance of Overhead Lines	2,000	2,000	2,000
1,275	84	1,000	Maint of Underground Lines	1,000	1,000	1,000
7,397		4,000	Maintenance of Transformers	4,000	4,000	4,000
97		1,000	Maint of Street Lights & Signls	1,000	1,000	1,000
6,705	71,718	13,000	Maint of Hydroelectric Plant	27,800	12,000	12,000
5,864,005	5,922,717	5,764,000	Total Materials and Services	6,224,000	6,389,000	6,515,000
			Equipment	37,000	38,000	39,000
1,206		33,000	Land and Land Improvements			
881	507,926	25,000	Station Equipment	25,000	26,000	27,000
	13,478	30,000	Poles, Towers and Fixtures	20,000	21,000	22,000
43,314	16,645	40,000	Overhead Conductors	30,000	31,000	32,000
57,878	92,060	70,000	Underground Conduit	90,000	93,000	96,000
59,803	139,716	110,000	Underground Conductors	180,000	200,000	225,000
78,689	80,829	85,000	Transformers	80,000	82,000	84,000
71,038	32,774	47,000	New Services	45,000	46,000	47,000
48,705	19,556	18,000	Meters	18,000	19,000	20,000
15,906	15,114	30,000	Street Lights and Signals	25,000	26,000	27,000
43,345	261,360		Water Wheels, Turb. Generator			
			Additional Customers	10,000	10,000	10,000
420,765	1,179,458	488,000	Total Capital Outlay	560,000	592,000	629,000
			Interest - '83 Hydro Bonds	13,000	10,000	10,000
	50,000	50,000	Principal - '83 Hydro Bonds	62,000	62,000	62,000
			Assessment Payments			
	50,000	50,000	Total Debt Service	75,000	72,000	72,000
			Other Financing Uses (Interfund Loan)			
			- To Telecommunications	565,000		
			Operating Transfers Out			

Continued on page 137

ELECTRIC FUND - OPERATIONS

Major Goals

The major goals of the Electric Department are as follows:

- Create a customer service driven culture.
- Evaluate alternative electricity supply options.
- Identify and pursue opportunities to reduce transmission costs.
- Enhance product and service features.
- Identify new business opportunities.
- Prepare for the year 2000.

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	0.80	Director of Electric Utilities	0.80	0.80	0.80
1.00	1.00	1.00	Electrical Superintendent	1.00	1.00	1.00
1.00	1.00	1.00	Lead Working Line Installer	1.00	1.00	1.00
1.00	1.00	0.00	Line Installer	0.00	0.00	0.00
3.00	3.00	2.00	Line Installer/Service Person	2.00	3.00	4.00
2.00	2.00	1.00	Line Truck Operator	1.00	1.00	1.00
1.00	1.00	1.00	Electric Meter Repairer	1.00	1.00	1.00
1.00	1.00	1.00	Electrician	1.00	1.00	1.00
1.00	1.00	1.00	Connect-Disconnect Person	1.00	1.00	1.00
2.00	2.00	2.00	Grounds Person/Meter Reader	2.00	2.00	2.00
0.75	0.75	0.75	Engineering/Mapping Technician	1.00	1.00	1.00
0.50	0.50	0.50	Administrative Secretary	0.00	0.00	0.00
0.00	0.00	0.00	Administrative Assistant	0.70	0.70	0.70
0.00	0.00	0.00	Clerk II	0.50	0.50	0.50
0.00	0.00	0.50	Marketing	0.00	0.00	0.00
0.00	0.00	0.20	Telecommunications	0.20	0.20	0.20
15.25	15.25	12.75	Total Electric Division	13.20	13.20	13.20

ELECTRIC FUND - OPERATIONS

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
		500,000	Contingency	500,000	500,000	500,000
<u>1,992,633</u>	<u>1,875,564</u>	<u>1,107,000</u>	Unappropriated Ending Fund Balance	<u>1,180,000</u>	<u>891,000</u>	<u>412,000</u>
\$ 9,300,182	\$ 10,132,576	\$ 9,041,000	TOTAL REQUIREMENTS	\$ 10,077,000	\$ 9,541,000	\$ 9,354,000

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
45,380	24,650	35,000	New Primary (feet)	50,000	51,500	53,045
148	129	125	New Services	170	175	180
36	0	45	Altered Services	50	52	53
57	64	45	Temporary Service Installed	50	52	53
66	61	50	Temporary Service Removed	50	52	53
186	172	145	Residential Meters Installed	160	165	170
18	31	10	Commercial Meters Installed	10	10	11
90	64	55	Transformers Installed	65	67	69
50	29	25	Transformers Removed	20	21	21
2,212	5,719	4,000	Total Kilovolt Ampere Increase	3,000	3,090	3,183
43	29	60	Street Lights Installed	30	31	32
195	264	300	Street Lights Repaired	200	206	212
34	24	25	Poles Installed	20	21	21
11	6	0	Poles Removed	40	41	42
1,502	1,283	1,300	Underground Power Locates	1,500	1,545	1,591
4,984	6,909	6,500	Delinquent Accounts	6,500	6,695	6,896
819	1,168	1,000	Delinquent Disconnects	1,000	1,030	1,061
4,161	4,055	3,600	Total Connects	3,800	3,914	4,031
2,651	2,613	2,300	Total Disconnects	2,400	2,472	2,546
159.9		163	Energy Purchased (mWH)	165	170	175
24,206		26,796	Mo. Avg. Demand Purchased	29,000	29,870	30,766
71,010	57,421		Total Wire Used (feet)	85,000	87,550	90,177
46,935	91,100		Conduit Installed	65,000	66,950	68,959

TELECOMMUNICATIONS FUND

Resources

CATV. This budget assumes that the City will have 1000 CATV (Cable Television) customers by the end of the fiscal year.

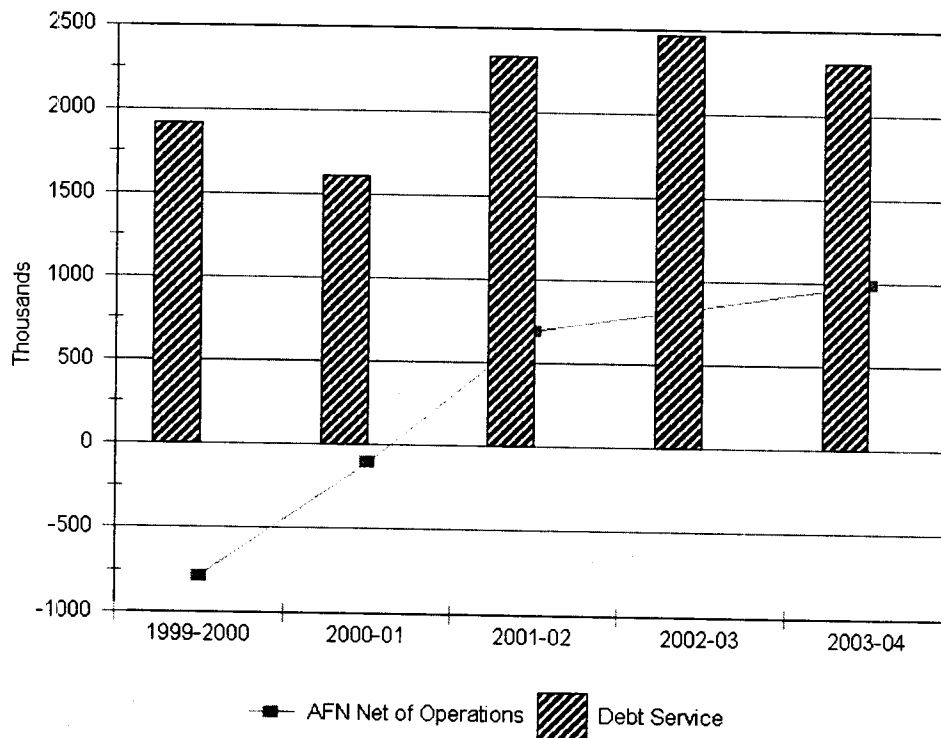
Internet. This budget assumes that the City will have 750 Internet customers by the end of the year.

High Speed Data Service. This budget assumes that the City will have 30 High Speed Data customers by the end of the year.

Interfund Loan. Although the Ashland Fiber Network (AFN) business plan assumes that the division will be self-supporting, it will be several years before a positive cash flow is achieved. Consequently, the division will need to borrow internally for several years.

Bond Loan. The 4.9 million dollar bond issue is re-budgeted in 1999-2000.

Ashland Fiber Network Revenues and Debt Service Comparison



TELECOMMUNICATIONS FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ _____	\$ _____	\$ _____	Working Capital Carryover	\$ _____	\$ 865,000	\$ 49,000
			Charges for Services			
		16,000	Telecommunications Revenue			
			CATV	280,000	820,000	1,574,000
			Internet	68,000	313,000	519,000
			High Speed Data Services	163,000	347,000	571,000
		16,000	Total Charges for Services	511,000	1,480,000	2,664,000
			Interest on Investments		48,000	3,000
			Other Financing Sources			
		3,554,000	Interfund loan	1,196,000	1,556,000	1,680,000
		3,554,000	Bond/loan Proceeds	4,883,000		
			Total Other Financing Sources	6,079,000	1,556,000	1,680,000
\$ _____	\$ _____	\$ 3,570,000	TOTAL RESOURCES	\$ 6,590,000	\$ 3,949,000	\$ 4,396,000

TELECOMMUNICATIONS FUND

Overview

The Telecommunications Division manages the fiber optic infrastructure, known as Ashland Fiber Network (AFN) within the Ashland area. This high-speed network will interconnect with other governmental, municipal, educational and health care institutions and enable the division to provide an enhanced portfolio of products and services to the citizens of Ashland.

AFN offers the following services:

- 1) High-speed data, which provides connectivity for broadband data, video, conferencing and voice applications at speeds of 10 Mbps or 100, Mbps utilizing a direct fiber link;
- 2) Internet Access which provides high-speed connections of up to 5Mbps using a cable modem; and
- 3) Cable Television, an alternative to tradition CATV, offers an extensive channel line-up at competitive prices.

The complexity of the system will grow gradually and customer needs will drive the introduction of more sophisticated broadband technologies. Marketing efforts will focus on all three areas.

First the department will focus on linking the various substations, pump stations and other electrical and water work facilities to the central network to enable operational automation of these facilities and SCADA applications. Second, it will work to meet the connectivity needs of institutions such as Southern Oregon University, the Ashland School District, Ashland Community Hospital and the business community. Third, the department will begin offering cable television and Internet service to residential customers as it installs the network throughout the city.

Budget Trends and Changes

Twenty percent of the Electric Director's position and half of the Electric Administrative Secretary position are allocated to provide direct administration as well as clerical support in addition to the three full-time positions of the service crew (two line installers and one equipment operator which will construct the Telecommunication infrastructure. Additional positions will include a Headend Technician, CATV Specialist, and Service Installers.

TELECOMMUNICATIONS FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$ 245,000	Personnel Services			
			Regular Salaries and Wages	\$ 380,000	\$ 324,000	\$ 185,000
			Overtime Pay	15,000	16,000	17,000
		81,000	Fringe Benefits	144,000	151,000	158,000
		326,000	Total Personnel Services	539,000	491,000	360,000
			Materials and Services			
		78,000	Advertising and Publication	105,000	115,000	154,000
			Bad Debts	6,000	16,000	25,000
		100,000	Central Service Fee	230,000	242,000	254,000
			Contracted Services			
		1,000	Dues and Subscriptions	1,000	1,000	1,000
		74,000	Equipment Rental	30,000	25,000	
			- Replacement	21,000	12,000	13,000
			- Maintenance & Fuel	10,000	11,000	12,000
		1,000	Insurance	1,000	1,000	1,000
			Miscellaneous	3,000	3,000	3,000
		4,000	Postage	4,000	4,000	4,000
		3,000	Programming	140,000	303,000	624,000
			System Maintenance		25,000	40,000
			Maintenance Head In		25,000	40,000
			CATV Related Exp	3,000	9,000	19,000
		7,000	Pole attachments	7,000	15,000	15,000
		2,000	Maintenance		25,000	75,000
		55,000	Small Tools			
		4,000	Office Supplies	8,000	5,000	5,000
			T-3 Conectivity	150,000	158,000	166,000
		1,000	City Taxes and Fees	29,000	91,000	154,000
		7,000	Travel and Training	7,000	8,000	8,000
		100,000	Bond Issuance costs/discount			
		4,000	Utilities	4,000	4,000	4,000
		441,000	Total Materials and Services	759,000	1,098,000	1,617,000
			Capital Outlay			
		220,000	Equipment			
		2,583,000	Improvements Other Than Buildings	2,562,000	705,000	5,000
		2,803,000	Total Capital	2,562,000	705,000	5,000
			Debt Service			
			Interfund Loan	1,565,000	1,256,000	1,634,000
			Bond Repayment	350,000	350,000	700,000
			Total Debt Service	1,915,000	1,606,000	2,334,000
			Contingency	415,000	44,000	80,000
			Unappropriated Fund Balance	400,000	5,000	
\$	\$	\$ 3,570,000	TOTAL REQUIREMENTS	\$ 6,590,000	\$ 3,949,000	\$ 4,396,000

TELECOMMUNICATIONS FUND

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.00	0.00	0.20	Director of Electric Utilities	0.20	0.20	0.20
0.00	0.00	0.80	Telecommunications Supervisor	0.80	0.80	0.80
0.00	0.00	1.00	Line Installer	1.00	0.50	0.00
0.00	0.00	1.00	Line Installer/Service Person	1.00	0.50	0.00
0.00	0.00	1.00	Line Truck Operator	1.00	1.00	1.00
0.00	0.00	0.50	Administrative Secretary	0.00	0.00	0.00
0.00	0.00	0.00	Administrative Assistant	0.30	0.30	0.30
0.00	0.00	0.50	Marketing Manager	0.00	0.00	0.00
0.00	0.00	0.00	Head-end Technician	1.00	1.00	1.00
0.00	0.00	0.00	Field Services	1.00	1.00	1.00
0.00	0.00	0.80	Cable Installer	3.00	2.00	1.00
0.00	0.00	5.00	Total Telecommunications	9.30	7.30	5.30

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Number of Cable Accounts	1,000	2,923	2,937
			Number of Internet Accounts	750	2,486	2,884
			Number of High Speed Accounts	15	30	50

INTERNAL SERVICE FUNDS

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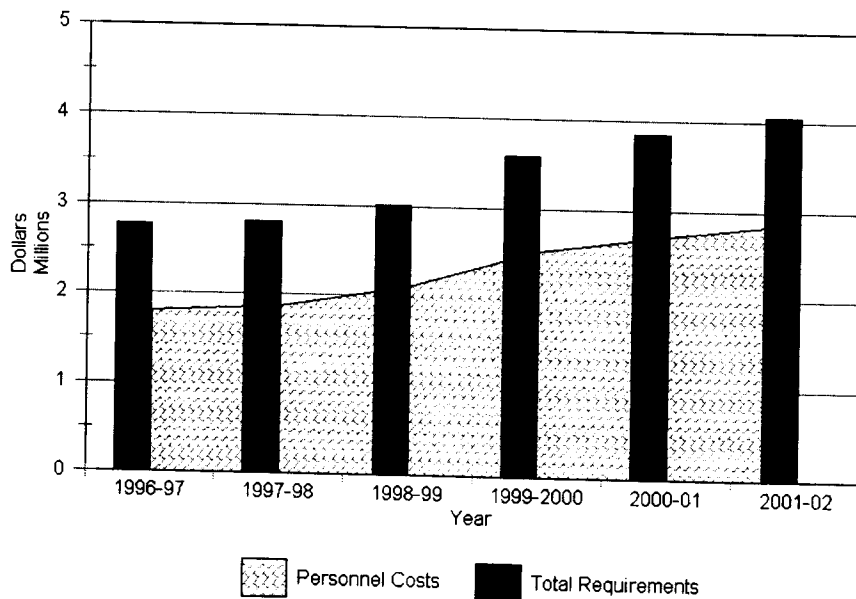
CENTRAL SERVICES FUND IN BRIEF

Overview

Two divisions have been added to the Central Services Fund: Administrative Services, and Facilities and Safety. Facilities and Safety expenses were reflected in the Equipment Fund in last year's budget and the Finance budget in the preceeding year. A portion of the costs in Administrative Services budget was shown in other divisions of Central Services last year. The net effect has been an addition of \$457,000 in expenditures in the fund.

Personnel costs have risen 13 percent over the prior budget, the addition of the Facilities personnel accounted for 4 percent of this increase, additional personnel required for customer service related to AFN accounted another 1.5 percent, while transitioning the Marketing Manager from Telecommunications in the Electric Fund was an additional 2.5 percent. The remaining 12 percent increase is due to increases in the Employers PERS contribution rate increasing 7 percent coupled with increases of an estimated 20 percent in the cost of health care insurance, while cost of living adjustments (COLA's) represent the remainder.

Central Services Fund
Personnel Costs



CENTRAL SERVICES FUND IN BRIEF

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
Resources by Classification						
\$ 323,203	\$ 159,753	\$ 120,000	Working Capital Carryover	\$ 123,000	\$ 89,000	\$ 104,000
2,425,703	2,627,999	2,878,000	Charges for Services	3,436,000	3,757,000	3,947,000
21,674	17,317	10,000	Interest on Investments	7,000	5,000	6,000
2,585	2,219		Miscellaneous Revenues	1,000	1,000	1,000
<u>\$ 2,773,165</u>	<u>\$ 2,807,288</u>	<u>\$ 3,008,000</u>	TOTAL RESOURCES	<u>\$ 3,582,000</u>	<u>\$ 3,852,000</u>	<u>\$ 4,058,000</u>
Requirements by Classification						
\$ 1,798,458	\$ 1,876,947	\$ 2,106,000	Personnel Services	\$ 2,527,000	\$ 2,720,000	\$ 2,875,000
688,391	675,336	762,000	Materials and Services	880,000	926,000	952,000
126,563	137,723	94,000	Capital Outlay	106,000	112,000	112,000
		46,000	Operating Transfers Out			
159,753	117,282		Contingency	69,000	94,000	119,000
			Unappropriated			
<u>\$ 2,773,165</u>	<u>\$ 2,807,288</u>	<u>\$ 3,008,000</u>		<u>\$ 3,582,000</u>	<u>\$ 3,852,000</u>	<u>\$ 4,058,000</u>
Requirements by Department/Division						
\$ 662,258	\$ 671,019	\$ 706,000	Administration	\$ 678,000	\$ 716,000	\$ 758,000
			Administrative Services	247,000	272,000	268,000
101,076	113,673	117,000	City Recorder-Treasurer	111,000	100,000	104,000
536,697	552,731	783,000	Public Works Department	827,000	873,000	921,000
			Facilities and Safety	238,000	255,000	273,000
356,731	381,955	439,000	Computer Services	429,000	464,000	484,000
<u>\$ 2,773,165</u>	<u>\$ 2,807,288</u>	<u>\$ 3,008,000</u>		<u>\$ 3,582,000</u>	<u>\$ 3,852,000</u>	<u>\$ 4,058,000</u>

CENTRAL SERVICES FUND

Resources

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 six departments: Administration, Administrative Services, Finance, City Recorder, Public Works, Computer Services, and Facilities Maintenance.

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. This allocation takes the proposed departmental budgets and allocates charges to departments or divisions for services provided by Administration (Mayor & Council, City Administration, Personnel, and Legal), Finance (Budgeting, Administration, Utility Billing, Accounting, Payroll, Treasury, and Purchasing) Administrative Services (Public Relations and Conservation), City Recorder (Treasury, Records Management, Assessment), Public Works (Administration and Engineering), Computer Services and Facilities Maintenance and safety. The allocations are based on many different cost-data elements that are updated annually.

Central Services. This charge has increased by \$547,000 primarily because of increases in personnel costs. Again, increases in PERS and health insurances have a dramatic impact on this fund, with personnel costs comprising over 70 percent of this fund's expenses. An increase of \$180,000 was due to the move of several employees from other funds, and \$123,000 was due to additional employees in Finance (Customer Service Clerk for AFN), Computer Services, and Public Works Administration.

Public Works Services. This budget includes an 18 percent increase in rates to cover the increased costs to process development applications.

CENTRAL SERVICES FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 323,203	\$ 159,753	\$ 120,000	Working Capital Carryover	\$ 123,000	\$ 89,000	\$ 104,000
			Charges for Services			
2,355,996	2,550,996	2,781,000	Central Service Charges	3,328,000	3,646,000	3,832,000
11,987	11,756	16,000	Copy Charges	13,000	13,000	14,000
17,030	21,790	24,000	Lien Search	28,000	29,000	30,000
			Public Work Rate Inc	10,000		
40,690	43,457	57,000	Public Works Services	57,000	69,000	71,000
<u>2,425,703</u>	<u>2,627,999</u>	<u>2,878,000</u>	Total Charges for Services	<u>3,436,000</u>	<u>3,757,000</u>	<u>3,947,000</u>
<u>21,674</u>	<u>17,317</u>	<u>10,000</u>	Interest on Investments	<u>7,000</u>	<u>5,000</u>	<u>6,000</u>
			Miscellaneous Revenues			
<u>2,585</u>	<u>2,219</u>		Miscellaneous Revenues	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
			Operating Transfers In			
			- From Bancroft Bond Fund	<u>15,000</u>		
<u>\$ 2,773,165</u>	<u>\$ 2,807,288</u>	<u>\$ 3,008,000</u>	TOTAL RESOURCES	<u>\$ 3,582,000</u>	<u>\$ 3,852,000</u>	<u>\$ 4,058,000</u>

CENTRAL SERVICES FUND - ADMINISTRATION

Overview

Administration includes expenditures for the Mayor and Council, City Administration, Personnel, and Legal. The Mayor and City Councilors are elected officials responsible for setting City policy. The City Administrator is responsible for the supervision and coordination of all City departments in administering those policies, with the exception of the Parks Department. The City Attorney is responsible for prosecuting for the City and defending the City in major actions of law, giving legal advice to the Mayor, City Council, and appointed officials, and for preparing all ordinances, resolutions, and contracts.

Budget Trends and Changes

With the formation of the Administrative Services Department, the Conservation/Regional Affairs Manager was transferred and became the director, which reduced staffing by 1.0 position and created a reduction in the departmental budget. The Assistant City Administrator's salary was split between this budget and Computer Services. It is now shown in this budget.

Major Goals

The major goals for Administration are as follows:

- Develop an organizational training program.
- Implement the City Council's strategic plan.
- Enhance Information Services operations.
- Update the City's human resources policies and procedures.
- Be prepared for Year 2000 issues that may arise.
- Support the Electric Department in its implementation of the Ashland Fiber Network.
- Carefully monitor BPA contract negotiations and rate case issues. Recommend the best course of action to the Mayor and City Council, including evaluation of power purchases from private sources.
- Continue the space planning programs underway (e.g., Fire Stations, City Hall, Hillah site).
- Complete a compensation study for management positions.

CENTRAL SERVICES FUND - ADMINISTRATION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 385,846	\$ 380,717	\$ 403,000	Personnel Services			
2,462	3,665	3,000	Regular Salaries and Wages	\$ 377,000	\$ 401,000	\$ 426,000
121,325	123,326	140,000	Overtime Pay	3,000	3,000	3,000
509,633	507,708	546,000	Fringe Benefits	149,000	164,000	172,000
			Total Personnel Services	529,000	568,000	601,000
			Materials and Services			
11,771	13,311	13,000	Advertising and Publicity	10,000	11,000	12,000
1,975	4,173	4,000	Books and Publications	2,500	2,500	2,500
1,265	496	2,000	Committee - Sister Cities	1,000	1,000	1,000
37,930	36,440	18,000	Contracted Services	35,000	30,000	35,000
27,072	25,092	28,000	Dues and Subscriptions	25,000	26,000	27,000
2,540	2,765		Equipment Rental - City			
		7,000	Equipment Rental - Outside			
2,600	2,700	3,000	Insurances	4,000	4,000	4,000
9,685	9,601	10,000	Miscellaneous	10,000	11,000	12,000
2,733	2,491	3,000	Postage	2,500	2,500	2,500
14,904	7,054	15,000	Community Information	5,000	5,000	5,000
8,649	10,758	10,000	Office Supplies	8,500	8,500	8,500
27,245	42,636	30,000	Travel and Training	25,000	25,000	25,000
189	560	12,000	Organizational Training	15,000	16,000	17,000
4,067	5,234	5,000	Telephone	5,500	5,500	5,500
152,625	163,311	160,000	Total Materials and Services	149,000	148,000	157,000
\$ 662,258	\$ 671,019	\$ 706,000	TOTAL REQUIREMENTS	\$ 678,000	\$ 716,000	\$ 758,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Mayor (1) and Council (6)			
1.00	1.00	1.00	City Administrator	1.00	1.00	1.00
1.00	1.00	1.00	City Attorney	1.00	1.00	1.00
0.75	0.75	0.75	Assistant City Administrator	1.00	1.00	1.00
1.00	1.00	1.00	Conservation/Regional Affairs Manager	0.00	0.00	0.00
1.00	1.00	1.00	Executive Secretary	1.00	1.00	1.00
1.00	1.00	1.00	Legal Assistant	1.00	1.00	1.00
1.00	1.00	1.00	Personnel Assistant	1.00	1.00	1.00
6.75	6.75	6.75	Total Administration	6.00	6.00	6.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Personnel			
26	23	20	Positions Advertised	25	25	25
913	718	1,000	Job Applications Received	700	700	700
			City Attorney			
22	35	35	Muni Court Cases w/Atty. Rep	35	35	35
312	208	264	Contempt Complaints	200	200	200
4	3	4	Other Muni Court Involvement	3	3	3
8	4	5	F&B and TOT Cases Filed	5	5	5

CENTRAL SERVICES FUND - ADMINISTRATIVE SERVICES

Overview

The Administrative Services Department comprises Public and Community Relations, Marketing and Communications, Intergovernmental Affairs, Legislative Affairs, Environmental Affairs, and Customer Service. The department is responsible for implementing the Communication Plan approved by the City Council in September 1998, as well as communicating the numerous initiatives, programs, and projects that are of interest to the public and media.

Administrative Services publishes the monthly *City Source* newsletter and manages an overall public information program for all City departments. In addition, the department acts as a liaison in intergovernmental affairs and manages the City's overall legislative program at the State and Federal level, including electric deregulation, telecommunications, water, and transportation. The department is also charged with the design and implementation of an organization-wide customer service program. Additionally, implementation and annual reporting on the Valdez principles and other environmental issues are included in the department's responsibilities. Finally, Administrative Services is the main liaison to RVTV on various joint projects.

Staffing includes the Director and Communications and Marketing Manager.

Budget Trends and Changes

This is a new department; therefore, this is a new section of the City's overall budget. The budget reflects expenses associated with the numerous projects and publications for which this department is responsible, and is staffed with 2 positions: the Director of Administrative Services, who was reallocated from Administration; and the Marketing and Communications Manager, who was reallocated from the Electric Fund Operations and the Telecommunications Divisions.

Major Goals

The major goals of the Administrative Services Department are as follows:

- Implement items identified in the Communication Plan.
- Improve the video and audio facilities in the City Council Chambers.
- Work with RVTV on production videos and television shows of interest to Ashland citizens.
- Assist in the marketing of AFN services.
- Assist in the Marketing of the City's Electric Department products and services.

CENTRAL SERVICES FUND - ADMINISTRATIVE SERVICES

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$	Personnel Services			
			Regular Salaries and Wages	\$ 129,000	\$ 135,000	\$ 142,000
			Overtime Pay			
			Fringe Benefits	44,000	45,000	46,000
			Total Personnel Services	173,000	180,000	188,000
			Materials and Services			
			Advertising and Publicity	5,000	5,000	5,000
			Books and Publications	1,000	1,000	1,000
			Contracted Services	10,000	10,000	10,000
			Dues and Subscriptions	1,000	1,000	1,000
			Insurances		1,000	1,000
			Maintenance	500	1,000	1,000
			Miscellaneous	2,000	2,000	2,000
			Postage	1,000	1,000	1,000
			Programs:			
			- Community Survey		14,000	
			- R V Television	10,000	10,000	10,000
			- Newsletter	40,000	42,000	44,000
			Office Supplies	1,000	1,000	1,000
			Travel and Training	1,500	2,000	2,000
			Telephone	1,000	1,000	1,000
			Total Materials and Services	74,000	92,000	80,000
\$	\$	\$	TOTAL REQUIREMENTS	\$ 247,000	\$ 272,000	\$ 268,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-00	Estimated 2000-01	Estimated 2001-02
			Administrative Services Director	1.00	1.00	1.00
			Marketing Communications Manager	1.00	1.00	1.00
			Total Administrative Services	2.00	2.00	2.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Newsletters Mailed	108,000	113,000	119,000
			Press Releases Issued	150	150	150
			Videos Produced	8	8	8
			Forums Sponsored	6	6	6

CENTRAL SERVICES FUND - FINANCE DEPARTMENT

Overview

The Finance Department is composed of three divisions: Accounting, Customer Information Services, and Purchasing. Each Division provides services internally to other City departments and directly to the public.

The accounting division is responsible for the annual budget, debt management, accounts payable, payroll, monthly reports, and annual financial reports.

Customer Information Services Division performs billing and customer service for electric, water, wastewater, storm drain, and transportation utility fees. Other services performed by the Customer Information Services Division include business license registration, billing and information management, and collection of the Food and Beverage Tax and the Hotel/Motel Tax.

The Purchasing Division is responsible for ordering and maintenance of the six major inventory groups within the City, which include water, wastewater, and electric inventories. The Purchasing Division handles the general supply inventory and bid process.

Budget Trends and Changes

A new financial management system will be in place for this fiscal year. This system will provide the Finance Department with the tools necessary to provide an increased level of efficiency within the organization and to the public. Examples of the benefits of the new system include encumbrance accounting, on-line purchasing, electronic payments, and automation of inventory.

Funding for the financial management system is shown in the Equipment Fund. Personnel costs have been increased this year in overtime and temporary employees due to the implementation and training needed to fully use the new system. The proposed travel and training has been increased in anticipation of off-site training. On going contract maintenance of \$30,000 is included under contract services.

Cable television will be added to the billing and customer service responsibilities this fiscal year. Consequently, one full time Account Clerk has been added to the current staff to handle the increase in billing and customer service associated with providing this service. The full time Administrative Secretary position is split with 20 percent shown in the Insurance Services Fund. In addition, the Department will continue to use a Temporary Account Clerk to provide staff coverage for necessary cross-training within the department.

CENTRAL SERVICES FUND - FINANCE

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 486,521	\$ 491,766	\$ 467,000	Personnel Services			
4,225	8,760	5,000	Regular Salaries and Wages	\$ 510,000	\$ 571,000	\$ 600,000
149,300	153,727	150,000	Overtime Pay	5,000	5,000	5,000
640,046	654,254	622,000	Fringe Benefits	176,000	190,000	200,000
			Total Personnel Services	691,000	766,000	805,000
			Materials and Services			
967	2,435	2,000	Advertising and Publications	2,000	2,000	2,000
		11,000	Internal Service Charges			
10,012	6,134	65,000	Contracted Services	91,000	96,000	101,000
3,393	4,060	2,000	Dues and Subscriptions	4,000	4,000	4,000
10,560			Equipment Rental - City			
	2,680	1,800	- Replacement	2,000	2,000	2,000
	6,783	11,600	- Maintenance & Fuel	9,200	9,200	9,200
500	1,175	1,000	Insurance	2,000	2,000	2,000
7,681	6,040	8,000	Maintenance Outside Agreements			
41,722	37,445		Maintenance Buildings			
1,484	1,088	2,000	Miscellaneous	1,000	1,000	1,000
39,011	25,685	46,000	Postage	47,000	49,000	51,000
62,299	52,925		Professional Service			
65,000	65,000	65,000	Use of Facilities Charge	65,000	70,000	75,000
9,312	13,760	12,000	Billing Supplies	17,000	18,000	19,000
5,148	6,384	7,000	Copy Machine Supplies	7,000	7,000	7,000
18,144	24,651	14,000	Office Supplies	16,000	17,000	18,000
5,403	2,351		Warehouse Supplies	1,000	1,000	1,000
3,871	6,458	8,000	Travel and Training	11,000	10,000	9,000
32,097	32,557	34,600	Utilities	12,800	13,800	14,800
316,604	297,611	291,000	Total Materials and Services	288,000	302,000	316,000
			Capital Outlay			
	18,764	4,000	Buildings			
			Office Equipment	4,000	10,000	10,000
	18,764	4,000	Total Capital Outlay	4,000	10,000	10,000
		46,000	Contingency	69,000	94,000	119,000
159,753	117,282		Unappropriated Ending Fund Bal			
\$ 1,116,403	\$ 1,087,910	\$ 963,000	TOTAL REQUIREMENTS	\$ 1,052,000	\$ 1,172,000	\$ 1,250,000

CENTRAL SERVICES FUND - FINANCE DEPARTMENT

Major Goals

The major goals of the Finance Department are as follows:

- Upgrade the entire financial management information system for the City. This integrated computer system includes general ledger, accounts payable encumbrances, inventory, receivables, and payroll.
- Establish electronic utility payment options.
- Assist in the selection and implementation of GIS and permit tracking.
- Develop a purchasing system that incorporates the use of purchasing cards.
- Provide customer support services for fiber products.
- Finance various City projects.

CENTRAL SERVICES FUND - FINANCE

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Director of Finance	1.00	1.00	1.00
1.00	1.00	1.00	Supervising Accountant	1.00	1.00	1.00
1.00	1.00	1.00	Staff Accountant	1.00	1.00	1.00
1.00	1.00	1.00	Account Representative	1.00	1.00	1.00
0.00	0.00	1.00	Purchasing Representative	1.00	1.00	1.00
6.75	6.75	6.00	Account Clerks	6.25	7.25	7.25
1.00	1.00	1.00	Administrative Secretary	0.80	0.80	0.80
1.00	1.00	0.00	Purchasing Agent/ Cemetery Superintendent	0.00	0.00	0.00
1.75	1.75	0.50	Building Maintenance Worker	0.50	0.50	0.50
0.00	0.00	0.00	Bldg/Maint/Whse Worker II	0.00	0.00	0.00
1.00	1.00	0.00	Facilities Maintenance III	0.00	0.00	0.00
0.00	0.00	0.00	Clerk I	0.75	0.75	0.75
0.60	0.60	0.00	Budget Analyst	0.00	0.00	0.00
16.10	16.10	12.50	Total Finance	13.30	14.30	14.30

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
14,264,841	14,264,841	14,735,000	Utility Billings and Collections	14,882,350	15,068,350	15,256,350
4,613	4,130	4,300	Utility Connections Processed	4,400	4,400	4,400
0	0	0	Telecommunications Billings & Collections	2,000,000	2,600,000	2,900,000
143,000	35,000	30,000	Pieces of Mail Processed In-House	10,000	10,000	10,000
0	108,000	118,000	Pieces of Mail Outsourced	138,000	140,000	142,000
7,244	7,800	8,800	Accounts Payable Checks Processed	8,800	8,000	8,000
2,989	2,306	2,800	Payroll Checks Written	2,800	2,800	2,800
3,266	2,875	3,300	Payroll Automatic Deposit	3,300	3,300	3,300
1,783	2,049	1,800	Business Licenses Issued	1,800	1,800	1,800
29,570	0	0	Sq. Footage of Buildings Cleaned	0	0	0

CENTRAL SERVICES FUND - CITY RECORDER/TREASURER

Overview

The City Recorder/Treasurer is an elected official and by direction of the City Charter, is to maintain public relations between citizens and the City. The Recorder/Treasurer services as the City's official Election Officer and is a member of the Audit Committee.

The City Recorder/Treasurer and the Director of Finance are designated as the Investment Officers of the City and are responsible for investment decisions and activities. Duties of this 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 property.

Budget Trends and Changes

Clerk II position was reduced from full-time to .25 time at the recommendation of the City Administrator because of structural changes that must take place to balance the City's finances.

Because of Y2K problems, \$15,000 is needed to update the lien program. This is being paid from a transfer from the Bancroft Bond Fund.

Major Goals

The major goals of the City Recorder/Treasurer are as follows:

- Provide and develop additional communication tools for public access.
- Implement a City Records Management Retention program for all departments.
- Implement Document Imaging System Project and bring city departments on line with system.
- Update the lien program.

CENTRAL SERVICES FUND - CITY RECORDER/TREASURER

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 58,862	\$ 71,107	\$ 76,000	Personnel Services			
16,833	24,036	22,000	Regular Salaries and Wages	\$ 60,000	\$ 63,000	\$ 66,000
			Fringe Benefits	22,000	23,000	24,000
<u>75,695</u>	<u>95,143</u>	<u>98,000</u>	Total Personnel Services	<u>82,000</u>	<u>86,000</u>	<u>90,000</u>
			Materials and Services			
4,866	4,318	4,500	Bank Fees	4,500	4,500	4,500
336	517	300	Dues and Subscriptions	400	400	400
237		1,000	Elections	1,000	1,000	1,000
421	708	500	Miscellaneous	2,500	2,500	2,500
398	427	600	Postage	500	500	500
	6,884	7,000	Community Information			
3,859	2,208	3,000	Office Supplies	3,000	3,000	3,000
1,343	3,308	2,000	Travel and Training	2,000	2,000	2,000
186	158	100	Utilities	100	100	100
<u>11,646</u>	<u>18,530</u>	<u>19,000</u>	Total Materials and Services	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
			Capital Outlay			
13,735			Office Equipment	15,000		
<u>\$ 101,076</u>	<u>\$ 113,673</u>	<u>\$ 117,000</u>	TOTAL REQUIREMENTS	<u>\$ 111,000</u>	<u>\$ 100,000</u>	<u>\$ 104,000</u>

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	City Recorder	1.00	1.00	1.00
0.00	1.00	1.00	Clerk II	0.25	0.25	0.25
<u>1.00</u>	<u>2.00</u>	<u>2.00</u>	Total City Recorder/Treasurer	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
852	1,090	1,200	Property Lien Services	1400	1450	1500
52	41	40	Minutes Prepared	50	50	50
265	300	300	LID Accounts	400	400	400
87	130	130	Liquor Licenses	130	130	130
24	25	25	Recording Documents	200	200	200
311	325	325	Notary Services	325	325	325
	44	60	Ordinances/Resolutions Recorded	60	60	60
4	1	2	City Elections	2	2	2

CENTRAL SERVICES FUND - PW ADMINISTRATION & ENGINEERING

Overview

Public Works Administration and Engineering Services Divisions are responsible for overall administration, personnel, and budgeting for the Public Works Department that includes Engineering, Streets, Water, Wastewater, Equipment/Fleet Maintenance, Airport, Cemetery, and Facilities Maintenance Divisions.

Staff supports the Airport, Forest, and Traffic Safety Commissions, and it provides various staff liaison functions for the Jackson/Josephine Transportation Committee (JJTC), Rogue Valley Area Commission on Transportation (RVACT), Ashland Watershed Partnership, Bear Creek 2050 Committee, Talent, Ashland, Phoenix (TAP) Water Intertie Committee, and other local and regional groups.

Administration. Provides oversight to all Public Works functions. In addition to being responsible for the entire Public Works program, the Director also provides hands-on management and administration of the various commissions and master planning projects that affect the City's infrastructure and future growth. In the past two years, the City has completed a Comprehensive Water Master Plan and Storm Water and Drainage Master Plan, started a \$29 million construction project for the Wastewater Treatment Plant, assisted in the flood recovery program and reconstruction efforts, and is involved with a variety of other projects.

Engineering. Provides the City's engineering and surveying service and technical support to our community, as well as to other City Departments. Staff provides direction, plans review services, and provides infrastructure information to consulting engineers, surveyors and developers within the City. In addition, staff is responsible for design, survey, and project management functions for all public works projects. The division also includes the new Geographic Information Systems (GIS) program that will develop the City's infrastructure and specialty data layers (flood plain, 911 service area dispatch, etc.) through coordination with other departments. The Engineering Division also maintains and updates records of utility lines and their locations, rights-of-way and easement locations, boundary surveys and land divisions, and changes to maps, roads and property addresses.

Budget Trends and Changes

Last year, several personnel functions were consolidated into this budget. Once again, the majority of the changes this year are in personnel. The Administrative Assistant, shown as part-time in the 1998-99 budget, was reclassified to a full-time Engineering Assistant (added 0.4 position), and a part-time temporary clerk position in the engineering office has been shown as a regular part-time position (added 0.5 position). The division's net gain in personnel is 0.9 position.

CENTRAL SERVICES FUND - PW ADMINISTRATION & ENGINEERING

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Director of Public Works	1.00	1.00	1.00
		1.00	Public Works Superintendent	1.00	1.00	1.00
1.00	1.00	1.00	Engineering Services Manager	1.00	1.00	1.00
			Engineering Assistant	1.00	1.00	1.00
1.00	1.00	.60	Administrative Assistant			
1.00	1.00	1.00	Administrative Secretary	1.00	1.00	1.00
1.00	1.00	1.00	Engineering Tech III	1.00	1.00	1.00
3.00	3.00	4.00	Engineering Tech II	3.00	1.00	1.00
			GIS Specialist	1.00	1.00	1.00
		1.00	Engineering Tech I	1.00	1.00	1.00
		1.00	Clerk II	1.50	1.50	1.50
8.00	8.00	11.60	Total Public Works	12.50	12.50	12.50

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
190	200	260	Excavation Permits Processed	280	285	290
14	15	18	Subdivisions Approved and Accepted	20	20	20
50	42	50	Partitions Approved and Processed	60	60	60
15	12	15	PW Contracts Administered	18	20	22
40	20	25	Construction Permits Processed	55	58	60
			Designs Completed	12	14	16
			Consultant Projects Managed	8	8	8

CENTRAL SERVICES FUND - PW ADMINISTRATION & ENGINEERING

Major Goals

Many of the goals for this division are actually budgeted projects in other divisions. Highlights shown below are not intended to duplicate other divisions' goals, but demonstrate the high level of coordination and engineering services that are completed through this Division.

- Develop and implement financing of the City Council's long-range water plan and secure water rights.
- Incorporate GIS and mapping data into design operations.
- Assist in preparing development standards for contractors and developers.
- Complete construction of traffic calming on Oak Street and monitor traffic behavior in the surrounding area; evaluate applicability in other areas of the City.
- Assist in the Tolman Creek neighborhood plan and in infrastructure facilities design efforts.
- Provide construction administration to complete the following:
 - Airport Sewer line construction,
 - Reconstruction of Union Street (Siskiyou Blvd. to Auburn Street),
 - Wightman Street Storm Drain, Phase III (Iowa Street to Bridge Street),
 - Mountain Avenue Storm Drain (Iowa Street to Henry Street),
 - Bear Creek Interceptor Sewer Replacement, Phase III,
 - Westwood Street Improvements (LID), and
 - RVTB Bus Shelters.
- Complete feasibility of jurisdictional transfers with ODOT and Jackson County.
- Complete design of the Siskiyou Blvd improvements and bicycle lanes.

CENTRAL SERVICES FUND - PW ADMINISTRATION & ENGINEERING

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Director of Public Works	1.00	1.00	1.00
		1.00	Public Works Superintendent	1.00	1.00	1.00
1.00	1.00	1.00	Engineering Services Manager	1.00	1.00	1.00
			Engineering Assistant	1.00	1.00	1.00
1.00	1.00	.60	Administrative Assistant			
1.00	1.00	1.00	Administrative Secretary	1.00	1.00	1.00
1.00	1.00	1.00	Engineering Tech III	1.00	1.00	1.00
3.00	3.00	4.00	Engineering Tech II	3.00	1.00	1.00
			GIS Specialist	1.00	1.00	1.00
		1.00	Engineering Tech I	1.00	1.00	1.00
		1.00	Clerk II	1.50	1.50	1.50
8.00	8.00	11.60	Total Public Works	12.50	12.50	12.50

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
190		260	Excavation Permits Processed	280	285	290
14		18	Subdivisions Approved and Accepted	20	20	20
50		50	Partitions Approved and Processed	60	60	60
15		15	PW Contracts Administered	18	20	22
40		25	Construction Permits Processed	55	58	60
			Designs Completed	12	14	16
			Consultant Projects Managed	8	8	8

CENTRAL SERVICES FUND - FACILITIES AND SAFETY

Overview

The Facilities and Safety Program is a new division developed to manage the facility maintenance functions of a large portion of the physical plant of the city. The maintenance functions include building repairs and improvements, janitorial services, the telephone system, and the safety and OSHA compliance programs of Public Works. Last year, this function was part of the Equipment Fund. The supervisor also manages the janitorial contract and facilities maintenance staff to complete related work items on all city facilities.

Budget Trends and Changes

The budget shows comparable staffing levels with those used last year in the facilities function of the Equipment Fund. However, .75 position Building Maintenance Worker position was reduced by outsourcing through a janitorial service. This program operates with a 0.5 position Supervisor, a 1.0 position facilities maintenance worker, and a 0.5 position Building Maintenance Worker.

Major Goals

The major goals of the Facilities and Safety Programs are as follows:

- Develop a system to adequately respond to all service requests.
- Continue to evaluate and improve productivity using the work order system.
- Develop a five-year facilities maintenance program.
- Develop an annual or bi-annual heavy maintenance cleaning schedule.
- Evaluate the HVAC systems within City Hall, Court and City Council Chambers, and the Maintenance Yard Facilities.
- Paint Exterior of the Civic Center Facilities (Police, Court and City Council Chambers).

CENTRAL SERVICES - FACILITIES AND SAFETY

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$	Personnel Services			
			Regular Salaries and Wages	\$ 74,000	\$ 80,000	\$ 86,000
			Overtime Pay	2,000	4,000	6,000
			Fringe Benefits	29,000	32,000	36,000
			Total Personnel Services	105,000	116,000	128,000
			Materials and Services			
			Contracted Services	58,000	61,000	64,000
			Dues and Subscriptions	500	500	500
			Equipment Rental - City			
			- Replacement			
			- Maintenance & Fuel	3,600	3,600	3,600
			Maintenance	35,000	37,000	39,000
			Miscellaneous	900	900	900
			Safety Program	8,000	8,000	8,000
			Office Supplies	1,000	1,000	1,000
			Technical Supplies	3,000	3,000	3,000
			Travel and Training	1,000	1,000	1,000
			Utilities	22,000	23,000	24,000
			Total Materials and Services	133,000	139,000	145,000
\$	\$	\$	TOTAL REQUIREMENTS	\$ 238,000	\$ 255,000	\$ 273,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Maintenance & Safety Supervisor	0.50	0.50	0.50
			Facilities Maintenance Worker	1.00	1.00	1.00
			Building Maintenance Worker	0.50	0.50	0.50
			Total Facilities & Safety	2.00	2.00	2.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Square Footage Cleaned	29,570	39,500	39,500
			Number of Facilities Maintained	14	15	15
			Number of Telephones	119	125	131

CENTRAL SERVICES - COMPUTER SERVICES DIVISION

Overview

The Computer Services Division is responsible for City-wide computer operations, including hardware and software purchasing, support, repair, and maintenance. The City of Ashland invested in a computer network in 1988 with 15 work stations at City Hall. Since then, the network has grown to include over 130 work stations, serving more than 170 computer users at City Hall, Public Works, Fire Station No. 1, the City Shops, and the Council Chambers. The division provides computer support in all forms: software and hardware selection and purchasing; day-to-day consultation for computer operators; hardware diagnostics and repair; and maintenance of both network hardware and software. Most computer operations are served by the network.

The network is a state-of-the-art system, positioning the City to be able to serve the public efficiently and effectively. In addition, the City is poised for future technological advances with a solid hardware and software base.

Budget Trends and Changes

The requested budget for Computer Services has decreased \$10,000 from the revised 1998-99 budget. The hardware budget has been increased to allow all workstations to be at least 200 MHz Pentium computers and to keep up with technology by providing for rotation of computers every three years. The licensing requirement has increased and will probably continue increasing as the city moves towards licensing software with automatic updates, rather than purchasing copies outright. The software requirement has been decreased this year by forgoing upgrades of Windows 95 and to Microsoft Office. It is expected those items will appear in future budgets. Office supplies has been increased for a one-time move to a new office. An additional Data Base Administrator position was added and the .25 Assistant City Administrator Position was moved to Administration.

Major Goals

The following are the major goals for Computer Services:

- Install network management software and train staff in software use, to improve efficiency of the system and the Computer Services staff.
- Increase "fault-tolerance" by adding a standby server to further decrease any down time.
- Acquire physical space for staff to adequately perform their jobs.
- Increase City staff satisfaction by improving service, possibly by increasing efficiency, better organization, outsourcing some functions, or providing training opportunities.
- Improve reliability of workstations automating and standardizing software installation and by standardizing hardware.
- Implement a fair and equitable system of responding to requests that is understood and accepted by users.

CENTRAL SERVICES - COMPUTER SERVICES

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 94,321	\$ 110,255	\$ 135,000	Personnel Services			
11,834	18,608	2,000	Regular Salaries and Wages	\$ 156,000	\$ 167,000	\$ 178,000
22,579	26,395	40,000	Overtime Pay	3,000	3,000	3,000
128,734	155,258	177,000	Fringe Benefits	56,000	59,000	62,000
			Total Personnel Services	215,000	229,000	243,000
			Materials and Services			
	281	500	Advertising	500	500	500
511	289	500	Books and Publications	600	600	600
		6,000	Internal Service Charges			
1,695	135	2,000	Dues and Subscriptions	200	200	200
			Insurance	1,000	1,000	1,000
535		8,500	Licensing	23,600	24,600	25,600
13,722	3,980	6,000	Maintenance Computer Equipment	6,300	6,300	6,300
1,424	2,050	1,500	Miscellaneous	1,500	1,500	1,500
1,450	9,336	118,000	Contracted Services	61,200	64,200	67,200
25,543	39,612	26,000	Software	2,000	2,000	2,000
58,129	46,561	6,000	Computer Parts & Supplies	16,000	17,000	18,000
4,139	4,185	1,500	Office Supplies	5,100	5,100	5,100
6,606	4,950	7,500	Travel and Training	4,000	4,000	4,000
1,415	7,618	13,000	Telephone	15,000	16,000	17,000
115,169	118,997	197,000	Total Materials and Services	137,000	143,000	149,000
			Capital Outlay			
112,828	107,699	65,000	Equipment	77,000	92,000	92,000
\$ 356,731	\$ 381,955	\$ 439,000	TOTAL REQUIREMENTS	\$ 429,000	\$ 464,000	\$ 484,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.25	0.25	0.25	Assistant City Administrator			
1.00	1.00	1.00	Computer Systems Manager	0.00	0.00	0.00
0.00	0.00	0.00	Network Administrator	1.00	1.00	1.00
0.00	0.00	0.00	Database Administrator	1.00	1.00	1.00
0.00	0.00	1.00	Programmer			
1.00	1.00	1.00	Computer Technician	2.00	2.00	2.00
2.25	2.25	3.25	Total Computer Services	4.00	4.00	4.00

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
128	130	135	Networked Computers	133	136	140
156	170	165	Network Users	176	182	188
99%	98%	98%	Network up time (includes maintenance)	98%	98%	98%
100%	99%	98%	Network up time (excludes maintenance)	99%	99%	99%
4	28	7	Gigabytes of Data on Fileserver	30.00	35.00	40.00

INSURANCE SERVICES FUND

Resources

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

Insurance Services Liability/Self-Insurance Charges. The City of Ashland is currently self-insured for the first \$50,000 in liability claims. Departments are charged each year for up to the combined losses, not to exceed the \$50,000 limit and percentage of premiums. This charge is based on underwriting data (exposure) as well as claims history (experience).

Insurance Services Worker's Compensation Charges. The premiums that departments are charged for worker's compensation are receipted into this fund. This fund then pays for actual claim costs and administration. The City became self-insured effective July 1, 1993. The proposed budget guarantees each department a maximum budgeted cost of 75 percent of standard premium plus taxes and assessments. A department is charged for estimated costs and assessments based on standard premium until they have reached that budget maximum. Annually, the premium for each department is compared to costs, with an adjustment made based on losses within the department. Thus, a department with an exceptional safety record will receive an immediate benefit.

INSURANCE SERVICES FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 995,606	\$ 1,192,050	\$ 1,135,000	Working Capital Carryover	\$ 538,000	\$ 392,000	\$ 311,000
135,920	143,000	160,000	Charges for Services			
188,756	174,789	200,000	Liability Self Insurance	160,000	220,000	231,000
			Workers Comp Chrgs	240,000	272,000	286,000
			Post Retirement Benefits		25,000	26,000
324,676	317,789	360,000	Total Charges for Services	400,000	517,000	543,000
69,552	89,774	80,000	Interest on Investments	55,000	22,000	17,000
			Miscellaneous Revenues			
140,000			Ambulance Fund			
89,147	4,898	20,000	Rebates and Refunds	25,000	25,000	25,000
229,147	4,898	20,000	Total Miscellaneous Revenues	25,000	25,000	25,000
<u>\$ 1,618,981</u>	<u>\$ 1,604,511</u>	<u>\$ 1,595,000</u>	TOTAL RESOURCES	<u>\$ 1,018,000</u>	<u>\$ 956,000</u>	<u>\$ 896,000</u>

INSURANCE SERVICES FUND

Overview

An outgrowth of the first City-wide safety program initiated in 1975, this division has been compared with captive insurance companies that are common in private industry. Its initial risk capital in 1979-80 was provided by an insurance dividend arising from past savings. The risk-financing study done in June 1993 indicated that the City had adequate monies in this fund.

The division has two primary objectives:

- 1) To reduce human suffering and property losses by preventing industrial accidents and occupational illnesses; by avoiding losses from fire, flood, and other natural and manmade causes; and by minimizing third-party liability claims.
- 2) To reduce the need for increases in taxes or utility by reducing the operating department's costs of insurance and self-insurance.

Budget Trends and Changes

This budget is similar to the present budget. The large increases are in post-retirement benefits and central services. The .25 risk manager position was eliminated and .20 of the Finance Department secretary is now found in this budget.

Major Goals

The major goals of the Insurance Services Fund are as follows:

- Review the liability and property coverages.
- Review the worker's compensation program.
- Review the post-retirement benefits program.

INSURANCE SERVICES FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 13,531	\$ 12,529	\$ 12,000	Personnel Services			
1,067	993	3,000	Regular Salaries and Wages	\$ 6,000	\$ 7,000	\$ 7,000
14,598	13,522	15,000	Fringe Benefits	1,000	1,000	1,000
			Total Personnel Services	7,000	8,000	8,000
			Materials and Services			
24,996	30,000	55,000	Central Services	73,000	77,000	81,000
5,173	3,992	5,000	Contracted Services	13,000	14,000	15,000
3,163	2,200	1,000	Dues and Subscriptions	1,000	1,000	1,000
			Insurance Costs:			
			- Collision Claims	3,000	3,000	3,000
87,470	45,922	50,000	- Liability Claims	50,000	50,000	50,000
17,749	11,546	25,000	- Other Claims	30,000	30,000	30,000
24,336	39,538	39,000	- Workers Comp Program	45,000	47,000	49,000
83,784	83,853	200,000	- Workers Comp Claim	200,000	210,000	221,000
11,773	4,124	15,000	- Unemployment Claims	15,000	16,000	17,000
	264,000		- Postretirement Benefits	25,000	26,000	27,000
63,177	65,625	70,000	- Liability Premiums	80,000	84,000	88,000
25,214	41,955	45,000	- Property Damage Premiums	35,000	37,000	39,000
826	1,547	5,000	- Auto Physical Damage Premiums	2,000	2,000	2,000
13,850	16,793	10,000	- Workers Comp S.D.I.	10,000	11,000	12,000
28,838	26,042	20,000	Miscellaneous Forest interface	9,000		
21,826	8,639	15,000	Wellness Program	28,000	29,000	30,000
158	261		Office Supplies			
412,333	646,037	555,000	Total Materials and Services	619,000	637,000	665,000
		300,000	Operating Transfers out			
		300,000	To Capital Improvements Fund			
			Total Transfers			
		300,000	Contingency	150,000	150,000	150,000
1,192,050	944,952	425,000	Unappropriated Ending Fund Bal	242,000	161,000	73,000
\$ 1,618,981	\$ 1,604,511	\$ 1,595,000	TOTAL REQUIREMENTS	\$ 1,018,000	\$ 956,000	\$ 896,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.25	0.25	0.25	Risk Management Analyst	0.00	0.00	0.00
			Administrative Secretary	0.20	0.20	0.20
0.25	0.25	0.25	Total Insurance Services	0.20	0.20	0.20

EQUIPMENT FUND

Resources

This fund is an internal service fund that provides for the maintenance and replacement of all equipment within the City.

Equipment Rental/Operations. Represents the charges to departments for operating and maintaining vehicles. The proposed budget shows an increase of \$40,000. Budgets are estimated based on the actual cost of vehicle repairs completed by the City shops, and departments are billed monthly according to use.

Equipment Rental/Replacement. Represents the charges to departments for replacing equipment. This account fluctuates annually based on the age and account balance of the various pieces of equipment in the fleet.

Technology Fee. This account is being used to finance various technology updates. They will be repaid from a fee charged over several years to the departments using the technology.

Fuel Sales and Rebates. These are used to manage fuel sales and to provide for the replacement of underground fuel storage tanks.

EQUIPMENT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 1,676,599	\$ 1,667,713	\$ 1,832,000	Working Capital Carryover	\$ 1,304,000	\$ 1,036,000	\$ 893,000
			Charges for Services			
525,000	454,417	500,000	Equipment Rental - Operations	540,000	572,000	604,000
439,000	446,000	344,000	Equipment Rental - Replacement	449,000	454,000	459,000
60,024	65,028	150,000	Technology Fee	100,000	105,000	110,000
11,818	105,911	115,000	Fuel Sales and Rebates	140,000	145,000	150,000
		31,000	Safety			
		162,000	Maintenance of Facilities			
1,035,842	1,071,356	1,302,000	Total Charges for Services	1,229,000	1,276,000	1,323,000
102,424	121,606	75,000	Interest on Investments	60,000	52,000	45,000
			Miscellaneous Revenues			
			Donations			
4,027	3,455	5,000	Miscellaneous Income	5,000	5,000	5,000
14,161	23,263	15,000	Sale of Equipment	10,000	10,000	10,000
18,188	26,718	20,000		15,000	15,000	15,000
			Other Financing Sources			
			Interfund Loan Repayment	1,000,000		
\$ 2,833,053	\$ 2,887,393	\$ 3,229,000	TOTAL RESOURCES	\$ 3,608,000	\$ 2,379,000	\$ 2,276,000

EQUIPMENT FUND - EQUIPMENT AND MAINTENANCE DIVISION

Overview

The Equipment and Maintenance Division has undergone some changes this past year that are reflected in this budget. This division houses a variety of functions: equipment maintenance and repair; equipment replacement; and purchasing of various equipment and technology items. The equipment replacement portions include a rental charge to other divisions and departments to establish an account for future replacement purchases. The equipment maintenance and repair function provides for staff time to perform routine maintenance, preventive maintenance, and major and minor repairs of City vehicles and rolling stock. The facility and building maintenance activities, which were added to this fund last year, have been moved to the Central Services Fund - Facilities and Safety Program.

Budget Trends and Changes

This year's budget has changed, especially in staffing levels and technology costs. The budget shows a decrease of 2.75 positions that were transferred to the Public Works Facilities and Safety Program. The equipment replacement list is shown on the next page.

Major Goals

The major goals of the Equipment and Maintenance Division are as follows:

- Evaluate and purchase fleet management software to better evaluate our fleet vehicles and replacement needs (liaison with Finance Department to ensure a link to City systems).
- Evaluate the need and effectiveness of alternate fuel vehicles (CNG) to satisfy our internal City desires with regard to the Valdez Principles, and to satisfy Department of Energy requirements for municipal fleets.
- Review fleet equipment and discuss innovative replacement options that may improve operational efficiencies within Public Works and other departments.
- Maintain a thorough understanding of technological improvements affecting vehicles and equipment.
- Evaluate/audit emergency generator capabilities and needs.
- Review and assess parts inventory system and requirements.

EQUIPMENT FUND - EQUIPMENT AND MAINTENANCE DIVISION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 109,415	\$ 126,795	\$ 207,000	Personnel Services			
4,364	3,015	3,000	Regular Salaries and Wages	\$ 125,000	\$ 131,000	\$ 137,000
37,014	37,173	81,000	Overtime Pay	3,000	3,000	3,000
			Fringe Benefits	43,000	45,000	47,000
<u>150,793</u>	<u>166,982</u>	<u>291,000</u>	Total Personnel Services	<u>171,000</u>	<u>179,000</u>	<u>187,000</u>
			Materials and Services			
60,504	72,000	90,000	Central Service Charges	108,000	113,000	118,000
45,621	59,660	63,000	Contracted Services	68,000	73,000	78,000
108,842	88,036	100,000	Gasoline, Diesel	100,000	105,000	110,000
22,600	23,100	23,000	Insurance	24,000	25,000	26,000
2,391	4,018	7,000	Maintenance	3,000	3,000	3,000
		47,000	Buildings			
535	585	1,000	Miscellaneous	1,000	1,000	1,000
1,729	1,448	1,000	Safety	1,000	1,000	1,000
2,268	3,566	4,000	Small Tools	4,000	4,000	4,000
84,268	73,047	90,000	Equipment Parts and Supplies	80,000	84,000	88,000
3,274	5,225	4,000	Linen Supplies	4,000	4,000	4,000
2,535	1,089	1,000	Office Supplies	2,000	2,000	2,000
18,804	17,240	21,000	Shop Supplies	21,000	22,000	23,000
	159	6,000	Warehouse			
24,941	23,956	26,000	Tires, Tubes & Chains	23,000	24,000	25,000
1,230	2,807	1,500	Travel and Training	1,500	1,500	1,500
		1,500	Uniform Allowance	1,500	1,500	1,500
8,670	9,931	9,000	Utilities	8,000	8,000	8,000
<u>388,212</u>	<u>385,866</u>	<u>496,000</u>	Total Materials and Services	<u>450,000</u>	<u>472,000</u>	<u>494,000</u>
			Capital Outlay			
			Land			
626,336	304,037	1,505,000	Buildings - Shop			
		94,500	Equipment	553,000	835,000	810,000
	6,101	154,000	B Street Yard	120,000		
	6,101	153,000	Gas Storage Tanks-Service Center			
			Gas Storage Tanks-Airport			
		300,000	Airport Hangers		225,000	
			MIS/CIS	200,000	200,000	
		25,000	Document Imaging System	28,000		
			Permit Tracking	50,000		
			Equipment			
<u>626,336</u>	<u>304,037</u>	<u>1,505,000</u>	Total Capital Outlay	<u>951,000</u>	<u>835,000</u>	<u>810,000</u>
			Other financing uses (Interfund Loan)			
			- To Telecommunications Fund	1,000,000		
		123,000	Contingency	250,000	100,000	100,000
<u>1,667,712</u>	<u>2,030,508</u>	<u>814,000</u>	Unappropriated Ending Fund Balance	<u>786,000</u>	<u>793,000</u>	<u>685,000</u>
\$ <u>2,833,053</u>	\$ <u>2,887,393</u>	\$ <u>3,229,000</u>	TOTAL REQUIREMENTS	\$ <u>3,608,000</u>	\$ <u>2,379,000</u>	\$ <u>2,276,000</u>

EQUIPMENT FUND - EQUIPMENT AND MAINTENANCE DIVISION

Capital Outlay

	<u>Equipment</u>	<u>Technology</u>	<u>Buildings and Improvements</u>	<u>Total</u>
Fleet Replacement and Additions				
AFN Van - (Addition)	\$ 20,000		\$	
AFN Vehicle	20,000			
Public Works 1 - (Replacement)	18,500			
Ambulance - (Replacement)	47,000			
Police Patrol (2) - (Replacement)	47,500			
Police Staff (2) - (Replacement)	25,000			
Street Sweeper - Replacement	125,000			
Street 131 - (Replacement)	15,000			
Sewer Vacuum Rodder - (Replacement)	160,000			
Street Bituminous Distributor - (Modification)	25,000			
Cemetery Pickup - (Replacement)	25,000			
Other Acquisitions				
Shop Equipment	10,000			
Fleet management Software			15,000	
Management Information System		200,000		
Permit Tracking System		50,000		
Document Imaging System		28,000		
B Street yard Site and Building (Phase 2)			120,000	
Total Capital Outlay	<u>\$ 538,000</u>	<u>\$ 278,000</u>	<u>\$ 135,000</u>	<u>\$ 951,000</u>

EQUIPMENT FUND - EQUIPMENT AND MAINTENANCE DIVISION

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Proposed 1999-2000	Estimated 2000-01	Estimated 2001-02
0.25	0.25	0.00	Street Superintendent	0.00	0.00	0.00
0.00	0.00	1.00	Maintenance & Safety Supervisor	0.50	0.50	0.50
0.00	0.00	1.00	Facilities Maintenance Worker	0.00	0.00	0.00
0.00	0.00	1.25	Building Maintenance Worker	0.00	0.00	0.00
1.00	1.00	0.00	Chief Mechanic	0.00	0.00	0.00
2.00	2.00	3.00	Mechanic	3.00	3.00	3.00
3.25	3.25	6.25	Total Equipment Fund	3.50	3.50	3.50

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Proposed 1999-2000	Estimated 2000-01	Estimated 2001-02
			Equipment Work Orders:			
377	465	517	Preventative Maintenance	530	550	570
1,262	1,402	923	General Repair	1,650	1,750	1,825
320	243	347	Average Work Order Billed	248	249	252
66	0	0	I&M Tests - City			
			I&M Tests - Other			
		30,000	Sq. Feet of Buildings Cleaned			



TRUST FUNDS

Cemetery Trust Fund Resources	178
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CEMETERY TRUST FUND

Resources

This fund accounts for trust monies derived from bequests and perpetual care given 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 quarterly 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.

Interest on Investments. Interest earnings are based on the earning power of the City's investment portfolio, which averaged 5.1 percent in 1998.

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.

CEMETERY TRUST FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 626,386	\$ 635,506	\$ 650,000	Working Capital Carryover	\$ 664,000	\$ 680,000	\$ 696,000
			Charges for Services			
6,930	10,703	12,000	Sales - Graves, Niches, Crypts	14,000	14,000	14,000
		1,000	Sales - Liners and Markers	1,000	1,000	1,000
<u>6,930</u>	<u>10,703</u>	<u>13,000</u>	Total Charges for Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<u>34,802</u>	<u>43,470</u>	<u>41,000</u>	Interest on Investments	<u>41,000</u>	<u>42,000</u>	<u>43,000</u>
			Miscellaneous Revenues			
			Donations			
		1,000	Operating Transfers In			
500	500		- From General Fund	1,000	1,000	1,000
			- From Cemetery Fund			
<u>\$ 668,618</u>	<u>\$ 690,179</u>	<u>\$ 705,000</u>	TOTAL RESOURCES	<u>\$ 721,000</u>	<u>\$ 738,000</u>	<u>\$ 755,000</u>

CEMETERY TRUST FUND

Overview

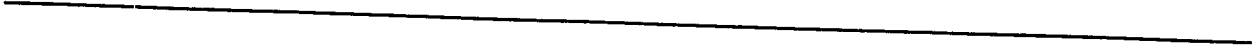
The Cemetery Trust Fund increases each time someone purchases a grave, crypt, or niche. The money is invested to ensure perpetual care of the cemeteries. The core of this perpetual care fund cannot be spent, but the interest earnings are transferred to the General Fund to provide constant care of the cemeteries.

Major Goal

The major goal of the Cemetery Trust fund is to earn a market rate of interest.

CEMETERY TRUST FUND

<u>ACTUAL</u> 1996-97	<u>ACTUAL</u> 1997-98	<u>BUDGET</u> 1998-99	<u>DESCRIPTION OF</u> <u>REQUIREMENTS</u>	<u>APPROVED</u> <u>& ADOPTED</u> 1999-2000	<u>ESTIMATED</u> 2000-01	<u>ESTIMATED</u> 2001-02
\$ _____	\$ _____	\$ _____	Capital Outlay Cemetery Lots	\$ _____	\$ _____	\$ _____
		41,000	Operating Transfers Out			
<u>33,112</u>	<u>38,903</u>	<u> </u>	-To General Fund	<u>41,000</u>	<u>42,000</u>	<u>43,000</u>
			-To Cemetery Fund			
<u>635,506</u>	<u>651,276</u>	<u>664,000</u>	Unappropriated Ending Fund Balance	<u>680,000</u>	<u>696,000</u>	<u>712,000</u>
<u>\$ 668,618</u>	<u>\$ 690,179</u>	<u>\$ 705,000</u>	TOTAL REQUIREMENTS	<u>\$ 721,000</u>	<u>\$ 738,000</u>	<u>\$ 755,000</u>



HOSPITAL FUND

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HOSPITAL FUND

Historical Overview

The first hospital in Jackson County was located in Ashland. In 1906, two physicians, Joseph Herndon and F.W. Swedenburg, converted a residence into a medical facility known as Southern Oregon Hospital. In 1909, the hospital sustained extensive damage because of a fire. The original hospital is now operated as the Winchester Inn, a bed and breakfast, and is listed on the National Register of Historic Places.

In 1910, through the efforts of many civic-minded citizens, a new two-story hospital was constructed. It was located on the Southern Oregon State College campus where Stevenson Union is located, and it was called the Granite City Hospital. In the early 1920s, a wealthy and somewhat eccentric advertising executive named Jesse Winburn moved from New York to Ashland. After being a patient in the new hospital, he determined some changes needed to be made. He purchased the hospital, spent \$30,000 on improving the facility, and on March 28, 1923, gave it to the City of Ashland.

In 1962 a replacement hospital was opened on the north side of town. Since its relocation, six expansions have been completed to meet the growing needs of the community.

Today, Ashland Community Hospital is licensed as a 49-bed acute-care not-for-profit facility providing over 30,000 patient service visits annually. It has, as its complement, nearly 150 physicians with offices in Ashland and Medford. Collectively, Ashland's health care system employs about 400 people who generate approximately \$30 million annually in fees for services. The hospital is governed by a nine-member Board of Trustees who serve four-year terms.

Ashland Community Hospital is positioned to be a successful player in the managed competition environment. With national health care reform still to be dealt with and the implementation of the Oregon Health Plan, opportunities and challenges abound for our community hospital. Relationships, often contractual, with physician groups in Ashland and other communities are being pursued. Contractual relationships with other acute care hospitals are also being considered as Ashland Community Hospital continues to adjust to a rapidly changing health care provider environment. With legislative reforms continuing, relationships between physicians, hospitals, and third-party payors are constantly changing.

On July 1, 1996, the Ashland Community Hospital became a nonprofit corporation known as the Ashland Community Health Care System. The fund is shown for historical purposes only.

HOSPITAL FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 5,219,589	\$ _____	\$ _____	Working Capital Carryover	\$ _____	\$ _____	\$ _____
_____	_____	_____	Charges for Services Patient Charges	_____	_____	_____
_____	_____	_____	Interest on Investments	_____	_____	_____
_____	_____	_____	Miscellaneous Revenues	_____	_____	_____
\$ 5,219,589	\$ _____	\$ _____	TOTAL RESOURCES	\$ _____	\$ _____	\$ _____

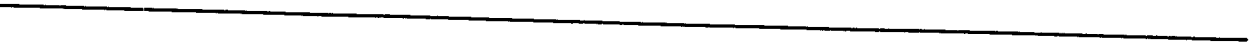
HOSPITAL FUND

Overview

On July 1, 1996, the Ashland Community Hospital became a non-profit corporation known as the Ashland Community Health Care System. This fund is shown for historical purposes only.

HOSPITAL FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ _____	\$ _____	\$ _____	Personnel Services Total Personnel Services	_____	_____	_____
<u>5,219,589</u>	_____	_____	Materials & Services Total Materials & Services	_____	_____	_____
_____	_____	_____	Capital Outlay Total Capital Outlay	_____	_____	_____
_____	_____	_____	Debt Service Total Debt Service	_____	_____	_____
_____	_____	_____	Contingency	_____	_____	_____
_____	_____	_____	Unappropriated Ending Fund Bal	_____	_____	_____
\$ <u>5,219,589</u>	\$ _____	\$ _____	TOTAL REQUIREMENTS	\$ _____	\$ _____	\$ _____



PARKS AND RECREATION

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PARKS AND RECREATION COMPONENT IN BRIEF

Overview

The Parks Commission was formed in 1908 and provided funding through a property tax millage levy set at 4.5 mils. Tax legislation fixed this rate as a part of the City's permanent rate of \$4.29 per thousand of assessed valuation in 1997. Although a budget is presented as part of the City, separate accounting records are maintained, and the Parks Commission acts as an autonomous governing body under the auspices of the City Council. What began as one special revenue fund 91 years ago has blossomed into a \$7.5 million component consisting of three operating funds.

A Trust fund was adopted to account for endowments provided for the perpetual care of the parks system. Husbandry of these funds was transferred to the Parks Foundation in 1997, closing this fund.

With the passage of a serial levy to support recreation, Oregon Budget Law required creation of a separate fund the Recreation Serial Levy Fund, which later tax legislation consolidated into the Parks Fund, a second fund was authorized.

As a method of providing for improvement and expansion of the parks system a Capital Improvement Fund was adopted in 1985.

With the passage of a Local Option Levy, to benefit school recreation activities that lost funding as a result of 1992 legislation limiting education taxing authority, the Youth Activities Levy Fund was adopted, this is the final year of the levy.

The Municipal Golf Course operating lease expired in 1994, culminating in Parks assuming operations of the facility. Operated an Enterprise Activity until the current budget when it was consolidated as a division of the Parks Fund.

The Activities of the Parks Component account for 64 percent of the total City property tax levy.

The Personal Services budget accounts for 14 percent of that category, City wide.

PARKS AND RECREATION COMPONENT IN BRIEF

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
Resources by Source						
\$ 1,645,954	\$ 2,065,211	\$ 1,999,000	Working Capital Carryover	\$ 2,769,000	\$ 898,000	\$ 770,000
2,725,483	3,435,951	3,448,000	Taxes	3,457,000	2,606,000	2,628,000
54,170	29,693		Intergovernmental Revenues	117,000		
770,094	831,764	854,000	Charges for Services	737,000	746,000	768,000
120,591	214,675	97,000	Interest on Investments	101,000	70,000	59,000
154,498	113,613	18,000	Miscellaneous Revenues	18,000	18,000	18,000
20,556			Other Financing Sources			
<u>211,000</u>	<u>180,000</u>	<u>126,000</u>	Operating Transfers In	<u>310,000</u>	<u>80,000</u>	<u>55,000</u>
\$ 5,702,346	\$ 6,870,906	\$ 6,542,000	TOTAL RESOURCES	\$ 7,509,000	\$ 4,418,000	\$ 4,298,000
Requirements by Type						
1,238,787	1,331,977	1,729,000	Personnel Services	\$ 2,006,000	\$ 2,063,000	\$ 2,145,000
1,714,442	1,850,522	2,040,000	Materials and Services	2,166,000	1,206,000	1,232,000
518,182	458,323	1,801,000	Capital Outlay	2,107,000	253,000	147,000
22,725	22,553	22,000	Debt Service	22,000	21,000	21,000
130,000	130,000	126,000	Operating Transfers Out	310,000	105,000	105,000
		46,000	Contingency	111,000	93,000	40,000
<u>2,078,211</u>	<u>3,077,532</u>	<u>778,000</u>	Unappropriated Ending Fund Balance	<u>787,000</u>	<u>677,000</u>	<u>608,000</u>
\$ 5,702,346	\$ 6,870,907	\$ 6,542,000	TOTAL EXPENDITURES	\$ 7,509,000	\$ 4,418,000	\$ 4,298,000
Requirements by Fund						
\$ 3,435,070	\$ 4,265,464	\$ 4,074,000	Parks and Recreation Fund	\$ 5,314,000	\$ 3,804,000	\$ 3,691,000
157,271	147,058	1,000	Recreation Serial Levy Fund			
996,164	1,124,240	1,119,000	Ashland Youth Activities Levy	1,165,000	182,000	95,000
631,680	796,927	839,000	Parks Capital Improvement Fund	855,000	432,000	512,000
469,161	537,218	509,000	Golf Course Fund	175,000		
<u>13,000</u>			Parks Trust Fund			
\$ 5,702,346	\$ 6,870,907	\$ 6,542,000	TOTAL REQUIREMENTS	\$ 7,509,000	\$ 4,418,000	\$ 4,298,000

PARKS AND RECREATION FUND

Resources

This fund is managed by the Parks and Recreation Commission. The history of this special revenue fund dates back to 1908 when the citizens of Ashland created a separately elected five-member Parks Commission. A breakdown of these funds is as follows:

Working Capital Carryover. The carryover figure of \$2,106,000 includes monies from the Parks Division and Recreation Division. The Parks carryover includes monies that have been set aside for park development projects including North Mountain Park. In future years, the carryover is expected to decrease, and it will include some percentage of City tax dollars as authorized in 1998-99.

Property Taxes. The reliance on property taxes for the majority of monies for this fund is consistent with prior years. For 1999-2000 and beyond, it is anticipated that the Parks and Recreation Fund will continue to require and receive the same percentage of City tax dollars as authorized in 1997-98.

Charges for Service and Interest. It is expected that the amount of monies generated in this category will continue to provide a source of revenue for this fund.

Historically the above revenue sources have provided the funding necessary to develop and maintain the outstanding parks and recreation system that has played such an integral part in the life of this community.

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.

To fulfill this mission, the Commission is actively involved in obtaining additional park lands, acquiring and protecting open space and natural areas, and increasing opportunities for recreation in the community. As pressures increase to preserve more land for public parks, greenbelt, and open space areas, the Commission will continue to take a leadership role to ensure that Ashland plans and invests in its parks and recreational resources. The Commission is committed to ensuring that Ashland's superior parks and recreation system continues to provide the personal, social, economic, and environmental benefits the community has historically valued.

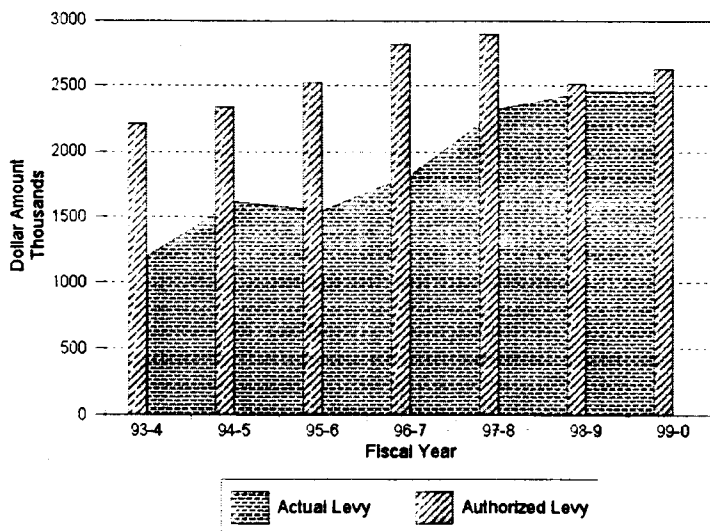
Budget Trends and Changes

From 1908 until 1997 the funding source for the Ashland Parks System was a parks tax levy that was outside the City's tax base. With the passage of Ballot Measure 50, the park tax levy has been rolled into the City's permanent tax rate. The purpose of the historic park tax levy, as outlined in the City Charter, was to provide sufficient funding for Ashland's park and recreation system. This historic legacy, and the community's strong commitment, has not changed. To provide the monies necessary to continue sufficient funding in 1999-2000 and beyond, the Commission will continue to receive a perpetual percentage of the permanent tax rate.

PARKS AND RECREATION FUND

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
\$ 981,288	\$ 1,216,128	\$ 1,212,000	Working Capital Carryover	\$ 1,931,000	\$ 632,000	\$ 410,000
			Taxes			
1,652,681	2,131,102	2,188,000	Property Taxes - Current	2,188,000	2,253,000	2,321,000
95,335	121,283	192,000	Property Taxes - Prior Year	199,000	244,000	266,000
1,748,016	2,252,386	2,380,000	Total Taxes	2,387,000	2,497,000	2,587,000
			Intergovernmental Revenues			
54,170	29,693		FEMA	117,000		
			Charges for Services			
193,622	255,305	240,000	Contract Service	123,000	126,000	129,000
11,138	10,689	10,000	Other Park Fees	10,000	10,000	10,000
22,041	63,451	114,000	Recreation Fees	111,000	111,000	111,000
31,273	35,897	31,000	Rental Income Community Center	31,000	32,000	33,000
			Golf Course Fees	325,000	330,000	345,000
87,890	91,561		Ice Rink Fees			
2,000			Swimming Pool Fees			
347,963	456,903	395,000	Total Charges for Services	600,000	609,000	628,000
70,718	146,741	48,000	Interest on Investments	56,000	48,000	48,000
			Miscellaneous Revenues			
142,726	113,009	15,000	Donations	15,000	15,000	15,000
9,189	604	3,000	Miscellaneous	3,000	3,000	3,000
151,915	113,613	18,000	Total Miscellaneous Revenues	18,000	18,000	18,000
			Operating Transfers In			
81,000			- From General Fund			
	50,000	1,000	- From Recreation Serial Levy Fund			
		20,000	- From Wastewater Fund			
			- From Youth Activities Levy	30,000		
			- From Golf Course Fund	175,000		
81,000	50,000	21,000	Total Interfund Transfers In	205,000		
\$ 3,435,070	\$ 4,265,464	\$ 4,074,000	TOTAL RESOURCES	\$ 5,314,000	\$ 3,804,000	\$ 3,691,000

Parks and Recreation Fund - Taxes



PARKS AND RECREATION FUND - PARKS DIVISION

Overview

The Parks Division maintains, constructs, and coordinates park sites and recreational facilities that offer residents and visitors the opportunity to pursue leisure interests.

Budget Trends and Changes

In Personal Services the budget shows monies for an additional 2.2 employees because of the development of North Mountain Park, and for increased maintenance of new and existing facilities.

Capital Outlay shows appropriations for new park development, expansion of the cover for the Darex Family Ice-Skating Rink, and for a new telephone system for the department. In addition, the City and Parks and Recreation Commission are working in a joint effort to develop a financial plan and a master rehabilitation design plan for the Calle Guanajuato area of Lithia Park, which was heavily flooded in 1997.

Capital Outlay

Equipment:	
Telephone system	\$ 25,000
Park Improvements:	<u>1,396,000</u>
(Includes North Mountain Park and Clay Street Neighborhood Park.)	
Total Capital Outlay	\$1,421,000

Major Goals

The major goals of the Parks Division are as follows:

- Continue development and completion of North Mountain Park.
- Install new telephone system.
- Expand existing recreational trail system and trail identification program.
- Expand maintenance capabilities to keep pace with new park and recreation facility development.

PARKS AND RECREATION FUND - PARKS DIVISION

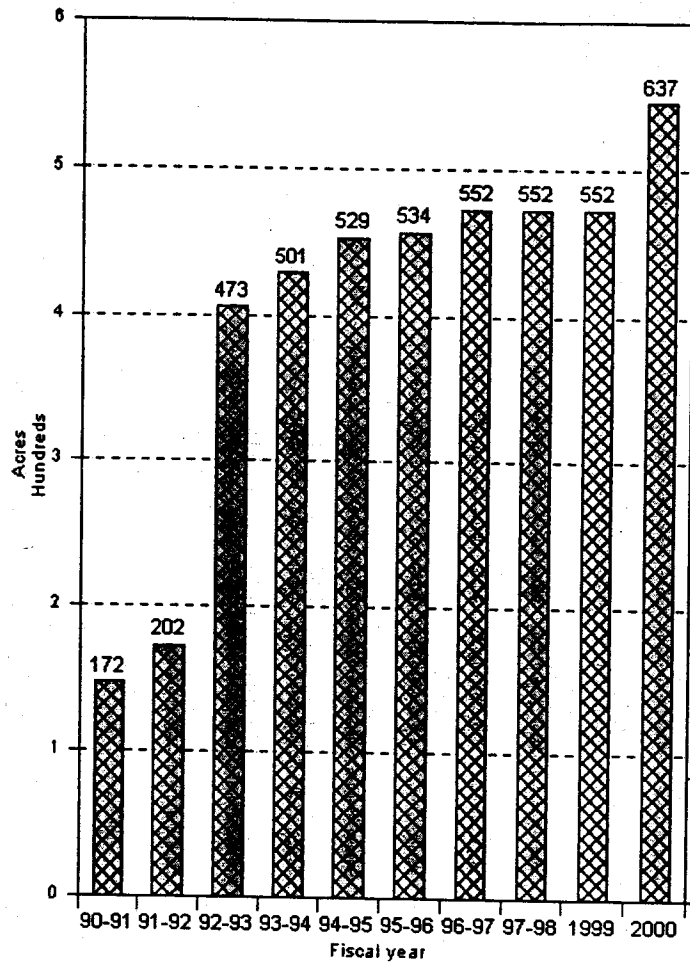
ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 667,867	\$ 733,371	\$ 905,000	Personnel Services			
46,776	32,002	74,000	Regular Salaries and Wages	\$ 1,076,000	\$ 1,108,000	\$ 1,182,000
241,114	251,728	381,000	Temporary Employees			
			Fringe Benefits	467,000	481,000	512,000
<u>955,757</u>	<u>1,017,102</u>	<u>1,360,000</u>	Total Personnel Services	<u>1,543,000</u>	<u>1,589,000</u>	<u>1,694,000</u>
			Materials and Services			
42,000	50,000	50,000	Central Services	63,000	65,000	67,000
4,754	6,365	10,000	Communications	13,000	13,400	13,800
			Computer Technology	15,000	10,000	10,000
53,650	56,420	58,000	Contracted Services	88,500	106,500	109,500
35,000	30,000	70,000	Equipment Depreciation	80,000	80,000	80,000
6,370	9,900	15,000	Insurance	15,000	16,000	16,500
59,558	97,310	62,000	Maintenance & Repair	120,000	98,000	97,000
24,328	26,934	26,500	Materials, Supplies	30,500	31,500	32,500
98,355	115,471	164,000	Operations	164,000	169,000	174,000
63,238	73,627	85,500	Professional Services	136,000	94,000	97,000
22,425	24,553	26,500	Transportation	27,000	28,000	29,000
8,041	15,711	10,500	Travel, Memberships, Training	13,000	14,000	15,000
80,052	84,459	125,000	Utilities	128,000	132,600	136,700
<u>497,770</u>	<u>590,749</u>	<u>703,000</u>	Total Materials and Services	<u>893,000</u>	<u>858,000</u>	<u>878,000</u>
			Capital Outlay			
65,845	30,924	25,000	Buildings			
60,612		71,000	Equipment	25,000		
342,584	296,010	1,360,000	Improvements other than Bldgs	1,396,000	128,000	37,000
<u>469,042</u>	<u>326,934</u>	<u>1,456,000</u>	Total Capital Outlay	<u>1,421,000</u>	<u>128,000</u>	<u>37,000</u>
			Debt Service			
2,223	2,290	2,000	Assessment Payments	2,000	1,500	1,500
1,055	802	2,000	Interest	2,000	1,500	1,500
<u>3,278</u>	<u>3,092</u>	<u>4,000</u>	Total Debt Service	<u>4,000</u>	<u>3,000</u>	<u>3,000</u>
			Operating Transfer Out			
130,000	130,000	100,000	Transfer to Parks Capital Imp	105,000	105,000	105,000
		30,000	Contingency	40,000	40,000	40,000
<u>1,216,128</u>	<u>2,077,455</u>	<u>105,000</u>	Unappropriated Ending Fund Bal	<u>592,000</u>	<u>370,000</u>	<u>206,000</u>
\$ <u>3,271,975</u>	\$ <u>4,145,332</u>	\$ <u>3,758,000</u>	TOTAL REQUIREMENTS	\$ <u>4,598,000</u>	\$ <u>3,093,000</u>	\$ <u>2,963,000</u>

PARKS AND RECREATION FUND - PARKS DIVISION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 667,867	\$ 733,371	\$ 905,000	Personnel Services			
46,776	32,002	74,000	Regular Salaries and Wages	\$ 1,076,000	\$ 1,108,000	\$ 1,182,000
241,114	251,728	381,000	Temporary Employees			
			Fringe Benefits	467,000	481,000	512,000
955,757	1,017,102	1,360,000	Total Personnel Services	1,543,000	1,589,000	1,694,000
			Materials and Services			
42,000	50,000	50,000	Central Services	63,000	65,000	67,000
4,754	6,365	10,000	Communications	13,000	13,400	13,800
			Computer Technology	15,000	10,000	10,000
53,650	56,420	58,000	Contracted Services	88,500	106,500	109,500
35,000	30,000	70,000	Equipment Depreciation	80,000	80,000	80,000
6,370	9,900	15,000	Insurance	15,000	16,000	16,500
59,558	97,310	62,000	Maintenance & Repair	120,000	98,000	97,000
24,328	26,934	26,500	Materials, Supplies	30,500	31,500	32,500
98,355	115,471	164,000	Operations	164,000	169,000	174,000
63,238	73,627	85,500	Professional Services	136,000	94,000	97,000
22,425	24,553	26,500	Transportation	27,000	28,000	29,000
8,041	15,711	10,500	Travel, Memberships, Training	13,000	14,000	15,000
80,052	84,459	125,000	Utilities	128,000	132,600	136,700
497,770	590,749	703,000	Total Materials and Services	893,000	858,000	878,000
			Capital Outlay			
65,845	30,924	25,000	Buildings			
60,612		71,000	Equipment	25,000		
342,584	296,010	1,360,000	Improvements other than Bldgs	1,396,000	128,000	37,000
469,042	326,934	1,456,000	Total Capital Outlay	1,421,000	128,000	37,000
			Debt Service			
2,223	2,290	2,000	Assessment Payments	2,000	1,500	1,500
1,055	802	2,000	Interest	2,000	1,500	1,500
3,278	3,092	4,000	Total Debt Service	4,000	3,000	3,000
			Operating Transfer Out			
130,000	130,000	100,000	Transfer to Parks Capital Imp	105,000	105,000	105,000
		30,000	Contingency	40,000	40,000	40,000
1,216,128	2,077,455	105,000	Unappropriated Ending Fund Bal	592,000	370,000	206,000
\$ 3,271,975	\$ 4,145,332	\$ 3,758,000	TOTAL REQUIREMENTS	\$ 4,598,000	\$ 3,093,000	\$ 2,963,000

PARKS AND RECREATION FUND - PARKS DIVISION

Parks Acreages



This graph demonstrates the parks acreage under Parks control.

PARKS AND RECREATION FUND - PARKS DIVISION

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.80	0.80	0.80	Parks and Recreation Director	0.80	0.80	0.80
1.00	1.00	1.00	Park Superintendent	1.00	1.00	1.00
0.60	0.60	0.60	Business/Personnel Manager	0.60	0.60	0.60
1.00	0.00	0.00	Project/Program Coordinator	0.00	0.00	0.00
0.70	1.60	1.60	Secretary/Account Clerk	1.60	1.60	1.60
0.30	0.40	0.40	Receptionist	0.40	0.40	0.40
3.00	3.00	3.00	Park Technician III	3.00	3.00	3.00
4.00	6.00	6.00	Park Technician II	6.00	6.00	6.00
6.00	7.00	7.00	Park Technician I	7.00	7.00	7.00
1.00	1.00	1.00	Lead Custodian	1.00	1.00	1.00
1.00	1.80	1.80	Custodian	2.00	2.00	2.00
1.60	6.50	6.50	Park Maintenance Worker	8.50	8.50	8.50
21.00	29.70	29.70	Total Parks	31.90	31.90	31.90

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
552	552	552	Acres of Park Land Owned	637	638	639
47	47	47	Non-dedicated Park Land	113	114	115
7	7	7	Athletic Fields Maintained	12	12	12
3	3	16	Buildings Maintained	3	3	3
12	12	12	Tennis Courts Maintained	12	12	12
7	12	12	Playground & Recreation Sites	19	19	19
13	13	13	Restrooms	21	21	21

PARKS AND RECREATION - RECREATION DIVISION

Overview

The Recreation Division is funded from monies derived from property taxes and fees for services. The Recreation Division provides monies for a variety of recreational programs and for some maintenance to recreational facilities.

Because of cooperative agreements developed over the years, the Ashland Parks and Recreation Department and the Ashland School District have become committed to fostering the concept of shared use of facilities. The advantages of sharing facilities include: maximum use of existing facilities, which avoids costly duplication; and an opportunity for people who do not have children in school to benefit from the use of their schools; and an opportunity for the community involvement and cooperation.

Swimming Programs

Both the Daniel Mayer Memorial Pool and the Lithia Park Reservoir Area continue to attract many users. In 1998, there were approximately 23,000 participants in the swimming programs.

Darex Family Ice-Skating Rink

In 1997-98, the rink's second year of operation, this facility attracted over 25,000 participants.

Community Recreation Buildings

- The Community Center and Pioneer Hall are in constant use by groups and individuals. In 1997-98, these facilities provided rental space for over 280 groups and over 10,000 individuals.
- The Senior Center building at Hunter Park includes offices for the City's Senior Program, a meal site for the senior nutrition program, and space for senior activities. The facility also provides a meeting place for community groups and private gatherings.

Budget Trends and Changes

Personnel Services includes monies for 1.5 additional employees to coordinate and administer the new Environmental Stewardship Program associated with the North Mountain Park natural area. This new program offers community-wide educational and recreational opportunities that focuses on hands-on activities promoting environmental awareness.

PARKS AND RECREATION - RECREATION DIVISION

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 57,129	\$ 55,658	\$ 68,000	Personnel Services			
35,500	15,875	91,000	Regular Salaries and Wages	\$ 82,000	\$ 84,500	\$ 87,000
21,113	19,742	34,000	Temporary Employees	101,000	104,000	107,000
			Employee Benefits	50,000	51,500	53,000
113,742	91,275	193,000	Total Personnel Services	233,000	240,000	247,000
			Materials and Services			
944	300	1,500	Communications	2,000	2,100	2,200
7,861	8,364	9,400	Community Center Expense	15,000	15,500	16,000
6,300	6,600	57,600	Contract Maintenance			
1,250		1,000	Insurance	1,000	1,000	1,000
300	1,000	4,000	Maintenance	2,000	2,000	2,000
2,899	1,113	5,000	Office Supplies, Expense	6,000	6,200	6,400
18,435	5,004	27,000	Program Expense	42,000	43,500	45,000
3,000	1,000	4,000	Transportation	4,000	4,100	4,200
1,166	1,000	3,500	Travel, Memberships, Training	6,000	6,200	6,400
7,199	4,475	5,000	Utilities	5,000	5,400	5,800
49,354	28,856	118,000	Total Materials and Services	83,000	86,000	89,000
		5,000	Operating Transfers Out - To Parks Capital Imp Fund			
\$ 163,096	\$ 120,132	\$ 316,000	TOTAL REQUIREMENTS	\$ 316,000	\$ 326,000	\$ 336,000

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
0.20	0.20	0.20	Parks and Recreation Director	0.20	0.20	0.20
0.40	0.40	0.40	Business/Personnel Manager	0.40	0.40	0.40
0.30	0.30	0.40	Secretary/Account Clerk	0.40	0.40	0.40
0.40	0.40	0.60	Receptionist	1.10	0.60	0.60
0.70	0.70	0.70	Community Center Coordinator	0.70	0.70	0.70
0.00	0.00	0.00	Environmental Ed Coordinator	1.00	1.00	1.00
0.00	0.00	1.00	Recreation Manager Rink/Pool	1.00	1.00	1.00
2.00	2.00	3.30	Total Recreation	4.80	4.80	4.80

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
118	122	1,100	Adult Recreational Activities	825	1,150	1,150
500	500	500	Youth Programs - Individuals	1,050	1,350	1,350
350	350	350	Runs - Individuals	425	400	400
3,500	3,500	3,500	Special Events/Concerts - Ind.	3,785	4,000	4,000
266	274	300	Community Center - Groups	325	300	300
9,200	9,200	10,000	Community Center - Individuals	10,550	12,000	12,000
0	0	16,000	Ice Skating - Individuals	17,250	25,000	25,000
0	0	0	Swim Programs	23,000	24,000	24,000

PARKS AND RECREATION - GOLF DIVISION

Overview

The Golf Division maintains the golf course including operations, personnel, and capital improvements, and its support comes from fees generated by Oak Knoll Golf course.

Budget Trends and Changes

Fee rates for calendar year 1999 were not increased over the previous year. However, rates are likely to increase in the future. With golf course improvements, the Parks Commission anticipates that the number of rounds played will increase over the next several years. One of the major improvements included in this year's budget is the construction of a new clubhouse.

The Pro Shop is managed and operated by a golf professional under a concessionaire agreement with the Parks Commission.

Major Goals

The major goals of the Golf Division are as follows:

- Provide a quality golfing facility and experience.
- Upgrade the course and its amenities.
- Construct a new clubhouse.

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Greens Superintendent	1.00	1.00	1.00
			Golf Maintenance Worker	1.00	1.00	1.00
			Golf Worker	0.80	0.80	0.80
			Total Golf Division	2.80	2.80	2.80

PARKS AND RECREATION - GOLF DIVISION

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
\$	\$	\$	Personnel Services			
			Regular Salaries and Wages	\$ 86,000	\$ 89,000	\$ 91,000
			Temporary Employees	16,000	16,000	16,000
			Fringe Benefits	33,000	34,000	36,000
			Total Personnel Services	<u>135,000</u>	<u>139,000</u>	<u>143,000</u>
			Materials and Services			
			Advertising	3,000	3,000	3,000
			Contract Services	70,000	70,000	70,000
			Communications	1,500	1,500	1,500
			Equipment Depreciation	15,000	15,000	15,000
			Lease Payments	52,000	52,000	55,000
			Miscellaneous	1,000	1,000	1,000
			Operations	30,000	37,000	37,000
			Professional Services	5,000	5,000	5,000
			Repair and Maintenance	20,000	20,000	20,000
			Transportation	5,000	5,000	5,000
			Travel and Training	4,000	4,000	4,000
			Utilities	14,500	14,500	14,500
			Total Materials and Services	<u>221,000</u>	<u>228,000</u>	<u>231,000</u>
			Capital Outlay			
			Improvements other than Bldgs	26,000		
			Total Capital Outlay	<u>26,000</u>		
			Debt Service			
			Assessment Payments	7,000	7,000	7,000
			Int on Assessments			
			Contract Payments	11,000	11,000	11,000
			Totals Debt Service	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
\$	\$	\$	TOTAL REQUIREMENTS	\$ <u>400,000</u>	\$ <u>385,000</u>	\$ <u>392,000</u>

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Daily Fee Rounds	30,000	33,000	33,000
			Annual Memberships	50	50	50

RECREATION SERIAL LEVY FUND

Resources

This is a special revenue fund that accounts for the proceeds from the Recreation Serial Levy. The Recreation Serial Levy was first approved by the voters in 1984 for a three-year period. Since 1984, the voters have continued to renew the levy, most recently in May 1996, for an additional three-year period. Because of the state's property tax limitation, this levy was included in the Parks Fund. This fund was phased out in 1998-99.

RECREATION SERIAL LEVY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 42,941	\$ 30,000	\$ 1,000	Working Capital Carryover	\$ _____	\$ _____	\$ _____
			Taxes			
51,772	73,000		Property Taxes - Current	_____	_____	_____
3,679	5,000		Property Taxes - Prior Year	_____	_____	_____
<u>55,451</u>	<u>78,000</u>		Total Taxes	_____	_____	_____
			Other Agencies	_____	_____	_____
			Charges for Services			
615	500		Field Rentals	_____	_____	_____
45,008	36,000		Swimming Pool Fees	_____	_____	_____
9,428	7,500		Contracted Services	_____	_____	_____
<u>55,051</u>	<u>44,000</u>		Total Charges for Services	_____	_____	_____
			Interest on Investments	_____	_____	_____
<u>3,828</u>	<u>2,000</u>			_____	_____	_____
<u>\$ 157,271</u>	<u>\$ 154,000</u>	<u>\$ 1,000</u>	TOTAL RESOURCES	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

RECREATION SERIAL LEVY FUND

Overview

The recreation serial levy provided funding for swimming programs and for the maintenance of non-dedicated park land and facilities. These functions are now found in the Recreation Division of the Parks Fund.

RECREATION SERIAL LEVY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	PROPOSED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 44,508	\$ 68,000	\$	Personnel Services			
5,848	8,000		Temporary Employees	\$	\$	\$
50,356	76,000		Fringe Benefits			
			Total Personnel Services			
699	1,000		Materials & Services			
5,038	4,000		Communications			
2,382	17,000		Concessions			
69,119	78,000		Program Expenses			
			Total Materials & Services			
		1,000	Operating Transfers Out To Parks and Rec Fund			
37,796			Unappropriated Ending Fund Bal			
\$ 157,271	\$ 154,000	\$ 1,000	TOTAL REQUIREMENTS	\$	\$	\$

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
			Meyer Pool Swim Visits			
16,350	16,200		Recreational Swims			
1,155	1,260		Swim Lessons			

ASHLAND YOUTH ACTIVITIES LEVY FUND

Resources

This is a special revenue fund that accounts for the proceeds from the Ashland Youth Activities Local Option Levy. It is managed by the Ashland Parks and Recreation Commission. The levy was renewed in September 1997 for a three-year period. This levy of \$0.97 per \$1,000 assessed valuation is separate from the City's permanent tax rate.

ASHLAND YOUTH ACTIVITIES LEVY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 60,899	\$ 30,111	\$ 41,000	Working Capital Carryover	\$ 81,000	\$ 71,000	\$ 53,000
			Taxes			
877,882	1,012,160	979,000	Property Taxes - Current	979,000		
44,134	62,143	89,000	Property Taxes - Prior Year	91,000	109,000	41,000
<u>922,016</u>	<u>1,074,303</u>	<u>1,068,000</u>	Total Taxes	<u>1,070,000</u>	<u>109,000</u>	<u>41,000</u>
			Charges for Services			
<u>1,260</u>	<u>1,048</u>		Activities Fee			
			Interest on Investments			
<u>11,989</u>	<u>18,778</u>	<u>10,000</u>		<u>14,000</u>	<u>2,000</u>	<u>1,000</u>
<u>\$ 996,164</u>	<u>\$ 1,124,240</u>	<u>\$ 1,119,000</u>	TOTAL RESOURCES	<u>\$ 1,165,000</u>	<u>\$ 182,000</u>	<u>\$ 95,000</u>

ASHLAND YOUTH ACTIVITIES LEVY FUND

Overview

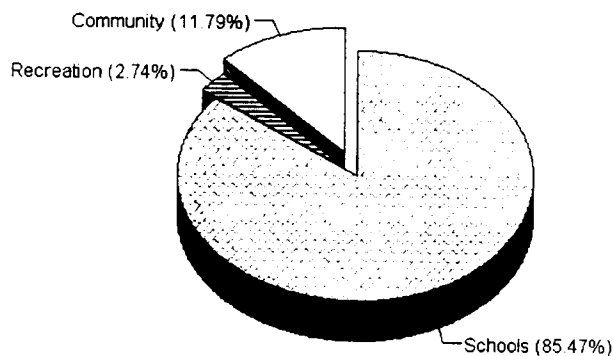
The Ashland Parks and Recreation Commission contracts with the Ashland School District to provide a variety of co-curricular recreational activities for students in the elementary, middle, and high schools. In addition, this levy provides monies to enhance community recreational opportunities.

Major Goals

The major goals of the Ashland Parks and Recreation Commission are as follows:

- To provide youth with the opportunity to participate and compete in a variety of recreational activities.
- To provide instructors to teach the skills that are needed to participate in recreational activities.
- To enhance community recreational opportunities.

Ashland Youth Activities Levy



ASHLAND YOUTH ACTIVITIES LEVY FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 14,894	\$ 38,501	\$ 46,000	Personnel Services			
1,637	2,740	14,000	Salaries and Wages	\$ 81,000	\$ 81,000	\$ 47,000
16,531	41,241	60,000	Employee Benefits	14,000	14,000	14,000
			Total Personnel Services	95,000	95,000	61,000
			Materials and Services			
935,166	959,000	970,000	Contracted Services	935,000		
14,356	31,500	30,000	Community Activities	34,000	34,000	34,000
949,522	990,500	1,000,000	Total Materials and Services	969,000	34,000	34,000
		20,000	Operating Transfers Out - To Parks and Recreation Fund	30,000		
		5,000	Contingency	71,000	53,000	
30,111	92,498	34,000	Unappropriated Ending Fund Bal	(0)		
\$ 996,164	\$ 1,124,240	\$ 1,119,000	TOTAL REQUIREMENTS	\$ 1,165,000	\$ 182,000	\$ 95,000

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
320	320	340	Elementary Youth	340	340	0
520	520	550	Middle School Youth	550	550	0
540	540	580	High School Youth	580	580	0
1,140	1,140	2,000	Community Programs	2,000	2,000	0

PARKS CAPITAL IMPROVEMENT FUND

Resources

The Parks Capital Improvement Fund is used to account for revenues from inter-fund transfers and other charges. Revenues are expended for equipment purchases, major park upgrades or facility renovation, and for development of new parks or facilities.

PARKS CAPITAL IMPROVEMENT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 423,315	\$ 582,540	\$ 595,000	Working Capital Carryover	679,000 582,000	\$ 195,000	\$ 307,000
		60,000	Charges for Services			
35,000	51,000	48,000	Funded Depreciation	85,000	85,000	85,000
			Lease Income	52,000	52,000	55,000
35,000	51,000	108,000	Total Charges for Services	137,000	137,000	140,000
22,809	33,387	31,000	Interest on Investments	31,000	20,000	10,000
			Other Financing Sources			
			Miscellaneous			
130,000	130,000	105,000	Operating Transfers In - From Parks and Recreation Fund	105,000	80,000	55,000
\$ 631,680	\$ 796,927	\$ 839,000	TOTAL RESOURCES	\$ 855,000	\$ 432,000	\$ 512,000

PARKS CAPITAL IMPROVEMENT FUND

Overview

This fund accounts for revenues from grants, inter-fund transfers, and depreciation charges that are used for construction of parks and recreation facilities, for equipment acquisition and replacement, and for other related purposes.

Budget Trends and Changes

The Commission is continuing its policy to fund depreciation on equipment and facilities and to retain monies for planned projects, which will be completed in phases over several years. The Commission plans to continue with this policy in future years.

Major Goals

The major goals of the Parks Capital Improvement Fund are as follows:

- Replace vehicles.
- Complete park renovation and development projects.

Capital Outlay

Buildings	\$ 85,000
Equipment:	
Vehicles	140,000
Improvements other than Buildings:	<u>435,000</u>
Total	\$660,000

PARKS CAPITAL IMPROVEMENT FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$	\$	\$	Capital Outlay			
		50,000	Buildings	\$ 85,000	\$ 75,000	\$ 10,000
49,140	112,822	225,000	Equipment	140,000	50,000	75,000
49,140	112,822	275,000	Improvements other than Bldgs	435,000	50,000	25,000
			Total Capital Outlay	660,000	125,000	110,000
582,540	684,105	564,000	Unappropriated Ending Fund Bal	195,000	307,000	402,000
\$ 631,680	\$ 796,927	\$ 839,000	TOTAL REQUIREMENTS	\$ 855,000	\$ 432,000	\$ 512,000

GOLF COURSE FUND

Resources

This enterprise fund is used to account for charges related to the operation of the Oak Knoll Golf Course. These include all services and related expenditures for personnel, materials and services, capital outlay, inter-fund transfers, and other expenditures. This fund was consolidated with the Parks and Recreation Fund.

GOLF COURSE FUND

<u>ACTUAL</u> <u>1996-97</u>	<u>ACTUAL</u> <u>1997-98</u>	<u>BUDGET</u> <u>1998-99</u>	<u>DESCRIPTION OF</u> <u>RESOURCES</u>	<u>APPROVED</u> <u>& ADOPTED</u> <u>1999-2000</u>	<u>ESTIMATED</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>
\$ 124,511	\$ 198,636	\$ 150,000	Working Capital Carryover	\$ 175,000	\$	\$
			Charges for Services			
241,492	257,360	251,000	Green Fees			
43,474	37,393	30,000	Annual Dues			
36,077	22,894	41,000	Golf Cart Rentals			
		28,000	Driving Range Fees			
			Merchandise Sold			
9,778	5,166	1,000	Lease Income			
			Surcharge			
<u>330,820</u>	<u>322,813</u>	<u>351,000</u>	Total Charges for Services			
<u>11,247</u>	<u>15,769</u>	<u>8,000</u>	Interest on Investments			
<u>2,583</u>			Miscellaneous			
			Other Financial Resources			
			Operating Transfers In From Capital Improvements Fur			
<u>\$ 469,161</u>	<u>\$ 537,218</u>	<u>\$ 509,000</u>	TOTAL RESOURCES	<u>\$ 175,000</u>	<u>\$</u>	<u>\$</u>

GOLF COURSE FUND

Overview

This fund was consolidated with the Parks and Recreation Fund.

History of Positions

Actual 1996-97	Actual 1997-98	Budget 1998-99	Position	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
1.00	1.00	1.00	Greens Superintendent			
1.00	1.00	1.00	Golf Maintenance Worker			
0.80	0.80	0.80	Golf Worker			
2.80	2.80	2.80	Total Golf Division			

Service Levels

Actual 1996-97	Actual 1997-98	Budget 1998-99	Services	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
33,000	33,000	33,000	Daily Fee Rounds			
50	50	50	Annual Memberships			

GOLF COURSE FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 65,263	\$ 77,771	\$ 82,000	Personnel Services			
14,973	7,187	6,000	Regular Salaries and Wages	\$ _____	\$ _____	\$ _____
22,165	27,344	28,000	Temporary Employees			
			Fringe Benefits			
<u>102,401</u>	<u>112,301</u>	<u>116,000</u>	Total Personnel Services			
			Materials and Services			
2,762	4,000	3,000	Advertising			
		70,000	Central Services			
57,672	59,654		Contract Services			
1,947	1,813	1,500	Communications			
		15,000	Equipment Depreciation			
			Insurance			
20,556		48,000	Lease Payments			
2,055	2,302	1,000	Miscellaneous			
7,421	21,640	32,200	Operations			
10,050	2,649	5,000	Professional Services			
2,792	5,368		Office Supplies			
27,901	48,642	20,000	Repair and Maintenance			
3,657	3,318	5,000	Transportation			
622	2,239	4,000	Travel and Training			
<u>11,242</u>	<u>11,790</u>	<u>14,300</u>	Utilities			
<u>148,677</u>	<u>163,415</u>	<u>219,000</u>	Total Materials and Services			
			Capital Outlay			
	18,567	70,000	Improvements other than Bldgs			
	<u>18,567</u>	<u>70,000</u>	Total Capital Outlay			
			Debt Service			
4,487	4,469	7,000	Assessment Payments			
2,418	2,445		Int on Assessments			
10,854	11,595	11,000	Contract Payments			
<u>1,688</u>	<u>953</u>		Int on Contracts			
<u>19,447</u>	<u>19,461</u>	<u>18,000</u>	Totals Debt Service			
			Interfund Transfers To:			
			- Parks and Recreation Fund	<u>175,000</u>		
		11,000	Contingency			
<u>198,636</u>	<u>223,474</u>	<u>75,000</u>	Unappropriated Ending Fund Bal			
<u>\$ 469,161</u>	<u>\$ 537,218</u>	<u>\$ 509,000</u>	TOTAL REQUIREMENTS	<u>\$ 175,000</u>	<u>\$ _____</u>	<u>\$ _____</u>

PARKS TRUST FUND

Resources and Requirements

This non-expendable trust fund was created from a donation by the Oregon Shakespeare Festival in the mid-1980s. The intent of the donation was to serve as a catalyst to start a trust fund or foundation for the Ashland Parks and Recreation system. At the time of the donation, there was an understanding that if a separate foundation or trust fund was established, this donation would be transferred to that foundation. In 1995, a nonprofit Ashland Parks Foundation was established for the purpose of receiving donations and gifts for the benefit and support of the Ashland Parks and Recreation system. This fund was phased out in 1996-97.

PARKS TRUST FUND

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF RESOURCES	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ 13,000	\$ _____	\$ _____	Working Capital Carryover	\$ _____	\$ _____	\$ _____
_____	_____	_____	Interest on Investments	_____	_____	_____
_____	_____	_____	Miscellaneous Revenues	_____	_____	_____
\$ 13,000	\$ _____	\$ _____	TOTAL RESOURCES	\$ _____	\$ _____	\$ _____

ACTUAL 1996-97	ACTUAL 1997-98	BUDGET 1998-99	DESCRIPTION OF REQUIREMENTS	APPROVED & ADOPTED 1999-2000	ESTIMATED 2000-01	ESTIMATED 2001-02
\$ _____	\$ _____	\$ _____	Materials & Services Maintenance/Miscellaneous	\$ _____	\$ _____	\$ _____
13,000	_____	_____	Unappropriated Ending Fund Bal	_____	_____	_____
\$ 13,000	\$ _____	\$ _____	TOTAL REQUIREMENTS	\$ _____	\$ _____	\$ _____



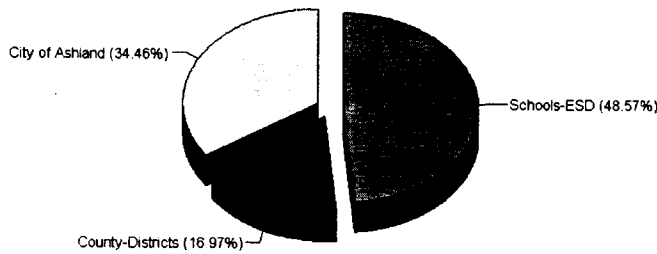
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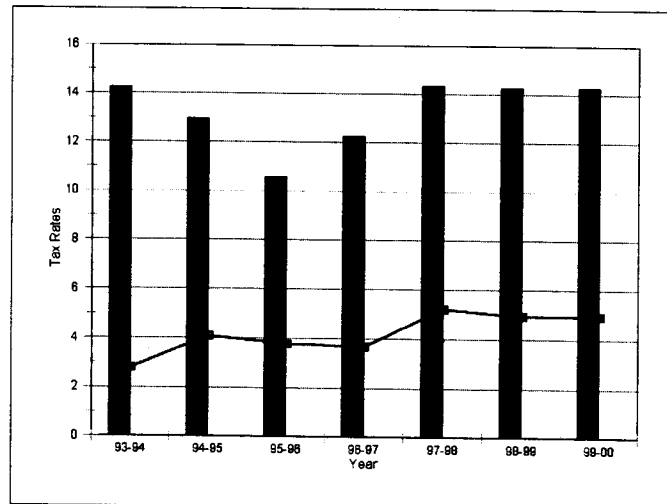
HISTORY OF COMBINED PROPERTY RATES AND TAX LEVIES

	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	Approved 1999-2000
	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate
City of Ashland	2.7742	4.0582	3.7505	3.6586	5.1834	4.9185	4.9265
County	1.0063	0.9395	1.3636	1.9004	2.0024	2.2055	2.2055
Vector	0.0513	0.0492	0.0428	0.0425	0.0428	0.0427	0.0427
RVTD	0.1948	0.1866	0.1762	0.1759	0.1774	0.1772	0.1772
Schools-ESD-Rogue	10.0000	7.5000	5.0000	5.0000	5.0000	5.0000	5.0000
School Debt	0.2139	0.2090	0.2337	1.4697	1.9443	1.9434	1.9434
Total Tax Rate	14.2405	12.9425	10.5668	12.2471	14.3503	14.2873	14.2953
Assessed Valuation	944,224,260	1,001,800,918	1,082,263,880	1,204,700,940	1,035,683,650	1,089,540,390	1,131,845,000
Estimated Combined Tax	13,446,244	12,965,800	11,436,035	14,754,134	14,862,370	15,566,590	16,180,029

Anticipated 1999-2000 Property Taxes



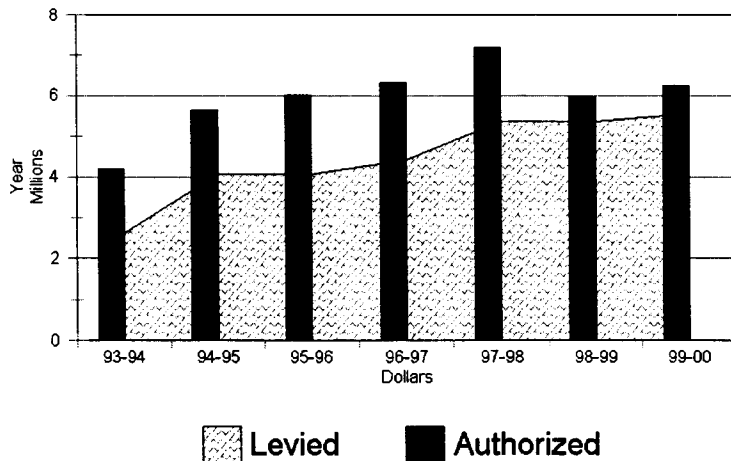
Combined Property Tax



HISTORY OF PROPERTY TAX LEVIES

	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	Approved 1999-00
	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy
General Fund (Tax Base)	907,400	962,167	1,019,897	1,081,091	1,145,956	1,215,059	1,583,000	1,740,000
Police Serial Levy Fund								
Fire EMT Serial Levy Fund								
Recreation Serial Levy	43,600	63,000	62,000	64,000	56,800	112,623		
Cemetery Continuing Levy	155,600	171,258	172,000	135,000	173,904	251,404		
Band Continuing Levy	45,715	58,500	60,000	47,000	41,300	69,999		
Parks Continuing Levy	1,033,120	1,199,660	1,616,500	1,548,000	1,826,100	2,316,029	2,458,000	2,458,000
Ashland Youth Activity			970,000	970,000	970,000	1,100,000	1,100,000	1,100,000
1982 Water Bond Levy				55,000	52,200	53,291	53,000	53,000
1992 Water Bond Levy	131,300	164,900	91,000	90,909	79,300	187,968	50,000	100,000
Hydro Bond Levy			74,103	68,000	62,000			
1997 Flood Restoration Bonds						61,989	115,000	125,000
	2,316,735	2,619,485	4,065,500	4,059,000	4,407,560	5,368,362	5,359,000	5,576,000

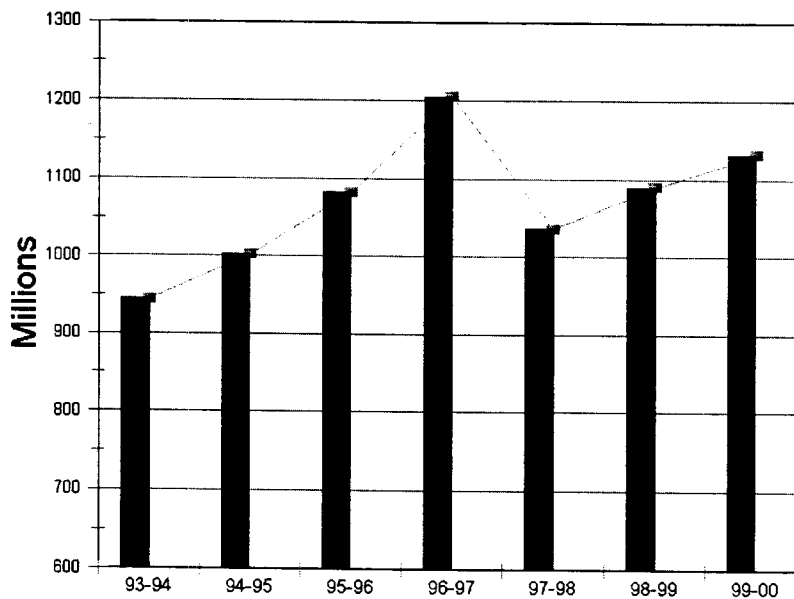
Authorized Property Tax levies



This graphs shows that the City does not levy property taxes to the extent of its authority. The gap between the total authorization and the amount levied is narrowing as the cost of government increases faster than our traditional non-property tax resources. The disparity is also impacted by property tax limitations rolling back the amount authorized to slightly more than 1995-96.

HISTORY OF PROPERTY TAX RATES

	1993-94 Tax Rate	1994-95 Tax Rate	1995-96 Tax Rate	1996-97 Tax Rate	1997-98 Tax Rate	1998-99 Tax Rate	1999-00 Tax Rate
General Fund	1.0190	1.0181	0.9989	0.9512	1.1732	1.4529	1.5373
Police Serial Levy Fund							
Fire EMT Serial Levy Fund							
Recreation Serial Levy	0.0667	0.0619	0.0591	0.0471	0.1087		
Ashland Youth Activities Levy		0.9683	0.8963	0.8052	1.0621	1.0096	0.9719
Cemetery Continuing Levy	0.1814	0.1717	0.1247	0.1444	0.2427		
Band Continuing Levy	0.0620	0.0599	0.0434	0.0343	0.0676		
Parks Continuing Levy	1.2705	1.6136	1.4303	1.5158	2.2362	2.2560	2.1717
1982 Water Bond Levy			0.0508	0.0433	0.0515	0.0486	0.0468
1992 Water Bond Levy	0.1746	0.0908	0.0840	0.0658	0.1815	0.0459	0.0884
Hydro Bond Levy		0.0740	0.0628	0.0515			
1997 Flood Restoration Bonds					0.0599	0.1055	0.1104
Fire Station Bonds							
	2.7742	4.0582	3.7505	3.6586	5.1834	4.9186	4.9265
Valuation	944,224,260	1,001,800,918	1,082,263,880	1,204,700,940	1,035,683,650	1,089,540,390	1,131,845,000



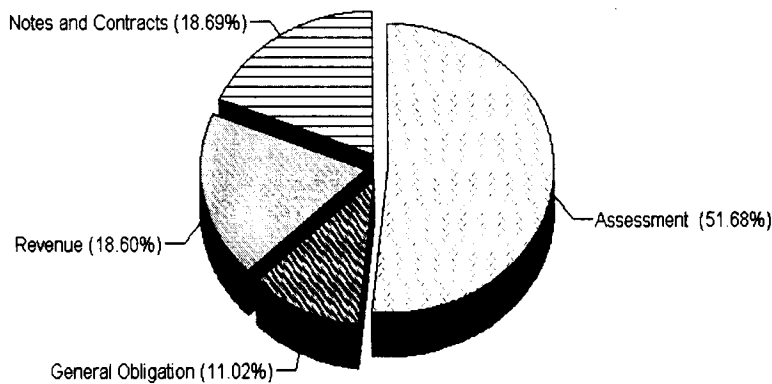
The graph above shows the assessed valuation from 1993-94 through 1999-2000. The first four years show the inflationary trend of property values, while the sharp dip in 1997-98 is a result of implementation of Measure 50 rolling back maximum assessed value to its real market value less 10 percent. The upward trend in the following years is related to Measure 50, which allowed a 3 percent increase in assessed valuation and normal growth in the community.

FUTURE DEBT REQUIREMENTS

	Joint Revenue & Tax Supported		Assessment Supported		Revenue Supported		Joint Revenue & Tax Supported	
	General Obligation Bonds		Limited Tax Assessment Bonds		Revenue Bonds		Notes & Contracts Payable	
	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal
1999-2000 \$	158,775 \$	375,000 \$	21,471 \$	80,000 \$	194,518 \$	135,000 \$	65,004 \$	135,624
2000-01	139,295	375,000	17,383	75,000	187,502	140,000	55,658	134,517
2001-02	124,983	390,000	13,400	75,000	179,888	150,000	47,317	103,434
2002-03	105,970	425,000	9,343	55,000	171,727	155,000	40,722	82,427
2003-04	89,973	260,000	6,312	35,000	163,005	165,000	35,122	88,030
2004-05	79,919	195,000	4,349	15,000	153,655	175,000	29,507	58,738
2005-06	71,368	205,000			143,524	185,000	26,047	42,016
2006-07	62,284	215,000			132,453	195,000	23,282	40,269
2007-08	52,658	225,000			120,550	205,000	20,562	38,474
2008-09	42,428	240,000			107,950	215,000	17,754	41,282
2009-10	31,410	255,000			94,312	230,000	14,751	44,286
2010-11	19,463	270,000			79,469	245,000	11,524	47,634
2011-12	6,627	285,000			63,688	260,000	8,569	27,614
2012-13					46,831	275,000	6,277	29,906
2013-14					28,892	290,000	3,794	32,388
2014-15					9,842	310,000	1,118	29,674
Totals	\$ 985,149 \$	\$ 3,715,000 \$	\$ 72,258 \$	\$ 335,000	\$ 1,877,806 \$	\$ 3,330,000 \$	\$ 407,007 \$	\$ 976,314

This presentation shows the minimum requirements of Debt Service repayments. The current year budget contains provisions for additional payments on Bonds and Notes with call features that allow for prepayment. The current budget also contains significant issues yet to be marked, so future requirements are not known and therefore not included.

1999-2000 Debt Requirements



SALARY SCHEDULE

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
Elected and Appointed:		
Mayor	500	500
Council	350	350
City Recorder/Treasurer	52,368	52,368
Municipal Judge	35,676	35,676
Management and Confidential:		
City Administrator	87,900	103,800
City Attorney	73,680	82,872
Assistant City Administrator/Personnel Dir.	68,148	76,608
Chief of Police	68,148	76,608
Director of Electric Utilities	68,148	76,608
Director of Finance	68,148	76,608
Fire Chief	68,148	76,608
Director of Public Works/City Engineer	65,532	73,680
Administrative Services Director	65,532	73,680
Director of Community Development	65,532	73,680
Electric Operations Superintendent	59,604	67,020
EMS Fire Training Coordinator	55,656	62,556
Police Captain	54,912	61,740
Assistant Fire Chief/Fire Marshall	54,912	61,740
Marketing and Communications Manager	49,092	55,164
Public Works Superintendent	53,796	60,816
Engineering Services Manager	49,656	57,912
Telecommunications Engineer	49,092	55,164
Supervising Accountant	46,560	52,380
Senior Planner	46,428	52,188
Police Sergeant	46,296	52,044
Police Administrative Services Manager	46,296	52,044
Building Official	44,052	49,524
Computer Systems Manager	42,612	47,904
Water Plant Supervisor	42,612	47,904
Water Quality Supervisor	40,152	45,144
Maintenance & Safety Supervisor	40,152	45,144
Street Supervisor	40,152	45,144
Senior Program Director	31,428	35,316
Police Communications Supervisor	28,560	33,084
Legal Assistant	25,668	31,152
Personnel Assistant	25,668	31,152
Executive Secretary	25,668	31,152
Administrative Secretary	22,320	27,084
Secretary	19,320	23,436

SALARY SCHEDULE

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
General City Services Staff:		
Electrical Inspector	37,488	45,564
Building Inspector	34,884	44,064
Engineering Tech III	36,420	44,280
Staff Accountant/EDP	33,612	42,396
Associate Planner	31,992	39,480
Engineering Assistant	31,992	39,480
Programmer	31,596	38,400
Account Representative	31,320	39,168
Engineering Tech II	29,616	37,500
GIS Specialist	29,616	37,500
Facility Maintenance Worker	29,760	37,716
Energy Analyst & Inspector	24,672	38,064
Assistant Planner	25,152	31,848
Computer Technician	26,748	32,532
Engineering Tech I	23,832	30,156
Court Clerk II	22,524	28,416
Building Maintenance/Warehouse Worker II	20,892	26,592
Account Clerk	22,008	27,732
Administrative Secretary (Planning)	19,968	25,332
Court Clerk I	22,008	27,732
Secretary	20,736	26,232
Clerk II	19,284	24,336
Clerk I	16,620	20,880
Building Maintenance Worker	18,348	23,112
Code Enforcement Specialist	24,144	29,664
Fire and Rescue Personnel:		
Captain/EMT B	46,320	51,108
Captain/EMT I	47,448	52,224
Captain/EMT P	49,116	53,868
Engineer/EMT B	38,268	41,640
Engineer/EMT I	39,420	42,804
Engineer/EMT P	41,064	44,472
Firefighter/EMT B	30,504	38,496
Firefighter/EMT I	31,632	39,660
Firefighter/EMT P	33,288	41,316
Police Personnel:		
Police Officer	29,952	38,040
Youth Diversion Officer	28,740	36,300
Clerk/Dispatcher	25,464	31,512
Community Services Officer	22,860	28,056
Parking Control Officer	19,344	24,482

SALARY SCHEDULE

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
General Labor:		
Utility Worker I	21,324	27,876
Utility Worker II	23,604	31,224
Utility Worker III	27,624	34,608
Chief Mechanic	29,832	38,496
Utility Worker IV/Water Quality Tech	29,268	36,216
Treatment Plant Operator-Water	26,556	34,236
Treatment Plant Operator-Wastewater	27,204	34,908
Meter Reader/Repair	23,064	30,372
Cemetery Maintenance Worker	22,800	30,144
Cemetery Sexton	29,268	36,216
Mechanic	25,788	34,008
Electric Staff:		
Lead Working Line Installer	56,180	56,180
Line Installer/Service Person	51,958	51,958
Line Installer	51,958	51,958
Electric Meter Repairer	51,958	51,958
Electrician	51,958	51,958
Line Truck Driver	41,080	41,080
Connect-Disconnect	37,232	37,232
Apprentice Line Installer	36,358	46,758
Meter Reader	35,339	35,339
Grounds Person	35,339	35,339
Mapping Specialist	31,741	39,104
Cable Installer	N/A	N/A
Parks and Recreation Staff:		
Parks and Recreation Director	61,800	76,606
Park Superintendent	44,805	56,104
Greens Superintendent	41,349	43,041
Business/Personnel Manager	33,990	40,684
Environmental Education Coordinator	23,982	35,984
Recreation Supervisor	23,982	35,984
Recreation Facilities Manager	24,107	30,534
Accounts/Payroll Clerk	24,102	29,822
Receptionist	16,646	21,917
Park Technician III	31,343	38,563
Park Technician II	27,658	33,679
Park/Golf Technician I	24,102	29,822
Head Custodian	25,066	31,429
Park Custodian	17,638	21,986
Park/Golf Worker	16,732	23,352

HISTORY OF POSITIONS

Actual 1996-97	Actual 1997-98	Budget 1998-99	Description of Resources/Requirements	Approved & Adopted 1999-2000	Estimated 2000-01	Estimated 2001-02
33	33	33	Police Department	33	33	33
3	3	3	Municipal Court Division	3	3	3
7	7	7	Communications Division	8	8	8
24	27	27	Fire and Rescue Department	27	27	27
2	2	2	Cemetery Division	2	2	2
3	3	3	Senior Program	3	3	3
6	6	6	Planning Division	6	7	7
5	5	5	Building Division	5	5	5
			Ambulance Division	1	1	1
1	1	1	Community Development Block Grant	1	1	1
12	12	11	Street Division	11	11	11
1	1	1	Ambulance Fund			
15	14	14	Water Operations Division	15	15	15
1	1	1	Water Conservation Division	1	1	1
10	10	10	Wastewater Division	11	11	12
3	3	2	Conservation Division	2	2	2
15	15	13	Electric Operations Division	13	14	15
		5	Telecommunications Division	9	7	5
7	7	7	Administration Department	6	6	6
			Administrative Services Division	2	2	2
16	16	13	Finance Department	13	14	14
1	2	2	City Recorder Division	1	1	1
8	8	12	Public Works Administration	13	13	13
			Facilities and Safety Division	2	2	2
2	2	3	Computer Services Division	4	4	4
0	0	0	Insurance Division	0	0	0
3	3	6	Equipment Fund	4	4	4
176	179	186	Total City Component	194	196	196
			Hospital			
21	30	30	Parks Division	32	32	32
2	2	3	Recreation Division	5	5	4
			Golf Course Division	3	3	3
3	3	3	Golf Course Fund			
26	35	36	Total Parks Component	39	39	38
202	214	221	TOTAL STAFFING REQUIREMENT	234	235	234

SUMMARY OF UNION AFFILIATION

	Non- represented	IBEW Clerical	IBEW Electrical	Laborers	Teamsters	Ashland Firefighters	Total
General Fund:							
Police Department	7.75	2.00			23.50		33.25
Municipal Court Division	1.00	2.00					3.00
Communications Division	0.55				7.00		7.55
Fire and Rescue Department	3.00					24.00	27.00
Cemetery Division				1.50			1.50
Senior Program	2.65						2.65
Planning Division	2.75	3.05					5.80
Building Division	1.25	3.90					5.15
Ambulance Division	1.00						1.00
Community Dev Block Grant		0.70					0.70
Street Division	1.00			9.50			10.50
Ambulance							
Water:							
Operations	2.00			13.25			15.25
Conservation		1.00					1.00
Wastewater	2.00			8.75			10.75
Electric:							
Conservation		1.90					1.90
Operations	2.70	0.50	10.00				13.20
Telecommunications	2.30	1.00	6.00				9.30
Central Services:							
Administration	6.00						6.00
Administrative Services	2.00						2.00
Finance	2.80	10.50					13.30
City Recorder	1.00	0.25					1.25
Public Works Administration	5.00	7.50					12.50
Facilities and Safety	0.50	1.50					2.00
Computer Services	2.00	2.00					4.00
Insurance	0.20						0.20
Equipment	0.50			3.00			3.50
	49.95	37.80	16.00	36.00	30.50	24.00	194.25

Bargaining Units and Contract Status

	Number of Employees	Termination Date of Current Contract	Status of Contract
IBEW Technical/Clerical	37.80	6/30/01	Settled
IBEW Electrical	16.00	6/30/02	Settled
Laborers	36.00	6/30/01	Settled
Teamsters Local - Police	30.50	6/30/00	Settled
Ashland Firefighters	24.00	6/30/00	Settled

Scope

This policy applies to fiscal activities of the City of Ashland and Ashland Parks and Recreation.

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 safety of principal, a sufficient level of liquidity to meet cash flow needs, and to provide the maximum yield possible, in that order. One hundred percent of all idle cash will be continuously invested.

Accounting

- The City will maintain an accounting and financial reporting system that conforms with Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law, and 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, which 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.

FINANCIAL MANAGEMENT POLICIES

- 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 things to be purchased (such as supplies and equipment), the City will use a "program/objectives" format that is designed to:
 - Structure budget choices and information in terms of programs and their related work activities.
 - Provide information on what each program is committed to accomplish in long term goals and in short term objectives.
 - 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

General Fund

This fund shall be used to account for all financial resources except those to be 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, City Band, Cemeteries, Department of Community Development, Planning Division, and the Building Division. This fund uses the modified accrual method of accounting.

Minimum Fund Balance

- 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 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.

Special Revenue Funds

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.

FINANCIAL MANAGEMENT POLICIES

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 FAA. None of the current revenues are pledged to outside lenders. The Airport fund is obligated to pay back the Equipment fund for the installation of fuel tanks through a equipment rental fee over the next twenty years.
- 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.

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 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. City Council has established other restriction on this fund, such as affordable housing and office space needs.
- 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.

Debt Service Funds

Debt service funds account for the accumulation of resources for, the payment of, general long term debt principal and interest. Expenditures and revenues are accounted for on the modified accrual method of accounting. The accounting system allows the City to combine the following three funds into one although each debt issue is separated in the accounting system.

Bancroft Bond Fund. This fund accounts for revenues 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 Bond Fund. This fund accounts for revenues from property taxes and transfers that are expended for the retirement of general obligation debt principal and interest.

Debt Service Fund. This fund accounts for resources from operating transfers from other funds which are used to repay long term contracts that are not bonded.

- 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 operations: (a) 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) 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.

FINANCIAL MANAGEMENT POLICIES

- 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 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.

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 Clean Water State Revolving Fund (CWSRF) loan, which is currently \$1,074,000. 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 were pledged in the issuance of the 1998 CWSRF Loan used to finance the upgrade to the treatment plant.
- 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.

Electric Fund. This fund is divided into two divisions. The Electric Division 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 (Electric Division) will maintain an unrestricted and undesignated balance of annual revenue of at least 15 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Electric Fund balance is restricted for specific uses.
- 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.

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 Administration, Administrative Services, Computer Services, Finance, City Recorder, and Public Works Administration/Engineering. Expenditure 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.

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 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.

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 which 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.

Ambulance Fund. This fund accounts for operations of the newly acquired Ambulance Service. The Fire and Rescue Department is staffing the ambulance service. Revenues are from charges for transports and sales of ambulance service subscriptions throughout the Ambulance Service Area (ASA) No. 6. Expenditures are for operations and retirement of debt incurred in the purchase of equipment.

Discrete Components Units

Hospital

Hospital Fund. (Enterprise Fund) This Fund was converted from a City department to a not-for-profit corporation, with the City being the sole member of the corporation. In future years, the Hospital budget will not be filed in conjunction with the City's budget.

FINANCIAL MANAGEMENT POLICIES

Parks

Parks and Recreation Fund. (Special Revenue Fund) Revenues are from the parks and recreation continuing property tax levy, charges for services, and miscellaneous sources. Expenditures are for parks, recreational golf course operations purposes.

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 Personnel 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 three-year 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.

FINANCIAL MANAGEMENT POLICIES

- 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 which 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. The affordability index is as follows:

Measurement	Low	Medium	Above Average	High
Per Capita Debt	< \$500	\$500-\$800	\$800-\$1,200	> \$1,200
Percent of Market Value	< 2 %	2-5%	5-8%	> 8 %
Percent of Income	< 4 %	4-7%	7-10%	> 10 %
Debt Services as a Percent of Expenditures	< 8 %	8-15%		> 15 %

Risk Management

- The City will provide an active risk management program which reduces human suffering and protects City assets through loss prevention, insurance, and self-insurance.

General Fund

This fund accounts for all financial resources except those to be 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, Department of 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 using 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.

Airport Fund. Revenues are from airport leases. Expenditures are for airport operations.

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.

Debt Service Funds

The Debt Service Fund accounts for the accumulation of resources to be used for the retirement of debt incurred in the acquisition of or construction of major capital facilities (other than those financed by proprietary funds, special assessments, and trust funds). Expenditures and revenues are accounted for on the modified accrual method of accounting.

Bancroft Bonds. These are revenues 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. These are revenues are from property taxes that are expended for the retirement of general obligation debt principal and interest.

Notes, Contracts, and Leins. These revenues are derived from operating transfers from other funds and are used to repay long term contracts that are not bonded.

Enterprise Funds

Enterprise Funds account for operations: (a) 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) 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, miscellaneous sources, 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. For budgetary presentation purposes the restricted bond proceeds and system development fees are shown separately.

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. For budgetary presentation purposes the restricted bond proceeds and system development fees are shown separately.

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, franchise tax, completion and operation of Ashland Fiber Network, and related purposes.

Telecommunications Fund. This fund accounts for the operations of Ashland Fiber Network. Revenues are from the sale of Cable Television, high speed data communications and internet connectivity, and issuance of debt. Expenditures are for related operations, capital construction and retirement of debt. Operations include purchased programming, promotion, operating expenses, franchise tax and related purposes.

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

ACCOUNTING METHODS

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 Administration, Administrative Services, Finance, City Recorder, Public Works, Facilities and Safety, and Computer Services Departments. 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.

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 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.

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 which 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 Units

Parks and Recreation Fund. (Special Revenue Fund) Revenues are from the parks and recreation continuing property tax levy, charges for services, and miscellaneous sources. Expenditures are for parks and recreational purposes.

Ashland Youth Activities Serial Levy Fund. (Special Revenue Fund) Revenues are from a three-year Ashland Youth Activities property tax serial 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 which are to be expended for equipment purchases and major park renovations.

ORDINANCE LEVYING TAXES

ORDINANCE NO. 2340

AN ORDINANCE LEVYING TAXES FOR THE PERIOD OF JULY 1, 1999 TO AND INCLUDING JUNE 30, 2000, SUCH TAXES IN THE SUM OF \$5,576,000.00 UPON ALL THE REAL AND PERSONAL PROPERTY SUBJECT TO ASSESSMENT AND LEVY WITHIN THE CORPORATE LIMITS OF THE CITY OF ASHLAND, JACKSON COUNTY, OREGON

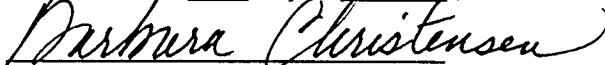
THE PEOPLE OF THE CITY OF ASHLAND ORDAIN AS FOLLOWS:

Section 1. That the City Council of the City of Ashland hereby levies the taxes provided for in the adopted budget in the aggregate amount of \$5,576,000.00 and that these taxes are hereby levied upon the assessed value for the fiscal year starting July 1, 1999, on all taxable property within the City.

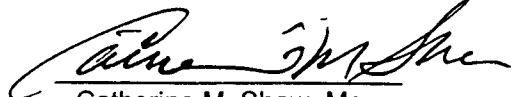
Section 2. That the City Council hereby declares that the taxes so levied are applicable to the following funds:

	<u>Permanent Rate</u>	<u>Local Option</u>	<u>Bonded Debt</u>
General Fund	\$ 1,740,000.00		
Parks and Recreation Fund	2,458,000.00		
Youth Activities Levy		\$ 1,100,000.00	
1982 Water Bond Levy			\$ 53,000.00
1992 Water Bond Levy			100,000.00
1997 Flood Restoration Bond Levy			125,000.00
	<u>\$ 4,198,000.00</u>	<u>\$ 1,100,000.00</u>	<u>\$ 278,000.00</u>

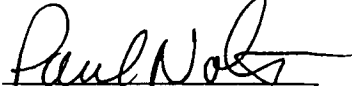
The foregoing ordinance was first READ on the 1 day of June, 1999, and duly PASSED and ADOPTED this 15 day of June, 1999.


Barbara Christensen, City Recorder

SIGNED and APPROVED this 15 day of June, 1999.


Catherine M. Shaw, Mayor

Reviewed as to form:


Paul Nolte, City Attorney

RESOLUTION ADOPTING THE BUDGET

RESOLUTION NO. 99-28

A RESOLUTION ADOPTING THE ANNUAL BUDGET AND MAKING APPROPRIATIONS

BE IT RESOLVED that the Ashland City Council hereby adopts the 1999-2000 Fiscal Year Budget, now on file in the office of the City Recorder.

BE IT FURTHER RESOLVED, that the amounts for the fiscal year beginning July 1, 1999, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND	
Social Services	\$ 91,000
Economic & Cultural Development	275,000
Band	53,000
Miscellaneous	137,000
Transfers	1,000
Contingency	344,000
Police Department	3,379,000
Municipal Court Division	226,000
Fire and Rescue Department	3,032,000
Cemetery Division	288,000
Senior Program	136,000
Planning Division	642,000
Building Division	413,000
TOTAL GENERAL FUND	<u>9,017,000</u>
 COMMUNITY DEVELOPMENT BLOCK GRANT	
Personnel Services	42,000
Materials and Services	166,000
Capital Outlay	71,000
Contingency	0
TOTAL CDBG FUND	<u>279,000</u>
 STREET FUND	
Personnel Services	610,000
Materials and Services	1,066,000
Capital Outlay	465,000
Debt Service	3,000
Transfers	145,000
Contingency	78,000
TOTAL STREET FUND	<u>2,367,000</u>
 AIRPORT FUND	
Personnel Services	1,000
Materials and Services	62,000
Capital Outlay	450,000
Transfers	10,000
Contingency	22,000
TOTAL AIRPORT FUND	<u>545,000</u>

RESOLUTION ADOPTING THE BUDGET


CAPITAL IMPROVEMENTS FUND	
Personnel Services	1,000
Materials and Services	46,000
Capital Outlay	3,321,000
Transfers	377,000
Contingency	200,000
TOTAL CAPITAL IMPROVEMENTS	3,945,000
 BANCROFT BOND FUND	
Transfers	240,000
 GENERAL BOND FUND	
Transfers	311,000
 DEBT SERVICE FUND	
Debt Service	702,000
 AMBULANCE FUND	
Transfers	357,000
 WATER FUND	
Forest Lands Management Division	80,000
Water Division	3,568,000
Debt Services	652,000
Transfers	0
Contingency	490,000
Conservation Division	112,000
TOTAL WATER FUND	4,902,000
 WASTEWATER FUND	
Personnel Services	556,000
Materials and Services	1,008,000
Capital Outlay	14,700,000
Debt Services	385,000
Contingency	2,093,000
TOTAL WASTEWATER FUND	18,742,000
 ELECTRIC FUND	
Conservation Division	378,000
Electric Division	7,757,000
Debt Service	75,000
Other Financing Uses (Interfund Loan)	565,000
Contingency	500,000
TOTAL ELECTRIC FUND	9,275,000
 TELECOMMUNICATIONS FUND	
Personnel Services	539,000
Materials and Services	759,000
Capital Outlay	2,562,000
Debt Services	1,915,000
Contingency	415,000
TOTAL TELECOMMUNICATIONS FUND	6,190,000

RESOLUTION ADOPTING THE BUDGET

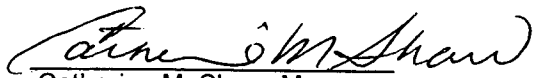
CENTRAL SERVICES FUND	
Administrative Department	678,000
Administrative Services Department	247,000
Finance Department	983,000
City Recorder Division	111,000
Public Works Department	827,000
Facilities and Safety Division	238,000
Computer Services Division	429,000
Contingency	69,000
TOTAL CENTRAL SERVICES FUND	3,582,000
 INSURANCE SERVICES FUND	
Personnel Services	7,000
Materials and Services	619,000
Transfers	
Contingency	150,000
TOTAL INSURANCE SERVICES FUND	776,000
 EQUIPMENT FUND	
Personnel Services	171,000
Materials and Services	450,000
Capital Outlay	951,000
Other Financing Uses (Interfund Loan)	1,000,000
Contingency	250,000
TOTAL EQUIPMENT FUND	2,822,000
 CEMETERY TRUST FUND	
Transfers	41,000
 PARKS AND RECREATION FUND	
Parks Division	3,857,000
Recreation Division	316,000
Golf Division	382,000
Debt Service	22,000
Transfers	105,000
Contingency	40,000
TOTAL PARKS AND RECREATION FUND	4,722,000
 ASHLAND YOUTH ACTIVITIES LEVY FUND	
Personnel Services	95,000
Materials and Services	969,000
Transfers	30,000
Contingency	71,000
TOTAL ASHLAND YOUTH ACTIVITIES LEVY FUND	1,165,000
 PARKS CAPITAL IMPROVEMENTS FUND	
Capital Outlay	660,000
 GOLF COURSE FUND	
Transfers	175,000
TOTAL APPROPRIATIONS	\$ 70,815,000

RESOLUTION ADOPTING THE BUDGET

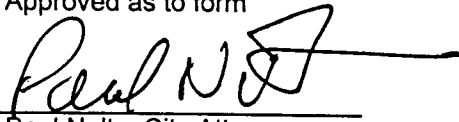
This Resolution was READ BY TITLE ONLY and DULY ADOPTED at a regular meeting of the City Council of the City of Ashland on this 1 day of June, 1999.


Barbara Christensen, City Recorder

Signed and Approved on this 2 day of June, 1999.


Catherine M. Shaw, Mayor

Approved as to form


Paul Nolte, City Attorney

GLOSSARY

- A** **Accrual Basis** - Method of budgetary accounting where expenditures and revenues are recorded when incurred, not when paid. Differs from GAAP Accrual Basis in that, while capital outlays are recognized as expenditures, depreciation and amortization are not.
- ADA** - Americans with Disabilities Act
- AFN** - Ashland Fiber Network
- AMR** - Automatic Meter Reading System
- Annexation** - The incorporation of land into an existing city with a resulting change in the boundaries of that city.
- APD** - Ashland Police Department
- Appropriation** - Legal authorization granted by City Council to make expenditures and incur obligations.
- Appropriation Ordinance** - The legal document passed by the City Council authorizing expenditures.
- Assessed Value** - The value set by the county assessor on real and personal taxable property as a basis for levying taxes. The value can only be raised three percent per year on existing property, or by new construction or annexation.
- B** **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** - A written promise 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.
- C** **CAP** - Central Area Patrol
- Capital Improvement Funds** - These funds account for resources to be used for the acquisition or construction of major capital facilities.
- CDBG** - Community Development Block Grant.
- Central Service Charge** - Reimbursement for services which are paid for out of one fund, but benefit the programs in another fund.
- CIP** - Capital Improvement Plan
- Contingency** - An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must authorize the use of any contingency appropriations.
- CPI** - Consumer Price Index
- CSV** - Community Service Volunteers
- CWSRF** - Clean Water State Revolving Fund
- D** **DARE** - Drug Awareness Resistance Education.
- Debt Service** - Payment of interest and principal related to long term debt.
- Debt Service Funds** - These funds account for the accumulation of resources to pay the debt on capital projects.
- Defeasement** - Retire by issuance of like debt, generally to the financial benefit of the government.

DEQ - Department of Environmental Quality

DSM - Demand-Side Management

E EDP - Electronic Data Processing

EMS - Emergency Medical Services

EMT - Emergency Medical Technician

Enterprise Funds - These account for operations that are financed and operated in a manner similar to private business enterprise. The intent is to finance or recover costs of providing goods and services through user charges.

EOC - Emergency Operations Center

Expenditures - The spending of money 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.

Fixed Assets - Assets of a long-term character such as land, buildings, furniture, and other equipment.

Fringe Benefits - The non-salary part of employees' total compensation. A typical benefit package includes such things as insurance, retirement, and vacation/sick leave components.

FTE - Full Time Equivalent

Fund - An accounting entity with a self balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

G General Fund - The fund used to account for operational expenses of a governmental unit financed by taxes and other general revenues.

I IBEW - International Brotherhood of Electrical Workers.

ICCA - Interfaith Care Community of Ashland.

ISTEA - Intermodal Surface Transportation Efficiency Act grant to encourage various types of transportation.

L LCDC - Land Conservation Development Commission

LID - Local Improvement District

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 - Used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personnel Services or Capital Outlay.

O OMECA - Oregon Municipal Energy and Conservation Agency

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.

Personnel Services - Payroll expenses, such as wages, overtime pay, Social Security, insurance benefits and retirement contributions.

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.

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.

SCADA - Supervisory Control And Data Acquisition.

SDC - System Development Charge.

SOU - Southern Oregon University.

SOWAC - Southern Oregon Women's Access to Credit.

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 - 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 Tax Levy - Total amount of dollars raised in property taxes imposed by the City, permanent tax rate, local option levies, and Bonded Debt levies.

TPAC - Transportation Plan Advisory Committee.

U Unappropriated Ending Fund Balance - An amount set aside for future years' budgets.

W WWTP - Wastewater Treatment Plant.

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THIS REPORT IS INTENDED TO PROMOTE THE BEST POSSIBLE
MANAGEMENT OF PUBLIC RESOURCES.

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