

**CITY OF
ASHLAND**
- Oregon -



2003-2004 Annual Budget

ABOUT THE COVER

For several years, it has been our policy to cover our annual budget and the corresponding comprehensive annual financial report with original art by a member of our burgeoning colony of local artists. We have included a historic perception located on the back cover.

The Butler-Perozzi Fountain, purchased by Ashland philanthropists Domingo “D” Perozzi and Gwin S. Butler at the 1916 Panama-Pacific Exposition in San Francisco, has long been a source of pride for the City since its dedication that summer. Sculpted in Florence, Italy, by artist A. Frilli, the fountain was named by Ashland for the City’s two benefactors, who purchased the sculpture for \$3,000 to commemorate their donations of land for the park.

Front

Butler Perozzi Fountain - Jerry Whitsett

Jerry Whitsett, a native of Southern Oregon, has lived in Ashland for 38 years. He retired as a stock-broker six years ago and now paints exclusively in watercolors frequently depicting familiar scenes of Ashland and the surrounding area. Jerry also enjoys painting wildlife and subjects based on his extensive travel. He exhibits locally and in many galleries throughout the Northwest.

Back

Historic photo of the Butler-Perozzi Fountain circa 1917- *The Skibby Collection* - Mr. Skibby is a prominent local historian.



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City of Ashland
Finance Department
20 East Main Street
Ashland, Oregon 97520
Phone: 541-488-5300
TTY: 800-735-2900

CITY OF ASHLAND



Adopted 2003–2004 Budget

CITIZENS' BUDGET COMMITTEE

ELECTED MEMBERS:

Alan DeBoer, Mayor
Alex Amarotico, Councilor
Cate Hartzell, Councilor
Chris Hearn, Councilor
Kate Jackson, Councilor
Don Laws, Councilor
John Morrison, Councilor

APPOINTED MEMBERS:

Martin Levine, Chair
Jacquie Christensen
James Moore, Jr.
Raymond Olsen
Russ Silbiger
Regina Stepahin
David Williams

ADMINISTRATIVE STAFF

Gino Grimaldi, City Administrator
Lee Tuneberg, Finance Director
Kenneth Mickelsen, Parks and Recreation Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Ashland
Oregon**

For the Fiscal Year Beginning
July 1, 2002

President

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, 2002.

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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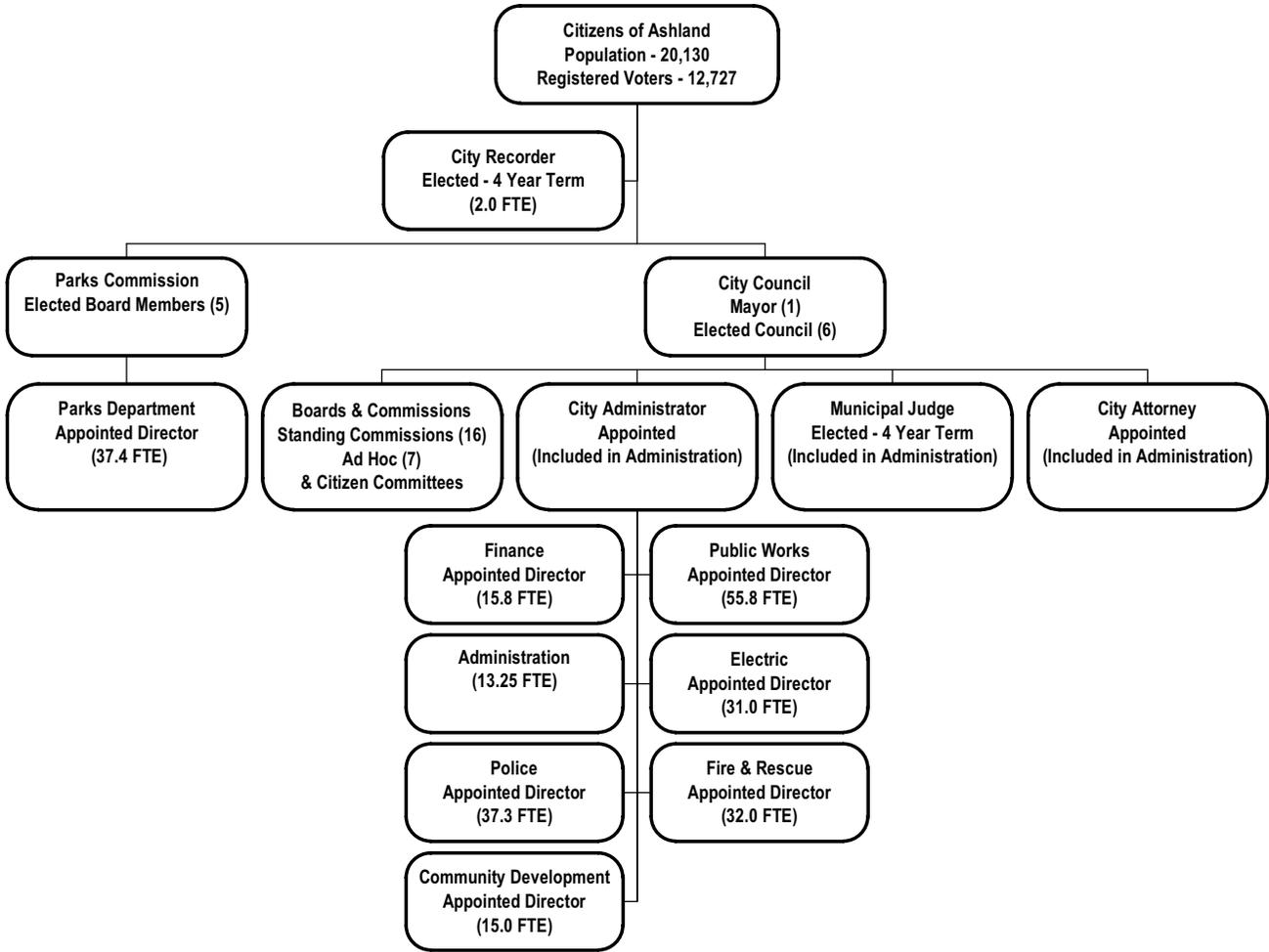
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City of Ashland 239.55 FTE Adopted



The City of Ashland is a municipal corporation first organized in 1874. The Ashland City Council is elected to serve as the governing body for Ashland’s 20,130 citizens. The Mayor, who presides at the City Council meetings, is elected at-large for a four-year term. Six council members are elected at-large for four-year staggered terms. Other elected officials are the City Recorder, Municipal Judge, and the five-member Parks and Recreation Commission.

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

appoints the Department Heads, the City Attorney, and the Band Board.

The City Administrator recommends the appointment or dismissal of the Community Development Director, Electric Director, Finance Director, Fire Chief, Police Chief, Public Works Director and the Senior Program Director.

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

city at a glance

The City of Ashland is located in the southwestern part of the state, which is rated as one of the major tourist areas within Oregon. The economic base of Ashland is primarily dependent on tourism and higher education, with a small manufacturing sector based on high technology. The City of Ashland was incorporated in 1874 and operates under the provisions of its own charter and applicable State law. The City of Ashland provides a full range of municipal services including police and fire protection, parks and recreation facilities/activities, streets, 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	29
Physical Arrests (non-traffic)	300
Traffic Violations	4,358

Fire

Stations	2
Fire Fighters	28
Fire Alarm Responses	272
Emergency Medical Responses	2,404
Non-emergency Public Service Responses	78
Code Enforcement Plans Review	475
Public Education Programs	295

Streets

Miles of Paved Streets	168
Miles of Gravel Streets	20
Miles of Storm Sewers	60

Water

Miles of Water Mains	94
Service Connections	7,214
Hydrants	987
Daily Average Consumption in Million Gallons	3.3
Maximum Daily Capacity of Plant in Million Gallons	10

Sewer

Miles of Sanitary Sewers	86
Treatment Plants	1
Service Connections	7,091
Daily Average Treatment in Million Gallons	2.1
Maximum Daily Capacity in Million Gallons	6

Hospital		1
	Hospital Beds	49
Electric		
	Street Lights	1,276
	Electrical Transformers	2,030
	Service Connections	10,490
	Poles	2,501
	Substations	3
Telecommunications		
	Miles of Fiber	30
	Miles of Coax	120
	Service Connections	2,457
	Potential Station Capacity	161
Parks and Recreation		
	Community Centers	3
	Parks	19
	Park Acreage	637
	Golf Courses	1
	Swimming Pools	1
	Ice Skating Rinks	1
	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
1992-93	944,224,260	17,320	3,431
1993-94	1,001,800,918	17,445	3,482
1994-95	1,082,263,800	17,725	3,458
1995-96	1,204,700,940	17,985	3,454
1996-97	1,201,600,940	18,360	3,384
1997-98	1,035,683,650	18,560	3,358
1998-99	1,089,529,060	19,220	3,309
1999-00	1,175,882,880	19,490	3,258
2000-01	1,240,116,210	19,610	3,411
2001-02	1,333,040,730	19,770	3,393
2002-03	1,422,327,113	20,130	3,321

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:

Administrative Services - Senior	\$	200
Community Development Till		150
Electric		100
Finance - Accounting		300
Finance - Purchasing		200
Fire and Rescue Department		200
Municipal Court Till		100
Parks		1,000
Police Department		150
Police Till		50
Utilities Till		260
	\$	2,710

Major Employers in the City of Ashland

<u>Employer</u>	<u>Industry</u>	<u>Employment</u>	<u>Status</u>
Southern Oregon University	Higher Education	744	Exempt
Ashland Public Schools	Public Education	438	Exempt
Oregon Shakespeare Festival	Entertainment	356	501c3
City of Ashland	Municipal Government	269	Exempt
Ashland Community Hospital	Health Care	290	501c3
Professional Tool Mfg. LLC	Manufacturing	100	Close Corp.
Prestige Care (dba Linda Vista)	Health Care	75	Close Corp.
Albertsons	Retail\Grocery	71	Public Corp.
Windmill Inn of Ashland	Motel	60	Public Corp.
Ashland Springs Hotel	Hotel	60	Close Corp.





DATE: April 24, 2003
TO: Ashland Budget Committee
FROM: Gino Grimaldi, City Administrator
Lee Tuneberg, Budget Officer
RE: 2004 Budget Message

OVERVIEW

Submitted herein is the City of Ashland's proposed budget for the 2003-2004 fiscal year. This budget represents the efforts of many staff members to present a balanced budget with long term planning extending six years into the future. As the challenges that face local government continue to grow, maintaining current service levels within existing revenue streams is becoming increasingly difficult. The budget presented here is a conservative one, characterized in its development by adherence to two important factors; recognizing the need to balance ongoing expenditures with ongoing revenues, and taking steps to implement Council goals while maintaining core service. The budget addresses new initiatives chiefly through re-deployment of existing resources, and proposing changes only where necessary.

MAJOR ACCOMPLISHMENTS

The City of Ashland, commission and committee volunteers and the community made significant progress on a number of issues and projects that were funded in 2002-2003 fiscal year.

In reviewing the Community Values Statement it is clear that much of the work accomplished speak directly to those livability values including: implementing the Tree Preservation and Protection Ordinance, establishing a Public Arts Commission, subsidizing free bus service, completing a housing needs analysis and action plan, enhancing the Community Emergency Response Team (CERT), implementing the forest interface management plan, the accreditation of the Ashland Police Department, the completion of the draft phase II of the *City Forest Lands Project*, met the cable television subscriber target for AFN and more.

In addition, numerous capital projects have been completed or are in the works including: improvement to Ashland Street, the Ashland Library, addition of the membrane filtration system at the wastewater treatment plant, the Hosler Dam Warning System, the Community Development and Public Works Building on Winburn Way, numerous storm drains and water and wastewater line upgrades, upgrades to electric and AFN services, an updated Open Space Plan and numerous sidewalk improvements. Nearing completion is Fire Station No.1 and improvements to Siskiyou Boulevard.

The upcoming fiscal year will bring additional capital projects including improvements to pedestrian crosswalks in the downtown and many ongoing improvements to the community infrastructure. Numerous council goals that relate directly to our livability values will be addressed including ongoing outreach for citizen involvement, the development of an urban forestry plan and riparian ordinance, ongoing attention to our historic preservation, hiring a Housing Program Specialist to begin implementation of the housing action plan and more.

MAJOR CHALLENGES

There are a number of issues on the horizon that could negatively impact the financial condition of the city. Like many other entities, both private and public, we continue to struggle with rising health care costs. Steps are being taken to alleviate the impact of these cost increases but a long term solution that will likely need to involve dramatic changes in the health care industry are several years away. Likewise, we continue to be impacted by a public employee retirement system that is broken and anticipate that employee retirement costs will continue to grow. Another issue that causes some concern in the current dispute with Qwest regarding franchise fees. Municipalities have prevailed in the courts and Qwest is now paying the city approximately \$190,000 per year in franchise fees. However Qwest has appealed the court decision requiring the payment and a ruling against municipalities would have a negative financial impact.

The electrical power crisis has forced the city to budget for record-breaking increases over the last several years and more in future to keep pace with the climbing Bonneville Power Administration's wholesale power rates. These increases must then be passed on to our customers. Finally, reductions in revenue streams due to the state's adjustments to balance its budget and down turns in the economy are also negatively impacting the budget.

Several positions were considered for inclusion in the proposed budget but have not been due to financial constraints. These positions are a Police Community Service Officer, an Administrative Services Director/Manager and additional secretarial help in the Legal department. Additionally, requested help in the Public Works and Finance departments have been pushed back to subsequent years for later consideration.

While these positions can certainly be justified, the current economic condition of the community and the city organization do not allow them to be added to the budget at this time. It is not anticipated that excluding these positions from the budget will have a negative impact on the ability of the organization to make significant progress towards the achievement of the Council goals.

The proposed budget has been prepared with a multiyear perspective making sure that trends in revenues and expenditures have been taken into consideration when making decisions regarding staffing levels and fund balances. Total budgeted fund balance remains in the \$12 – 14 million range, nearly half the actual amounts from a few years ago. See page 1-11 for a table and chart. These budgeted reductions are the result of planned expenditures beyond resource levels as capital projects and important programs are funded. Since the reduction of fund balances cannot be sustained long term, the balancing of revenues and expenses will need to be carefully monitored and managed in the future.

The impact of these issues may not be fully realized for years to come yet the strength of Ashland's financial condition, established operations and diversity of revenue sources help to balance the budget and forecast a stable city government over that time.

PROCESS

As in the past, the process for preparing the budget was modified to provide ample opportunity for Budget Committee and public involvement. Changes were made this year to address issues and concerns from the prior budget preparation as identified through surveys and comments received. Some of the changes are:

1. Adopt assumptions earlier (December) that staff would use developing the budget.
2. Prepare a proposed budget that includes potential programs and new positions that staff deems necessary to meet operational and Council goals.
3. Provide all departmental information to the committee with the proposed budget document to allow the committee to consider varying needs competing for the limited resources available.
4. Provide staff adequate internal time to review and select the proposed budget changes most important on a citywide basis.

An overview of the complete budget process set forth by the State of Oregon and adhered to by Ashland can be seen on Page 1-21.

Consistent with last year's goal to prepare a budget that goes beyond the current proposed budget year by projecting

the budget message

revenues, expense and financial condition for the following five years, this budget presents similar information including planned financing, rate increases, and new projects. The budget includes all departments and funds of the City including Parks and Recreation.

The document is structured with two perspectives – by department and by fund. Staff has attempted to better associate departmental appropriations with major program or category of expense in the long-term plan. This will also help to minimize confusion and ensure accuracy in the resolution adopting the budget. It should be noted that the long-term projections are provided to help identify future impacts and issues. Each year, as a new budget is considered, revenues and requirements and increases and reductions are re-evaluated to present an acceptable proposed budget and updated long-term plan.

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

The Strategic Plan is included in the budget document for reference. The broad goal areas identified in the plan are:

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

Within the budget document, each departmental narrative emphasizes their specific strategic plan goal or strategy. Some of the major projects that are included in the proposed budget are:

- Affordable housing
- Develop Riparian Ordinance
- Complete pre-design plan for future extension of Talent Ashland Phoenix (TAP) water line, including priority for conservation
- Continue and expand RVTD free busing program
- Develop performance measures program for all city departments

In addition to the power crisis other issues impact the proposed budget and will extend into the future. They include:

- Developing the alternate source of water TAP project;
- Market penetration for participants in AFN;
- Expanding AFN's services within and outside Ashland;
- Taking steps to further minimize employee benefit costs; and
- Protecting the City against property loss and other "risk" areas.

In the past several years, staff has presented additional information for committee consideration that identifies potential changes to the proposed budget relating to staff increases, activities and funding alternatives. Some of those related directly to issues identified in the Strategic Plan Goals. This step was referred to as “The Parking Lot” and was meant to allow the department to address their ideas regarding operational and fiscal impact of such changes directly with the committee. This part of the process has been removed for 2003-04 due to considerable concern registered in the budget surveys about the confusion caused when “optional” programs are not already evaluated and either included in the proposed budget or excluded if not supported by management. In its place, management has included all resources and costs deemed necessary to meet goals and objectives for 2003-04.

BUDGET FORMAT

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

In addition, line item justification was detailed and entered into the management system for every line item. This information is used by the departments to track their projected expenditure needs and changes during the year and ultimately results in better projections for the following years.

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

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

POLICIES & METHODS

The policies and practices employed by the city in developing our budget and compliance can be found in the appendix on page A-6 Financial Management Policies and A-12 Accounting Methods. Expenditure groupings are listed on page A-20 Chart of Accounts Descriptions to help the reader in understanding what kinds of things are normally expended from each line item.

BUDGET SUMMARY

The expenditure level for all funds for the 2003-2004 budget is \$87,299,105, which is \$4.5 million less than last year’s budget. The \$87 million includes all appropriations, transfers, contingencies and unappropriated ending fund balances.

Below is a total budget comparison by fund. Significant dollar changes can be seen in all of the funds that include capital projects and related financing. Increases are primarily due to new or held-over projects and related borrowing. Decreases come from certain capital projects being completed or nearing completion such as the fire station, Ashland Street and Siskiyou Boulevard improvements.

Other fund changes include increased employee costs (all funds) and increased operational costs (Insurance Fund) and business activity (Telecommunications).

The Parks funds remain very consistent with the prior year with reductions in operational costs for the Parks and Recreation Fund and renewal of the Youth Activities Levy Fund at a higher amount.

Proposed 2003-2004 Budget Comparison				
Fund	2002-2003 Budget	2003-2004 Proposed	Dollar Difference	Percent Difference
General	12,969,300	13,627,133	657,833	5.1%
CDBG	500,000	656,815	156,815	31.4%
Street	7,993,450	6,697,900	-1,295,550	-16.2%
Airport	233,290	468,550	235,260	100.8%
Capital Improvements	5,221,300	1,288,300	-3,933,000	-75.3%
Debt	1,362,000	1,442,900	80,900	5.9%
Water	11,048,980	11,061,000	12,020	0.1%
Wastewater	15,000,300	11,238,000	-3,762,300	-25.1%
Electric	11,999,800	13,354,900	1,355,100	11.3%
Telecommunications	8,740,000	10,086,000	1,346,000	15.4%
Central Services	5,322,900	5,572,600	249,700	4.7%
Insurance Services	815,500	1,013,000	197,500	24.2%
Equipment	2,497,250	2,625,200	127,950	5.1%
Cemetery Trust	694,000	707,500	13,500	1.9%
Total by Fund	84,398,070	79,839,798	-4,558,272	-5.4%
Parks	7,377,444	7,459,307	81,863	1.1%
Total Requirements	\$91,775,514	\$87,299,105	-\$4,476,409	-4.9%

BUDGET ASSUMPTIONS

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

- Inflation will be less than 2.0% for 2003-2004. (Exceptions are Personal Services 5%, Petroleum based energy 5%, Electric 10%).
- Population growth will be 1.0%.
- Property tax rate will not exceed \$1.47 City, \$2.09 Parks, \$3.56 combined.
- Property tax assessed valuation growth will be 3% under Measure 50 and new construction will be 2%.
- Staff will ensure efficient and effective operations prior to recommending tax level increases.
- Union contract provisions will be met and agreements reached with Police and Fire unions.
- The budget will address the City Council's strategic plan goals and objectives.
- The city will pay its full contribution to PERS. Potential 40% increase for employer share.
- Health care premiums will increase 20%. New labor contracts will include employee sharing the cost.
- User fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets of the City will be maintained at current levels.
- Tax revenue distribution between City and Parks will be consistent with prior years.
- The city will comply with Federal and State requirements.

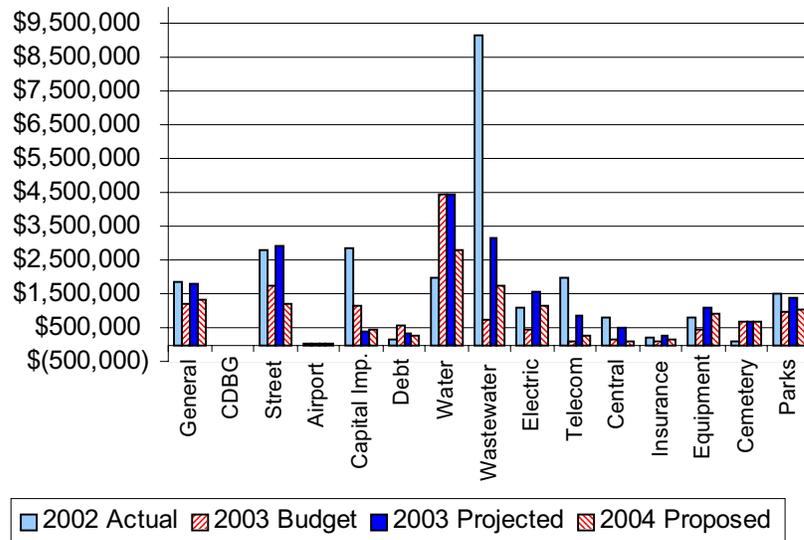
ENDING FUND BALANCE

A comparison of unappropriated ending fund balance has been provided to show changes since FY02. The Unappropriated Ending Fund Balance is specifically identified as a part of Oregon Budget Law to provide a minimum that will be held over to begin the following fiscal year. A more detailed comparison showing Reserved/Restricted and operating amounts can be found on page 3-123.

Ending Fund Balance Comparison *				
Fund	2001-2002 Actual	2002-2003 Budget	2002-2003 Projection	2003-2004 Proposed
General	\$ 1,865,212	\$ 1,238,814	\$ 1,797,735	\$ 1,322,569
CDBG	(35,904)	-	-	-
Street	2,785,057	1,764,790	2,924,976	1,216,690
Airport	22,560	6,140	12,836	4,000
Capital Improvements	2,833,606	1,150,300	383,153	429,000
Debt	136,978	540,000	343,789	264,900
Water	1,985,298	4,478,680	4,456,578	2,784,125
Wastewater	9,190,945	754,800	3,174,391	1,726,251
Electric	1,069,861	443,533	1,588,606	1,163,763
Telecom	1,982,175	97,036	861,342	269,910
Central Serv.	823,405	142,675	522,047	72,549
Insurance Serv.	204,263	91,500	241,515	156,500
Equipment	783,340	452,640	1,079,798	908,740
Cemetery Trust	72,823	653,000	678,308	684,500
Parks	1,485,612	976,294	1,378,930	1,051,000
Total	\$ 25,205,231	\$ 12,790,202	\$ 19,444,004	\$ 12,054,497

* Projection includes unused contingency.

Ending Fund Balance Comparison



REVENUES

Ashland's revenue is primarily fee based as shown in the Resources Summary by Classification table on page 1-24. Revenues are summarized by fund in the Long-term section of the budget document.

TAXES - The tax category makes up 28.3% of the total revenues, one tenth of a percent less of the total revenue figure for the prior year. Taxes include property taxes, Electric Utility Users tax, Food & Beverage taxes, Hotel/Motel taxes and franchise fees.

PROPERTY TAXES - Property taxes are distributed to the General Fund, Parks Fund, Ashland Youth Activity Fund (Parks) for operations and the Water and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for 2004 is \$5.340007, a little less than the prior year due to retirement of certain debt funded by local option levies. Renewal of the Youth Activity Levy has been proposed to council and is included within this budget. The proposed property tax revenue for the General Fund is higher due to property value increases. The detail of these can be seen on page 1-33 .

CHARGES FOR SERVICE - Charges for services still account for 60.5% of Ashland's revenues. Some of the charges are for ambulance patient services, transportation utility fees, storm drain utility fees, airport rental fees, water services, wastewater services, electric service and telecommunications services, system development charges and internal service charges.

Each year the city must evaluate the appropriate level of its fees and charges. Staff attempts to stagger such adjustments for the benefit of the customer and to allow adequate time for evaluation since not all systems can be addressed in a single year. The following chart shows the estimated fee changes in the next several years. These estimates are necessary to meet projected operational and capital costs and to provide for long-term financial stability. Also, a change is budgeted in the distribution of Electric franchise fees by returning to the past practice of distributing 30% of the revenue generated to the Street fund. In the prior year it was necessary to transfer a higher amount to fund the city's share of projects in the capital improvement program. Staff intends to review the basis for calculating and allocating all franchise fees in FY 2003-04 to ensure an effective reimbursement program.

Proposed Increases	2004	2005	2006
Transportation Utility Fee	6.0%		10.0%
Storm Drain Utility Fee	6.0%		10.0%
Building Fees	10.0%		
Airport Fees		5.0%	
Water Fees	5.0%	5.0%	
Wastewater Fees		5.0%	
Electric Rate Increase	7.5%	4.0%	2.0%
Electric Surcharge *	30.0%	20.0%	
AFN Cable TV Fees	3.0%	3.0%	3.0%

* Electric rate changes remain volatile. The table above gives our best estimates as to what could happen based upon what is known today. As BPA adjusts wholesale power costs each March and October, Ashland will inform the public and take necessary steps. In July 2002 both rates and the electric surcharge were increased to approximate changes in operational and wholesale power costs. Both are budgeted to increase in July of 2003. It is our intent to minimize the impact on our customers by continuing not charging a franchise fee or electric utility tax on the surcharge. The Long-term Electric Fund budget shows the City intention to transition away from the surcharge over time in the future.

SYSTEM DEVELOPMENT CHARGES - It is important for the city to re-evaluate each system development charge (SDC) on a regular basis. As part of our long term plan preparation staff has identified needed changes in certain SDCs to better match their contribution to the type of project being constructed or expenditure being made. Financial planning

for the storm drain portion of the Street Fund indicates a need to evaluate SDC fee changes in the near future to fund anticipated projects. Analysis of capital projects identifies a need to shift the amount charged for water supply SDCs to water distribution SDCs in the Water Fund by 2004. The overall impact will be a slight decrease in total water system development charges.

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

Systems Development Charges	2004	2005	2006
	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
Water Supply SDC	100.0%		
Water Distribution SDC	(80.0)%		
Wastewater SDC	20.0%		
Parks SDC		To Be Reviewed	
Transportation SDC		To Be Reviewed	

OPERATIONAL EXPENSES

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

Proposed Operational Budget Comparison				
Category	2002-2003 Budget	2003-2004 Budget	Dollar Difference	Percent Difference
Personal Services	17,425,965	18,778,892	1,352,927	7.8%
Materials and Services	25,916,313	27,508,172	1,591,859	6.1%
Debt Service	10,826,820	10,937,419	110,599	1.0%
Total	\$54,169,098	\$57,224,483	\$3,055,385	5.6%

EXPENDITURES

PERSONAL SERVICES - Personal services cost represent 21.5% of the total proposed budget and 32.8% of the operational budget. The estimated costs of a status quo proposed budget are equal to an increase of approximately 12% over the prior year. This proposed budget equates to less than an 8% increase through a reduction in total positions by outsourcing Police dispatch services and eliminating several Parks positions. It is important to note that personal services health care costs are projected to increase 20% and retirement costs 40% in the coming year. Below is a comparison of budgeted positions between the two years.

Department	2003 (FTE)	2004 (FTE)
Administration	4.50	13.25
Administrative Services *	8.25	
Finance	13.80	15.80
City Recorder	2.00	2.00
Police	44.30	37.30
Fire	31.00	32.00
Public Works	55.30	55.80
Community Development	14.00	15.00
Electric	31.75	31.00
City Subtotal	204.90	202.15
Parks	42.20	35.40
Total FTE	247.10	237.55

Net Change (FTE): -9.55

*** Administrative Services moved into Administration**

The long-term budget plan includes the following total number of positions:

Fiscal Year	2003	Baseline	2004	2005	2006
Staffing (FTE)	247.1	244.1	237.55	240.55	244.05

MATERIALS AND SERVICES - This category represents 31.5% of the total budget. The largest increase is in the Electric Fund and related to wholesale and transmission power costs. Overall this category represents a 6.1% increase over the previous budget.

CAPITAL OUTLAY – Total Capital Outlay (including equipment and furniture) and project costs are decreasing from \$15.2 million to \$9.3 million. Included is a complete description on each project in the Capital Improvement section of this budget. Below is a summary by category of the projects included in the Capital Improvement Plan for the current budget year.

Capital Improvement Projects Category Totals	Cost
Transportation Projects	\$ 2,190,625
Local Improvement District Projects	1,265,000
Airport Projects	400,000
Water Projects	1,815,000
Wastewater Projects	775,000
Storm Drain Projects	360,000
Administration Projects	300,000
Telecommunication Projects	50,000
Electric Projects	635,000
Technology Projects	30,000
Parks Projects	200,000
Total	\$ 8,020,625

not scheduled an external financing in 2003-04. Included in this budget is \$6.55 million in interfund loans for the continued start up operating costs of the Telecommunications Fund. This is less than \$7.5 million identified in the business plan due to the second loan of \$2.5 million on construction done in late June 2002. The long-term budget calls for added water improvement financing, transportation-related debt, local improvement district debt and fire station #2 improvement debt.

ACKNOWLEDGEMENTS

We want to acknowledge the creative energy of staff and their dedication to the City of Ashland. Special thanks to the Finance staff and others for who have helped prepare this document. We look forward to your ongoing input and participation as we work toward continual improvement of the budget process.

SUMMARY AND CONCLUSION

In summary, this document represents the expertise, creativity, ingenuity and resourcefulness of the Department Heads, Finance Department, Division Managers, Supervisors and staff.

It is our hope and belief that this budget protects the capacity of the city to meet ongoing service needs, prepares for the potential of a slowing economy, and positions the city to improve core service levels when determined necessary. We look forward to the opportunity to discuss this budget with the Budget Committee.

Respectfully submitted,

Gino Grimaldi
City Administrator

Lee Tuneberg
Budget Officer



Memo

DATE: June 3, 2003
TO: Ashland City Council
FROM: Lee Tuneberg, Budget Officer
RE: Fiscal Year 2003-2004 Budget Message Addendum

Overview

I am pleased to submit the approved Fiscal year 2003-/2004 Budget in the amount of \$87,432,105. The approved budget differs from that proposed in total by \$133,000. A detailed accounting of the changes to the expenditure classifications follows this narrative. There were no structural revisions made to those originally proposed by management.

General Fund

Finance – Social Service Grants expenditures were increased \$25,000 beyond the Proposed amount of \$107,400 for a total of \$132,400 in FY 2003-2004. The additional \$25,000 is a one-year increase and will not be re-budgeted or increased in FY 2005.

Public Works – Boulevard Maintenance was deleted from the General Fund and returned to the Street Fund where it had been budgeted in prior years reducing expenditures by the total proposed amount of \$151,100. The net effect across funds is zero.

Transfers was increased by \$133,000 from the Proposed amount of \$500 to fund School athletic field maintenance in a similar fashion as the prior year. The increased amount is a transfer to the Parks & Recreation Fund where it will be expended causing the FY 2004 Appropriation level to increase by that amount.

Ending Fund Balance was reduced by \$6,900 to \$1,315,669 as part of the above General Fund changes.

Street Fund

Public Works – Street Operations increased \$151,100 for Boulevard Maintenance as part of the General Fund changes explained above. This amount is also a reduction in Ending Fund Balance unless there is a change in revenues to pay for this work. This change returns the expense to this fund as it had been budgeted in prior years.

Electric Fund

Other Financing Uses was added to the Proposed Budget funding an Interfund Loan of \$400,000 to the Telecommunications Fund, Ashland Fiber-optic Network recognizing the potential of a revenue shortfall in Charges for Service. The change is a reduction of \$400,000 in Electric Fund's Ending Fund Balance and there is no impact in the Telecommunications Fund appropriations since this is a change in revenue.

Central Services Fund

Administration Department appropriation was reduced by \$73,275 to \$1,131,131 reflecting a) a budget input error of \$30,000 b) reduction in the Assistant Attorney wage of \$20,000 and c) reduction in the amount budgeted for the City Source production of \$23,275.

Parks and Recreation Fund

Parks Division appropriations were increased by \$133,000 by authorization of the Budget Committee to reflect increased ground maintenance support to School District 5 in return for greater public access to school grounds. Recognition of the Interfund Transfer from the General Fund offset this appropriation.

There were no changes to the Property Tax levies proposed by the Budget Committee.

budget committee recommendations and council action

	Proposed	Revisions	Approved	Revisions	Adopted
GENERAL FUND					
Administrative Services	97,000		97,000		97,000
Administrative Services - Municipal Court	296,000		296,000		296,000
Administrative Services - Senior Program	117,135		117,135		117,135
Finance - Social Services Grants	107,400	25,000	132,400		132,400
Finance - Economic & Cultural Grants	436,900		436,900		436,900
Finance - Miscellaneous	6,000		6,000		6,000
Finance - Band	56,750		56,750		56,750
Police Department	4,179,470		4,179,470		4,179,470
Fire and Rescue Department	4,489,004		4,489,004		4,489,004
Public Works - Cemetery Division	296,890		296,890		296,890
Public Works - Boulevard Maintenance	151,100	(151,100)	-		-
Community Development - Planning Division	976,040		976,040		976,040
Community Development - Building Division	744,375		744,375		744,375
Transfers	500	133,000	133,500		133,500
Contingency	350,000		350,000		350,000
Ending Fund Balance	1,322,569	(6,900)	1,315,669		1,315,669
TOTAL GENERAL FUND	13,627,133	-	13,627,133	-	13,627,133
COMMUNITY DEVELOPMENT BLOCK GRANT FUND					
Personal Services	45,300		45,300		45,300
Materials and Services	611,515		611,515		611,515
TOTAL CDBG FUND	656,815	-	656,815	-	656,815
STREET FUND					
Public Works - Street Operations	3,248,460	151,100	3,399,560		3,399,560
Public Works - Storm Water Operations	786,250		786,250		786,250
Public Works - Transportation SDC's	92,400		92,400		92,400
Public Works - Storm Water SDC's	481,400		481,400		481,400
Public Works - Local Improvement Districts	730,700		730,700		730,700
Contingency	142,000		142,000		142,000
Ending Fund Balance	1,216,690	(151,100)	1,065,590		1,065,590
TOTAL STREET FUND	6,697,900	-	6,697,900	-	6,697,900
AIRPORT FUND					
Materials and Services	89,550		89,550		89,550
Capital Outlay	370,000		370,000		370,000
Contingency	5,000		5,000		5,000
Ending Fund Balance	4,000		4,000		4,000
TOTAL AIRPORT FUND	468,550	-	468,550	-	468,550
CAPITAL IMPROVEMENTS FUND					
Materials and Services	18,300		18,300		18,300
Capital Outlay	500,000		500,000		500,000
Transfers	341,000		341,000		341,000
Ending Fund Balance	429,000		429,000		429,000
TOTAL CAPITAL IMPROVEMENTS	1,288,300	-	1,288,300	-	1,288,300
DEBT SERVICE FUND					
Debt Service	1,178,000		1,178,000		1,178,000
Ending Fund Balance	264,900		264,900		264,900
	1,442,900	-	1,442,900	-	1,442,900

budget committee recommendations and council action

WATER FUND

Electric - Conservation Division	169,015		169,015		169,015
Public Works - Forest Lands Management Division	428,700		428,700		428,700
Public Works - Water Supply	423,600		423,600		423,600
Public Works - Water Treatment	725,350		725,350		725,350
Public Works - Water Distribution	2,834,510		2,834,510		2,834,510
Public Works - Supply SDC's	112,500		112,500		112,500
Public Works - Treatment SDC's	142,000		142,000		142,000
Public Works - Distribution SDC's	469,100		469,100		469,100
Debt Services	517,100		517,100		517,100
Other Financing Uses (Interfund Loans)	2,275,000		2,275,000		2,275,000
Contingency	180,000		180,000		180,000
Ending Fund Balance	2,784,125		2,784,125		2,784,125
	11,061,000	-	11,061,000	-	11,061,000

WASTEWATER FUND

Public Works - Wastewater Collection	1,366,580		1,366,580		1,366,580
Public Works - Wastewater Treatment	1,319,450		1,319,450		1,319,450
Public Works - Collection SDC's	324,500		324,500		324,500
Public Works - Treatment SDC's	265,000		265,000		265,000
Debt Services	1,807,219		1,807,219		1,807,219
Other Financing Uses (Interfund Loans)	4,275,000		4,275,000		4,275,000
Contingency	154,000		154,000		154,000
Ending Fund Balance	1,726,251		1,726,251		1,726,251
TOTAL WASTEWATER FUND	11,238,000	-	11,238,000	-	11,238,000

ELECTRIC FUND

Electric - Conservation Division	453,000		453,000		453,000
Electric - Supply	6,071,300		6,071,300		6,071,300
Electric - Distribution	4,259,413		4,259,413		4,259,413
Electric - Transmission	1,031,324		1,031,324		1,031,324
Debt Service	26,100		26,100		26,100
Other Financing Uses (Interfund Loans)	-	400,000	400,000		400,000
Contingency	350,000		350,000		350,000
Ending Fund Balance	1,163,763	(400,000)	763,763		763,763
TOTAL ELECTRIC FUND	13,354,900	-	13,354,900	-	13,354,900

TELECOMMUNICATIONS FUND

Electric - Customer Relations\Promotions	147,490		147,490		147,490
Electric - Operations	2,391,600		2,391,600		2,391,600
Debt Services	7,202,000		7,202,000		7,202,000
Contingency	75,000		75,000		75,000
Ending Fund Balance	269,910		269,910		269,910
TOTAL TELECOMMUNICATIONS FUND	10,086,000	-	10,086,000	-	10,086,000

CENTRAL SERVICES FUND

Administration Department	1,204,406	(73,275)	1,131,131		1,131,131
Finance Department	1,541,355		1,541,355		1,541,355
City Recorder Division	159,735		159,735		159,735
Public Works - Administration and Engineering	1,220,700		1,220,700		1,220,700
Public Works - Facilities and Safety Division	460,850		460,850		460,850
Electric - Computer Services Division	773,005		773,005		773,005
Contingency	140,000		140,000		140,000
Ending Fund Balance	72,549	73,275	145,824		145,824
TOTAL CENTRAL SERVICES FUND	5,572,600	-	5,572,600	-	5,572,600

budget committee recommendations and council action

INSURANCE SERVICES FUND

Personal Services	1,000		1,000		1,000
Materials and Services	743,500		743,500		743,500
Contingency	112,000		112,000		112,000
Ending Fund Balance	156,500		156,500		156,500
TOTAL INSURANCE SERVICES FUND	1,013,000	-	1,013,000	-	1,013,000

EQUIPMENT FUND

Personal Services	244,900		244,900		244,900
Materials and Services	500,560		500,560		500,560
Capital Outlay	796,000		796,000		796,000
Contingency	175,000		175,000		175,000
Ending Fund Balance	908,740		908,740		908,740
TOTAL EQUIPMENT FUND	2,625,200	-	2,625,200	-	2,625,200

CEMETERY TRUST FUND

Transfers	23,000		23,000		23,000
Ending Fund Balance	684,500		684,500		684,500
	707,500	-	707,500	-	707,500

PARKS AND RECREATION FUND

Parks Division	3,395,182	133,000	3,528,182		3,528,182
Recreation Division	289,000		289,000		289,000
Golf Division	341,925		341,925		341,925
Debt Service	32,000		32,000		32,000
Transfers	70,000		70,000		70,000
Contingency	35,000		35,000		35,000
Ending Fund Balance	815,000		815,000		815,000
TOTAL PARKS AND RECREATION FUND	4,978,107	133,000	5,111,107	-	5,111,107

YOUTH ACTIVITIES LEVY FUND

Personal Services	87,000		87,000		87,000
Materials and Services	1,888,200		1,888,200		1,888,200
Ending Fund Balance	2,000		2,000		2,000
TOTAL YOUTH ACTIVITIES LEVY FUND	1,977,200	-	1,977,200	-	1,977,200

PARKS CAPITAL IMPROVEMENTS FUND

Capital Outlay	270,000		270,000		270,000
Ending Fund Balance	234,000		234,000		234,000
	504,000	-	504,000	-	504,000
TOTAL APPROPRIATIONS	87,299,105	133,000	87,432,105	-	87,432,105

COMMUNITY VALUES STATEMENT

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

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

2003-2004 Strategic Plan Goals of the City of Ashland

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.

2003 – 2004 Goals

- ✓ Continue to help commissions and committees become more effective through resources and training opportunities.
- ✓ Adopt a process to meet LCDC Goal 1 Participation goal requirement.
- ✓ Evaluate appropriateness of Ordinance for Hearing Officer to handle Land Use Appeals.
- ✓ Consider update of City Charter.

Environmental Resources

Ashland seeks to retain its natural beauty as it continues to grow and further develop. The City seeks to strike a balance between urbanization and the natural environment by providing protection for soils, small creeks and wetlands, urban forest, clean air, and peace and quiet.

2003 – 2004 Goals

- ✓ Develop Riparian Ordinance.
- ✓ Develop Urban Forestry Plan.

Housing

The City has a responsibility to ensure that proper amounts of land are set aside to accommodate the various housing needs in the City, and that its land development ordinances are broad enough to allow for variation in housing type, cost and density.

Economic Strategy

The City encourages a variety of economic activities in the City, while continuing to reaffirm the economic goals of

Ashland citizens and existing businesses. Economic development in Ashland should serve the purpose of maintaining and improving the local quality of life.

2003 – 2004 Goals

- ✓ Continue update of Economic Development Comprehensive Plan element.
 - Develop written outline of Economic Development policies.
 - Review Economic Development strategies with the community.
 - Focus on appropriateness of industrial development goals.
- ✓ Continue master planning of large undeveloped mixed-use properties.
- ✓ Work on potential development of Railroad area and Old Crowman Mill site (Master Planning; identify potential future public purposes such as: transit station, electrical substation, etc.

Public Services

The City will provide a full range of public services that meet the needs of existing and future citizens.

2003 – 2004 Goals

- ✓ Update and improve Council Chambers in respect to seating, sound and web access.
- ✓ Evaluate space needs (for Municipal Court, Police, City Council, and others at the Civic Center) in the Civic Center.
- ✓ Continue with efforts to improve the viability of AFN.
- ✓ Complete pre-design plan for future extension of TAP water line, including priority for conservation.

Transportation & 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.

2003 - 2004 Goals

- ✓ Improve safety of existing at grade RR crossings and develop a plan to improve the Hersey St./N. Laurel St. crossing.
- ✓ Improve pedestrian and traffic safety based on the 3-Es - Education, Enforcement and Engineering at Wimer Street and North Main.
- ✓ Measurably improve traffic safety in neighborhoods (Pedestrians, auto bicycle, sidewalks, school zones, speed limits, crosswalk safety).
- ✓ Continue and expand RVTD free busing program.
- ✓ Evaluate TTPC Plan and develop action plan for items adopted.

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. The City also desires to continue to provide electrical service to consumers at as low a cost as possible.

Parks, Open Space and Aesthetics

Ashland's character is intimately linked to its aesthetic resources, including its vistas, trees, parks, open space lands, and public art. The City seeks to develop programs that preserve important open space and parkland, while accomodating continuing urbanization.

2003 - 2004 Goals

- ✓ Improve public trail system by developing a comprehensive trails master plan, which addresses minimizing public/private conflicts. Plan should include the Bear Creek Greenway (Dog Park to Mountain Avenue Park). (Plan should discuss range of tools to obtain access and ways to estimate construction costs and costs to obtain easements.)

Urbanization

The City seeks to ensure an orderly transition of land from rural to urban uses.

2003 – 2004 Goals

- ✓ Continue to provide information to the community and foster discussion on growth and planning issues, with an emphasis on historic preservation, annexation requirements, State land use law, infill policy and impacts related to density, rate of growth, development standards, and processes.

Historical Sites and Structures

Ashland seeks to preserve its rich history through the preservation of its historical buildings and places.

2003 - 2004 Goals

- ✓ Give attention to preserving historic properties that were originally built to provide city service.

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.

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.

2003 – 2004 Goals

- ✓ Develop performance measures program for all city departments.

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.

2003 – 2004 Goals

- ✓ Review and consider strategies in the health and human services plan.

The Budget Process

According to Oregon Law (ORS 294), the City of Ashland must prepare and adopt a balanced budget annually.

In December, meetings are held with department heads, the Mayor, and City Council to set goals and priorities for the upcoming year. In April, a preliminary budget is prepared and presented to the Budget Committee, which, by law, comprises the Mayor, City Councilors, and seven citizen members.

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

The Budget Amendment Process

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

The Budget Committee

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

The appointed members:

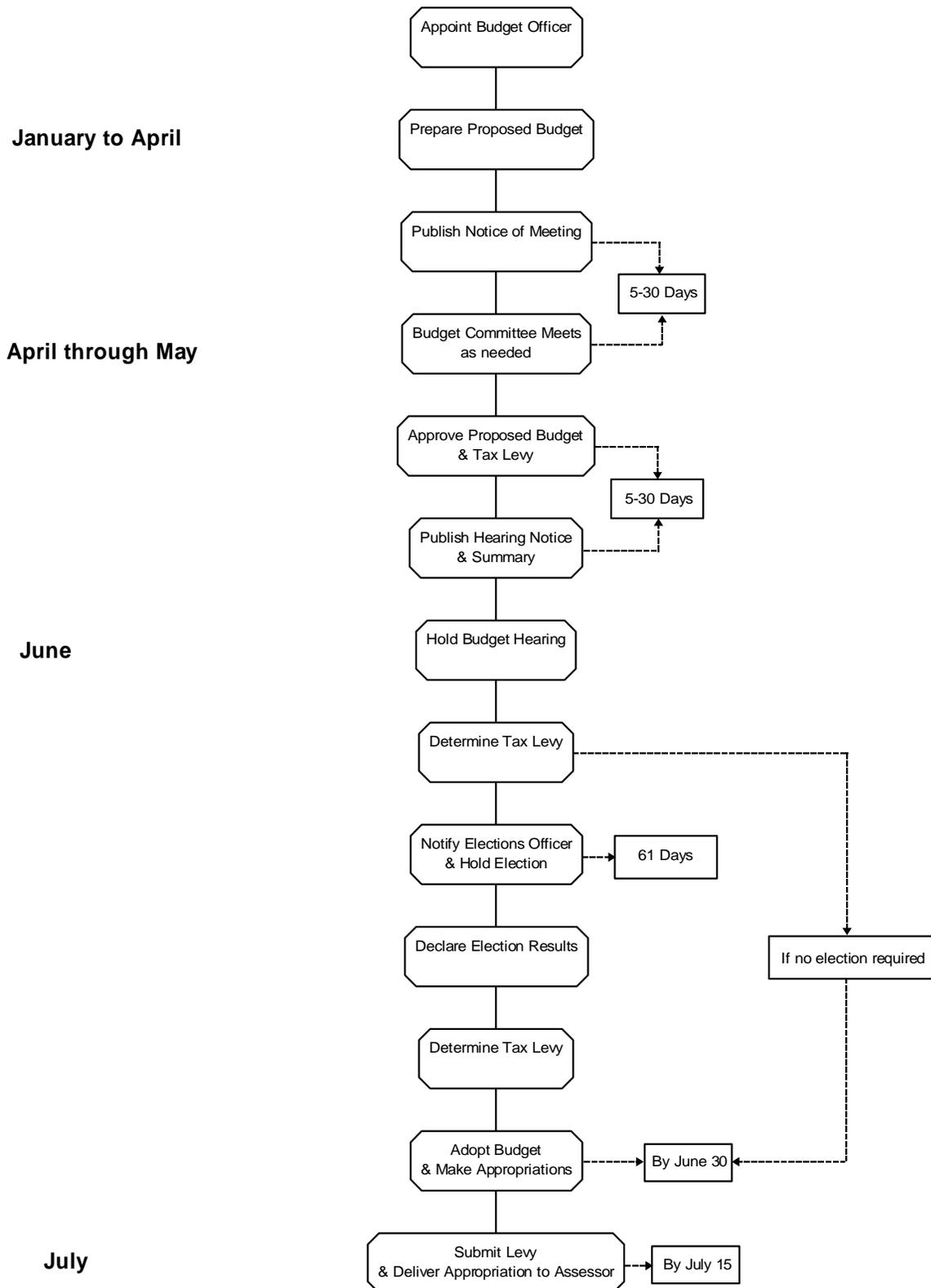
- ◆ Must live in the City of Ashland,
- ◆ Cannot be officers, agents, or employees of the local government,
- ◆ Serve three-year terms that are staggered so that approximately one-third of the terms end each year, and
- ◆ Can be spouses of officers, agents, or employees of the Municipality.

The Budget Basis

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

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

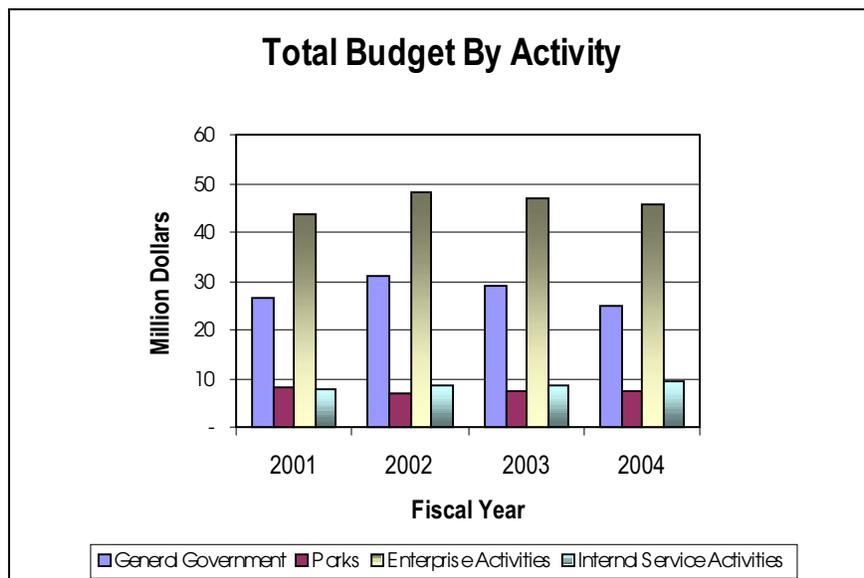
The Budget Process



Overview

The 2004 budget Summary by Fund is on the following page. The City portion decreased 5.4% or \$4,558,272, while the Parks portion increased 2.9% or \$214,863. The City's decrease is primarily related to capital project completion as can be seen in the Capital Improvements Fund.

The Long-Term budget includes a summary by fund from 2001 through 2009.

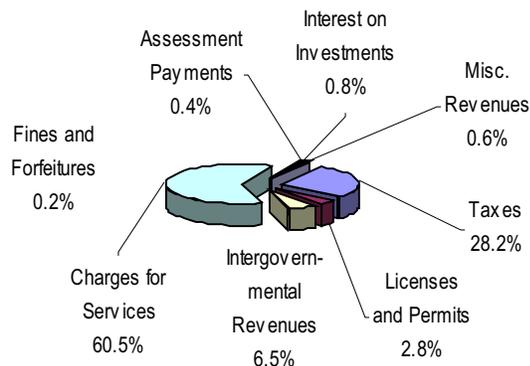


REQUIREMENTS BY FUND	2001 Actual	2002 Actual	2003 Adopted	2004 Proposed	2004 Approved	2004 Adopted
City Component						
General Fund	\$ 10,976,688	\$ 12,034,578	\$ 12,969,300	\$ 13,627,133	\$ 13,627,133	\$ 13,627,133
Community Development Block Grant Fund	20,403	86,987	500,000	656,815	656,815	656,815
Street Fund	4,129,688	5,637,607	7,993,450	6,697,900	6,697,900	6,697,900
Airport Fund	89,580	93,470	233,290	468,550	468,550	468,550
Capital Improvements Fund	10,213,569	11,427,353	5,221,300	1,288,300	1,288,300	1,288,300
Debt Service Fund	944,840	893,048	1,362,000	1,442,900	1,442,900	1,442,900
Water Fund	8,955,712	7,769,670	11,048,980	11,061,000	11,061,000	11,061,000
Wastewater Fund	18,262,696	20,063,489	15,000,300	11,238,000	11,238,000	11,238,000
Electric Fund	10,561,725	11,279,663	11,999,800	13,354,900	13,354,900	13,354,900
Telecommunications Fund	5,706,739	9,212,952	8,740,000	10,086,000	10,086,000	10,086,000
Central Services Fund	4,126,194	4,751,945	5,322,900	5,572,600	5,572,600	5,572,600
Insurance Services Fund	1,010,414	773,785	815,500	1,013,000	1,013,000	1,013,000
Equipment Fund	2,556,264	2,928,705	2,497,250	2,625,200	2,625,200	2,625,200
Cemetery Trust Fund	712,517	699,686	694,000	707,500	707,500	707,500
Total City Component	78,267,029	87,652,938	84,398,070	79,839,798	79,839,798	79,839,798
Parks Component						
Parks and Recreation Fund	6,080,254	4,577,637	5,060,444	4,978,107	5,111,107	5,111,107
Youth Activities Levy Fund	1,771,705	1,881,366	1,908,000	1,977,200	1,977,200	1,977,200
Parks Capital Improvements Fund	458,000	321,888	409,000	504,000	504,000	504,000
Total Parks Component	8,309,959	6,780,891	7,377,444	7,459,307	7,592,307	7,592,307
Total Budget	\$ 86,576,988	\$ 94,433,829	\$ 91,775,514	\$ 87,299,105	\$ 87,432,105	\$ 87,432,105

resources summary by classification

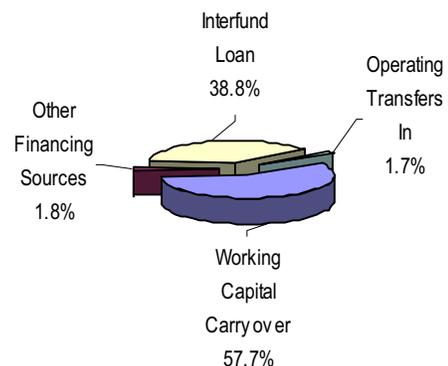
RESOURCE SUMMARY	2001 Actual	2002 Actual	2003 Adopted	2004 Proposed	2004 Approved	2004 Adopted
Revenues:						
Taxes	\$ 12,545,394	\$ 13,495,214	\$ 14,654,244	\$ 15,346,933	\$ 15,346,933	\$ 15,346,933
Licenses and Permits	865,019	1,256,617	1,203,100	1,505,000	1,505,000	1,505,000
Intergovernmental Revenues	8,010,323	2,499,118	3,439,900	3,511,415	3,511,415	3,511,415
Charges for Services	24,996,541	26,965,094	30,848,355	32,868,928	32,868,928	32,868,928
Fines and Forfeitures	121,919	188,006	108,000	115,000	115,000	115,000
Assessment Payments	164,263	193,999	150,200	210,000	210,000	210,000
Interest on Investments	2,311,832	876,143	909,400	428,200	428,200	428,200
Miscellaneous Revenues	1,056,238	739,796	430,125	322,600	322,600	322,600
Total Revenues	50,071,529	46,213,987	51,743,324	54,308,076	54,308,076	54,308,076
Budgetary Resources:						
Working Capital Carryover	28,673,355	30,508,514	23,723,190	19,519,629	19,119,629	19,119,629
Other Financing Sources	3,178,874	8,321,913	3,643,000	586,900	586,900	586,900
Interfund Loan	4,246,250	8,276,144	11,850,000	12,450,000	12,850,000	12,850,000
Operating Transfers In	406,980	1,113,271	816,000	434,500	567,500	567,500
Total Budgetary Resources	36,505,459	48,219,842	40,032,190	32,991,029	33,124,029	33,124,029
Total Resources	\$ 86,576,988	\$ 94,433,829	\$ 91,775,514	\$ 87,299,105	\$ 87,432,105	\$ 87,432,105

Revenues



Charges for Services are 60.5% of Revenues. They primarily consist of Electric, Water, Wastewater, CATV, Telecommunications and other charges for services provided. Internal Service Charges amount to \$6.5 million or 19.8% of all Charges for Services. The second largest category is Taxes of 28.2% of total revenues. Property Taxes are \$7.4 million and account for 48% of tax revenues.

Budgetary Resources

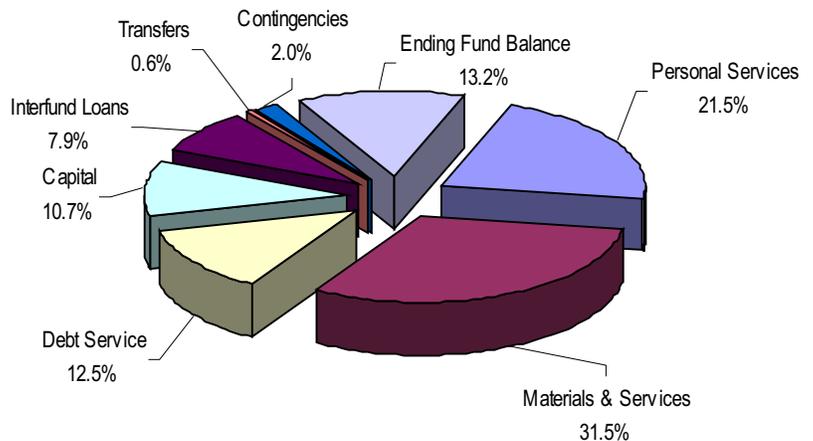


Budgetary Resources consist of Carryover, Loans and Transfers between funds, and Borrowings from outside sources. These categories account for \$33 million or 37.9% of the \$87.4 million budget. Working Capital Carryover (the beginning equity of the City) accounts for 57.7% of Resources, while borrowings both Interfund and from outside entities accounted for most of the remainder.

requirements summary by classification

REQUIREMENTS BY CLASSIFICATION	2001 Actual	2002 Actual	2003 Adopted	2004 Proposed	2004 Approved	2004 Adopted
Operating Expenditures						
Personal Services	\$ 14,378,942	\$ 15,696,701	\$ 17,425,965	\$ 18,778,892	\$ 18,837,392	\$ 18,837,392
Materials and Services	20,591,916	21,770,733	25,916,313	27,508,172	27,534,397	27,534,397
Debt Service	3,208,732	5,137,381	10,826,820	10,937,419	10,937,419	10,937,419
Total Operating Expenditures	38,179,590	42,604,815	54,169,098	57,224,483	57,309,208	57,309,208
Capital Construction						
Capital Outlay	14,431,240	20,285,512	15,207,214	9,317,625	9,317,625	9,317,625
Budgetary Requirements						
Interfund Loans	3,050,661	5,225,000	6,625,000	6,550,000	6,950,000	6,950,000
Operating Transfers	406,980	1,113,271	1,066,000	434,500	567,500	567,500
Contingencies	-	-	1,918,000	1,718,000	1,718,000	1,718,000
Unappropriated Ending Fund Balance	30,508,517	25,205,231	12,790,202	12,054,497	11,569,772	11,569,772
Total Budgetary Requirements	33,966,158	31,543,502	22,399,202	20,756,997	20,805,272	20,805,272
Total Requirements by Classification	\$ 86,576,988	\$ 94,433,829	\$ 91,775,514	\$ 87,299,105	\$ 87,432,105	\$ 87,432,105

Adopted Budget



Personal Services increased 8.1%. A decrease in the total number of positions, but increases in retirement and health care cost are reflected in the budget. Materials and Services increased 6.2%, reflecting more for programs, wholesale power and fuel costs. Capital Outlay, while accounting for 10.7% of the current budget decreased by 38.7% over the prior budget.

Overview

The total budget of \$87.4 million decreased \$4.4 million from last year's total budget of \$91.8 million.

The Requirement Summary by Department totals \$87.4 million on the following page. The Summary shows that the largest increase in operating requirements is \$2 million in the Electric Department. The largest decrease in requirements is \$3.4 million in Public Works and is associated with capital projects. The proposed budget combines Administration and Administrative Services.

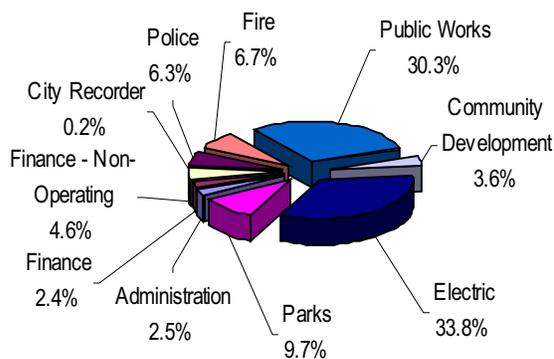
Fund related requirements totaling \$20.8 million are segregated at the bottom of the presentation. All categories except Interfund Loans decreased for FY 2003-04.

requirements summary by department

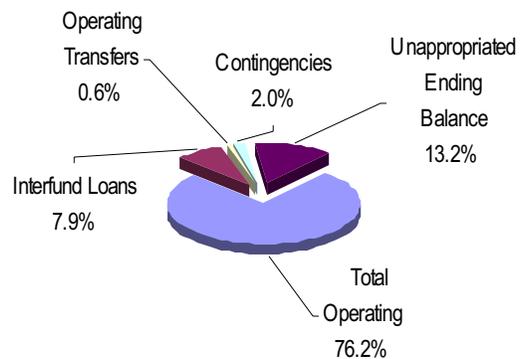
REQUIREMENTS BY DEPARTMENT	2001 Actual	2002 Actual	2003 Adopted	2004 Proposed	2004 Approved	2004 Adopted
Administration (1)	\$ 624,806	\$ 657,072	\$ 610,200	1,714,541	1,641,266	1,641,266
Administrative Services	1,662,507	654,367	835,650	-	-	-
Finance	1,799,086	1,154,406	1,420,585	1,541,355	1,566,355	1,566,355
Finance - Non-Operating	2,380,492	9,756,260	5,584,225	3,047,850	3,047,850	3,047,850
City Recorder	113,158	133,387	162,190	159,735	159,735	159,735
Police	3,409,014	3,774,335	4,244,566	4,179,470	4,179,470	4,179,470
Fire	3,198,047	3,507,619	4,056,845	4,489,004	4,489,004	4,489,004
Public Works	17,167,831	19,211,275	23,651,020	20,205,369	20,205,369	20,205,369
Community Development	1,386,495	1,443,922	2,051,000	2,377,230	2,377,230	2,377,230
Electric	13,925,871	17,422,405	20,513,881	22,524,247	22,524,247	22,524,247
Subtotal	45,667,307	57,715,048	63,130,162	60,238,801	60,190,526	60,190,526
Parks	6,943,524	5,175,279	6,246,150	6,303,307	6,436,307	6,436,307
Total Operating	52,610,831	62,890,327	69,376,312	66,542,108	66,626,833	66,626,833
Interfund Loans	3,050,661	5,225,000	6,625,000	6,550,000	6,950,000	6,950,000
Operating Transfers	406,980	1,113,271	1,066,000	434,500	567,500	567,500
Contingencies			1,918,000	1,718,000	1,718,000	1,718,000
Unappropriated Ending Balance	30,508,516	25,205,231	12,790,202	12,054,497	11,569,772	11,569,772
Total Non-departmental	33,966,157	31,543,502	22,399,202	20,756,997	20,805,272	20,805,272
Total Requirements by Department	\$ 86,576,988	\$ 94,433,829	\$ 91,775,514	\$ 87,299,105	\$ 87,432,105	\$ 87,432,105

(1) Combined Administrative Services with Administration.

Total Operating Budget



Total Budget



Overview

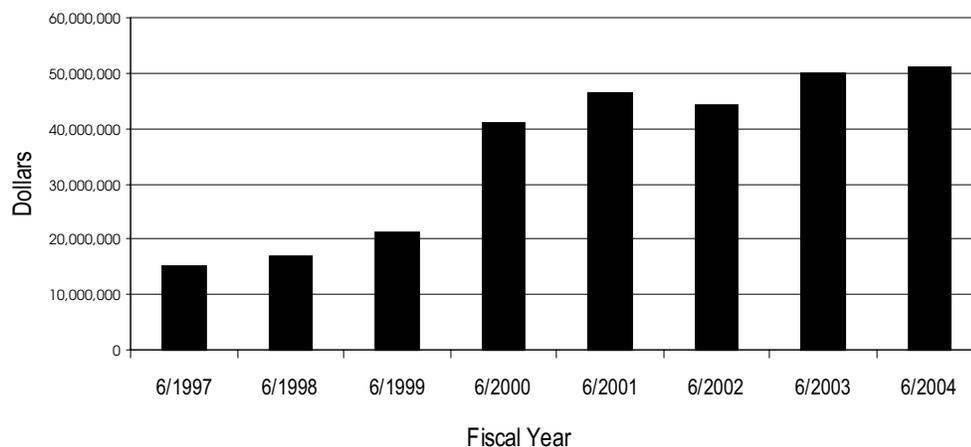
The proposed budget includes the payment of all current debt obligations of the City. Included are the financing of \$400,000 in Local Improvement District bonds, and \$6.95 million in interfund loans for the start up operating costs of the Telecommunications fund.

The total debt limitation as mandated by the State of Oregon revised statute (ORS 287.004) is 3 percent of the true cash value of all taxable property. The limitation excludes issues for most utilities as well as Special Assessment Debt. With a true cash value estimated at \$1,511,613,496 on June 30, 2003, this computes to a limit of \$45,348,405. The City has \$42,286,111 of available Legal Debt Margin.

DEBT SUMMARY

Fund	Debt Instrument	June 30, 2003	Retirements	New Debt	June 30, 2004
City Component					
Debt Service Fund	2003 Limited Tax Assessment Bonds	\$ -	\$ -	\$ 386,900	\$ 386,900
Debt Service Fund	1997 Flood Restoration Bonds	750,000	65,000	-	685,000
Debt Service Fund	2000 Flood & Fire Station Bonds	2,925,000	120,000	-	2,805,000
Debt Service Fund	Parking Lot Notes	24,054	7,011	-	17,043
Debt Service Fund	Open Space Land Notes	976,568	168,595	-	807,973
Debt Service Fund	Open Space Land Assessments	19,000	19,000	-	-
Debt Service Fund	Hospital Land Notes	271,886	14,592	-	257,294
Debt Service Fund	OSF Parking Structure	887,554	18,370	-	869,184
Debt Service Fund	Hillah Financing	1,500,000	132,183	-	1,367,817
Water Fund	1977 Water Bonds	125,000	25,000	-	100,000
Water Fund	1992 Water Refunding Bond	52,550	52,550	-	-
Water Fund	1994 Water Revenue Bonds	2,750,000	165,000	-	2,585,000
Water Fund	1997 Water Refunding Bond	1,325,000	120,000	-	1,205,000
Water Fund	2002 Water Revenue Bonds	2,943,000	150,000	-	2,793,000
Wastewater Fund	State Revolving Fund	23,523,209	875,805	-	22,647,404
Electric Fund	1992 Electric Refunding Bond	94,950	94,950	-	-
Telecommunications Fund	Interfund Loan	6,000,000	6,000,000	6,950,000	6,950,000
Telecommunications Fund	Capital Loan	5,600,000	568,000	-	5,032,000
Telecommunications Fund	Capital Loan	2,500,000	-	-	2,500,000
Total City Component		52,267,771	8,596,056	7,336,900	51,008,615
Parks Component					
Golf	Assessment Payments	6,400	6,400	-	-
Total Parks Component		6,400	6,400	-	-
Total Budget		\$ 52,274,171	\$ 8,602,456	\$ 7,336,900	\$ 51,008,615

Budgeted Indebtedness



debt summary by type

Summary by Type	June 30, 2003	Retirements	New Debt	June 30, 2004
External Obligations:				
General Obligation Bonds	\$ 5,272,500	\$ 477,500	\$ -	\$ 4,795,000
Revenue Bonds, Loans and Notes	38,816,209	1,890,988	-	36,925,221
Notes Payable	2,160,062	208,568	-	1,951,494
Limited Tax Obligation Bonds	-	-	386,900	386,900
	46,248,771	2,577,056	386,900	44,058,615
Internal Obligations:				
Interfund Loans	6,000,000	6,000,000	6,950,000	6,950,000
Assessment Payments	25,400	25,400	-	-
Total Obligations	\$ 52,274,171	\$ 8,602,456	\$ 7,336,900	\$ 51,008,615



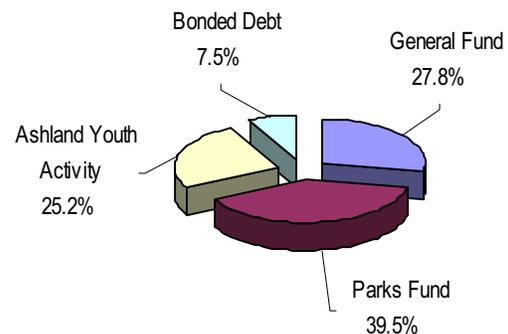
Overview

Property taxes are distributed to the General Fund, Parks Fund, Ashland Youth Activity Fund (Parks) for operations and the Water and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for 2004 is \$5.340001, which is less than the prior year, due to decreased rates needed for debt service. The proposed property tax rate for the General Fund and Parks Fund portion is equal to last year's rate.

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

	Amount Authorized 03-04	Unused Authority	Proposed Levy 03-04	Estimated Uncollectable	Estimated Current Year Taxes	Estimated Tax Rate
Permanent:						
General Fund	\$ 3,005,000	\$ 780,000	\$ 2,225,000	\$ 178,000	\$ 2,047,000	1.47194
Parks Fund	3,659,000	496,000	3,163,000	253,000	2,910,000	2.09247
	<u>6,664,000</u>	<u>1,276,000</u>	<u>5,388,000</u>	<u>431,000</u>	<u>4,957,000</u>	<u>3.56441</u>
Local Option Levies:						
Ashland Youth Activity	2,022,000		2,022,000	165,800	1,856,200	1.38000
Bonded Debt:						
1982 Water Bond Levy	132,000	49,000	83,000	7,000	76,000	0.05491
1992 Water Bond Levy	261,000	161,000	100,000	8,000	92,000	0.06615
1997 Flood Restoration Bonds	107,000	2,000	105,000	8,000	97,000	0.06946
2000 Flood & Fire Station Bonds	310,000	-	310,000	25,000	285,000	0.20508
	<u>810,000</u>	<u>212,000</u>	<u>598,000</u>	<u>48,000</u>	<u>550,000</u>	<u>0.39560</u>
Total	\$ 9,496,000	\$ 1,488,000	\$ 8,008,000	\$ 644,800	\$ 7,363,200	5.34001

Distribution of 2003-04 Property taxes



The City of Ashland levies property taxes for the funds and activities in the amounts shown in the table above. The city has assumed an uncollectible rate of 8% for budgetary purposes. The chart to the right shows the distribution of property taxes as a percentage of total taxes levied.



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Capital Improvements Program

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

The CIP is divided into seven basic categories:

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

Strategic Plan Goals

The Strategic Plan does not specifically address the Capital Improvements Program.

Program Goals

- Provide quality management of the CIP and fiscally responsible decisions for the Council.
 - 1) Provide updates at least twice a year to the Council on the program implementation,
 - 2) Ensure information is provided to finance and to the Council of cost estimates are in error.
- Provide timely starts and completions to projects

Significant Budget Changes

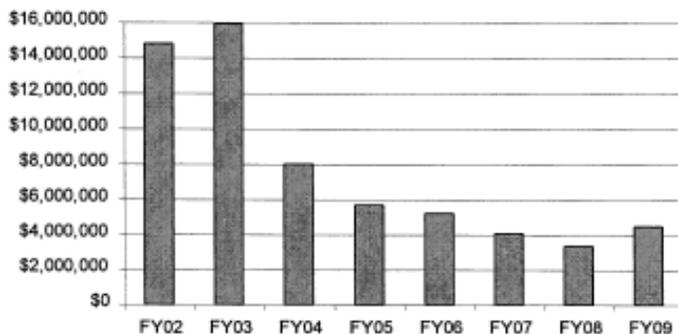
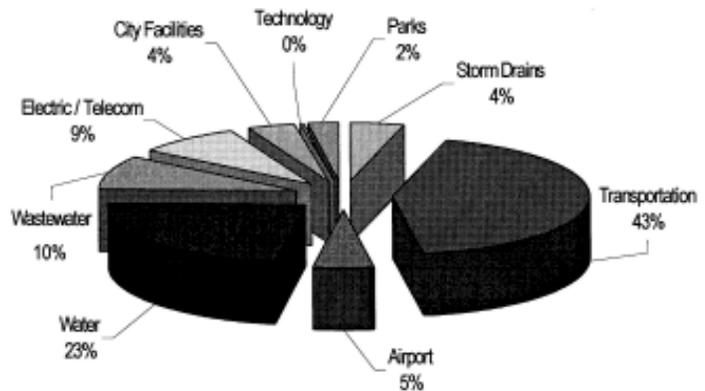
- This year's Capital program is reduced by over \$7 Million from last year's program as several large projects are completed:
 - Wastewater Treatment Plant (nearly \$2.4 M less)
 - Siskiyou Boulevard and Ashland Street (Transportation is nearly \$2 M less)
 - Library and Hillah Building (\$1.3 M less)
 - Fire Station (nearly \$1.6 M less)
- The water program shows the only increase in Capital funding going from \$693,000 to \$1.8 M.

Performance Measures

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

CIP Program Summary

➢ Storm Drains	\$ 360,000	4.5 %
Transportation	\$ 3,455,625	43.1 %
Airport	\$ 400,000	5.0 %
Water	\$ 1,815,000	22.6 %
Wastewater	\$ 775,000	9.7 %
Electric / Telecom	\$ 685,000	8.5 %
City Facilities	\$ 300,000	3.7 %
Technology	\$ 30,000	0.4 %
Parks	\$ 200,000	2.5 %
	\$ 8,020,625	



Capital Improvements Plan
2004-2009 Construction Years

Project Description	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	FY04-09 TOTALS
	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
TRANSPORTATION							
Siskiyou Blvd Design	\$41,625						\$41,625
Siskiyou Blvd	\$150,000						\$150,000
Siskiyou, Gresham, 3rd, Lithia Way Intersectio	\$50,000						\$50,000
Bus Shelters (combine with Siskiyou)	\$40,000						\$40,000
Water Street Bridge - Flood Restoration (FAU)	\$350,000						\$350,000
Central Ashland Bikeway	\$868,000	\$0					\$868,000
Walker Avenue - Install left turn lane @ Main	\$36,000						\$36,000
Railroad Crossing Improvements	\$230,000						\$230,000
Granite Street - Nutley to Parks Office (STP PM	\$85,000						\$85,000
Tolman & Siskiyou Intersection Safety Imp	\$75,000		\$150,000				\$225,000
E. Main Street- Dewey to N. Mt (per PMS)		\$90,000					\$90,000
A Street - Oak to 3rd (per PMS)		\$105,000					\$105,000
B Street - Oak to 5th (per PMS)			\$135,000				\$135,000
Beach and Hargadine (per PMS)				\$125,000			\$125,000
Signal Oak St/Hersey St Intersection				\$150,000			\$150,000
N. Main/Wimer Intersection Safety Improvements				\$200,000			\$200,000
Downtown Plan Phase II (ODOT STIP)				\$750,000	\$750,000		\$1,500,000
Taylor and Helman (per PMS)					\$140,000		\$140,000
Nevada Extension & Bridge (Bear Ck to Mountain)					\$200,000	\$2,200,000	\$2,400,000
Iowa and Allison (per PMS)						\$140,000	\$140,000
Oak Street; Lithia Way to RR Tracks (STP)						\$250,000	\$250,000
Downtown Safety Improvements	\$75,000						\$75,000
Sidewalks - Nevada Street; TSP school routes	\$150,000						\$150,000
Sidewalk - Laurel St (Hersey to Randy)		\$125,000					\$125,000
Sidewalk - Beach St (Ashland to Henry)			\$75,000				\$75,000
misc sidewalk improvements??				\$75,000		\$50,000	\$125,000
Sidewalk - Tolman (Greenmeadows to Siskiyou)					\$120,000		\$120,000
Misc Concrete - Sidewalk connections	\$40,000						\$40,000
Subtotal	\$2,190,625	\$320,000	\$360,000	\$1,300,000	\$1,210,000	\$2,640,000	\$7,979,000
Local Improvement Districts							
Note: Costs shown are total project costs, City portion varies (avg. 40%)							
Strawberry Lane Project (City - street piece)	\$700,000						\$700,000
Tolman Creek Road	\$565,000						\$565,000
Liberty Street		\$68,000					\$68,000
Plaza Avenue		\$72,000					\$72,000
Clay Street (Siskiyou to Ashland)			\$660,000				\$660,000
Misc. Projects (Larkin, Ohio, Peachy, Sunrise...)			\$69,000	\$70,000	\$70,000		\$209,000
Walnut Street (paving)					\$214,000		\$214,000
Waterline Road						\$204,000	\$204,000
Subtotal	\$1,265,000	\$140,000	\$729,000	\$70,000	\$284,000	\$204,000	\$2,692,000
Airport							
Entitlement Grant FAA/ODA (FFY04) & FAM	\$150,000						\$150,000
State wide taxiway maintenance & repairs	\$250,000						\$250,000
Taxiway Improvements (AIP Grant - 10% City		\$500,000					\$500,000
Future Entitlement Grants		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Hangar Construction - PRIVATE							\$0
Subtotal	\$400,000	\$650,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,650,000
TOTAL TRANSPORTATION	\$3,855,625	\$1,110,000	\$1,239,000	\$1,520,000	\$1,644,000	\$2,994,000	\$12,321,000

**Capital Improvements Plan
2004-2009 Construction Years**

Project Description	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	FY04-09 TOTALS
	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
Water Supply							
TAP (to Talent) & Lost Creek Water Rights	\$28,000						\$28,000
TAP beyond Talent (to Ashland)	\$25,000						\$25,000
Transmission Line Foot of Dam (repairs)	\$40,000						\$50,000
Transmission Line (Reeder to Plant)	\$250,000	\$850,000					\$1,100,000
Additional Lost Creek Water Rights			\$450,000				\$450,000
subtotal supply	\$343,000	\$850,000	\$450,000	\$0	\$0	\$0	\$1,653,000
Water Plant							
Hosler Dam security and telemetry	\$25,000	\$50,000					\$75,000
Sludge Lagoon Improvements	\$20,000	\$160,000					\$180,000
Water Treatment Plant Filter Improvements		\$80,000					\$160,000
Filters 7 & 8 New		\$65,000	\$400,000				\$465,000
Plant and Process Improvements				\$160,000	\$160,000	\$160,000	\$480,000
subtotal plant	\$45,000	\$355,000	\$400,000	\$160,000	\$160,000	\$160,000	\$880,000
Water Distribution							
Water Division portion of Strawberry Lane LI	\$42,000						\$42,000
Waterline Replace - Granite; Nutley to Parks	\$100,000						\$100,000
New Fire Flow Distribution Reservoir	\$1,225,000	\$1,000,000					\$2,225,000
Main Feeder Line Plant to Crowson	\$60,000	\$600,000	\$400,000				\$1,060,000
Waterline Replace - per Master Plan			\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Crowson / Airport / E.Main Loop				\$100,000			\$100,000
Benson Loop					\$100,000		\$100,000
subtotal distribution	\$1,427,000	\$1,600,000	\$600,000	\$300,000	\$300,000	\$200,000	\$4,427,000
TOTAL WATER	\$1,815,000	\$2,805,000	\$1,450,000	\$460,000	\$460,000	\$360,000	\$6,960,000
WASTEWATER							
	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
Wastewater Treatment Plant							
Treatment Plant - Process Improvements	\$150,000						\$150,000
Treatment Plant - Membrane Facility	\$15,000						\$15,000
Treatment Plant - Biosolids Centrifuge	\$100,000						\$100,000
subtotal plant	\$265,000	\$0	\$0	\$0	\$0	\$0	\$265,000
Wastewater Collection System							
Bear Creek Interceptor							
N Mt Park to Walker	\$230,000						\$230,000
Tolman to Walker				\$30,000	\$125,000		\$155,000
Collection System Master Plan Update	\$35,000						\$35,000
Granite Street (Pioneer to Parks Office)	\$75,000						\$75,000
Pump Station Telemetry Upgrades	\$60,000						\$60,000
N. Main Pump Station Replacement	\$85,000						\$85,000
Walnut; Grant to Wimer	\$25,000						\$25,000
Oak Street; Lithia to A St		\$75,000					\$75,000
Collection System Main line upsizing			\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
subtotal collection	\$510,000	\$75,000	\$100,000	\$130,000	\$225,000	\$100,000	\$1,140,000
TOTAL WASTEWATER	\$775,000	\$75,000	\$100,000	\$130,000	\$225,000	\$100,000	\$1,405,000

Capital Improvements Plan
2004-2009 Construction Years

Project Description	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	FY04-09 TOTALS
	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
STORM DRAINS							
Strawberry, Nutley, Alnutt Storm Drain Improv	\$50,000						\$50,000
Water Quality Improvements - Basins/Riparian	\$60,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$235,000
New SD line RR tracks at Billings Ranch	\$120,000						\$120,000
Walker Avenue SD (Parker to Holmes)	\$130,000						\$130,000
Beach Creek Drainage Improvements - (Master		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
TOTAL STORM DRAINS	\$360,000	\$235,000	\$235,000	\$235,000	\$235,000	\$235,000	\$1,535,000

	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
ELECTRIC							
Install New Services & Transformers	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$1,950,000
Underground Elec/AFN - Strawberry Lane	\$210,000						\$210,000
Underground Elec/AFN - Siskiyou Blvd	\$100,000						\$100,000
Underground Elec/AFN - Tolman Cr Road			\$630,000				\$630,000
Underground Elec/AFN - various locations				\$200,000	\$200,000	\$200,000	\$600,000
Subtotal Electric	\$635,000	\$325,000	\$955,000	\$525,000	\$525,000	\$525,000	\$3,490,000

TELECOMMUNICATIONS							
Distribution / Cable Equipment	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Subtotal Telecommunications	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

TOTAL ELECTRIC / TELECOMMUNICATI	\$685,000	\$375,000	\$1,005,000	\$575,000	\$575,000	\$575,000	\$3,790,000
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ADMINISTRATION	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
City Facilities							
Fire Station #1	\$300,000						\$300,000
Maint Yard Roof Sweeper Washdown							\$0
Police Parking Lot		\$85,000					\$85,000
Police Building Improvements		\$180,000					\$180,000
B Street Yard Covered Storage		\$100,000					\$100,000
Fire Station #2		\$500,000	\$1,000,000	\$1,000,000			\$2,500,000
Subtotal Facilities	\$300,000	\$865,000	\$1,000,000	\$1,000,000	\$0	\$0	\$3,165,000

Technology							
Phone/Computer/AFN to Water Plant	\$30,000						\$30,000
GIS		\$50,000					\$50,000
Subtotal Technology	\$30,000	\$50,000	\$0	\$0	\$0	\$0	\$80,000

TOTAL ADMINISTRATION	\$330,000	\$915,000	\$1,000,000	\$1,000,000	\$0	\$0	\$3,245,000
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PARKS & RECREATION	FY04	FY05	FY06	FY07	FY08	FY09	FY04-09 Totals
Open Space	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
TOTAL PARKS & RECREATION	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000

TOTAL CIP OVER TIME	\$8,020,625	\$5,715,000	\$5,229,000	\$4,120,000	\$3,339,000	\$4,464,000	\$30,456,000
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Project Title:	SISKIYOU BOULEVARD DESIGN
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$154,275	Street SDCs	Project Cost by Budget Year	Prior Years	\$575,475
	427,825	Street Fees		2004	\$41,625
	35,000	Storm Fees		2005	
	<u>\$617,100</u>			2006	
				2007	
			2008		
			2009		
			Total	\$617,100	

Project Description:

This project continues as final design is complete and construction management of Siskiyou Boulevard nears completion. ODOT granted the Jurisdictional Exchange for this section of Siskiyou. Initial concept design began in FY00 with the aid of an appointed ad hoc committee. The final design phase provided additional public input and compared alternatives. Engineering began in FY01 and completed at the end of FY02. Construction began September 2002 with an expected completion date in August 2003. Project focus is on providing safe transportation for all types of users including bicyclists, transit users, pedestrians, automobiles, trucks and others. Pedestrian safety and crosswalks improvements have been addressed.



The design portion includes the entire project which expanded to include both Ashland Street and the improvements to the Gresham, Third Street, Siskiyou, Lithia Way intersection.

Project Title:	SISKIYOU BOULEVARD
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works \ Engineering Division

Funding Source	\$2,054,000	ODOT Grants	Project Cost by Budget Year	Prior Years	\$3,550,000
	555,000	Street SDCs		2004	\$150,000
	203,500	Street Fees/Rates		2005	
	217,500	Storm SDCs/Fees		2006	
	400,000	Jurisdictional Exchange		2007	
	270,000	Electric/Other Fees		2008	
	\$3,700,000			2009	
				Total	\$3,700,000

Project Description:

One of the more complicated construction funding projects is the "Siskiyou Boulevard Project". Four different projects with four unique funding sources are identified as follows:

-Ashland Street from Siskiyou to the Railroad Bridge - Project funded in large part by ODOT Access Management Grants and remaining city funds.

-Siskiyou Boulevard from 4th to Walker Street - Project funded predominately through ODOT State Transportation Improvement Program with Modernization Funds and the remaining with City street fees/rates and some Electric Department funds.

-The Siskiyou Boulevard at Lithia Way & E. Main Street Intersection - Project funded mostly with 2001 Oregon Transportation Initiative Act funds and the remaining with City street fees and rates.

-Bus Shelters - Project funded in total by Federal Transportation Act funds through the Rogue Valley Transportation District.

-LTM, project contractor, has worked with the City to identify changes to the design without compromising quality. Staff has ensured close coordination with all of the businesses, property owners, City department's and the contractor.

Summary	Intersection (A)	Siskiyou: 4 th to Walker (B)	Ashland St (C)	Bus Shelters (D)	Total Potential Funds
LTM Contract Amounts	\$802,595	\$3,277,663	\$660,267	\$174,600	\$4,915,125
Engineering design and construction inspection	\$105,615	\$399,391	\$85,591	\$10,000	\$600,597
Total projected project scope	\$908,210	\$3,677,054	\$745,858	\$184,600	\$5,515,722
Available ODOT/RVTD funding	\$500,000	\$2,054,000	\$550,000	\$184,600	\$3,288,600
Additional ODOT funding requested	\$100,000	Not defined	Received	\$0	\$100,000
Available Jurex funds	None received	\$413,233	\$112,416	\$0	\$529,416
Available City funds	\$308,210	\$1,209,831	\$83,442	\$0	\$1,601,843

Project Title: SISKIYOU BOULEVARD, GRESHAM STREET, THIRD STREET, LITHIA WAY INTERSECTION REDESIGN

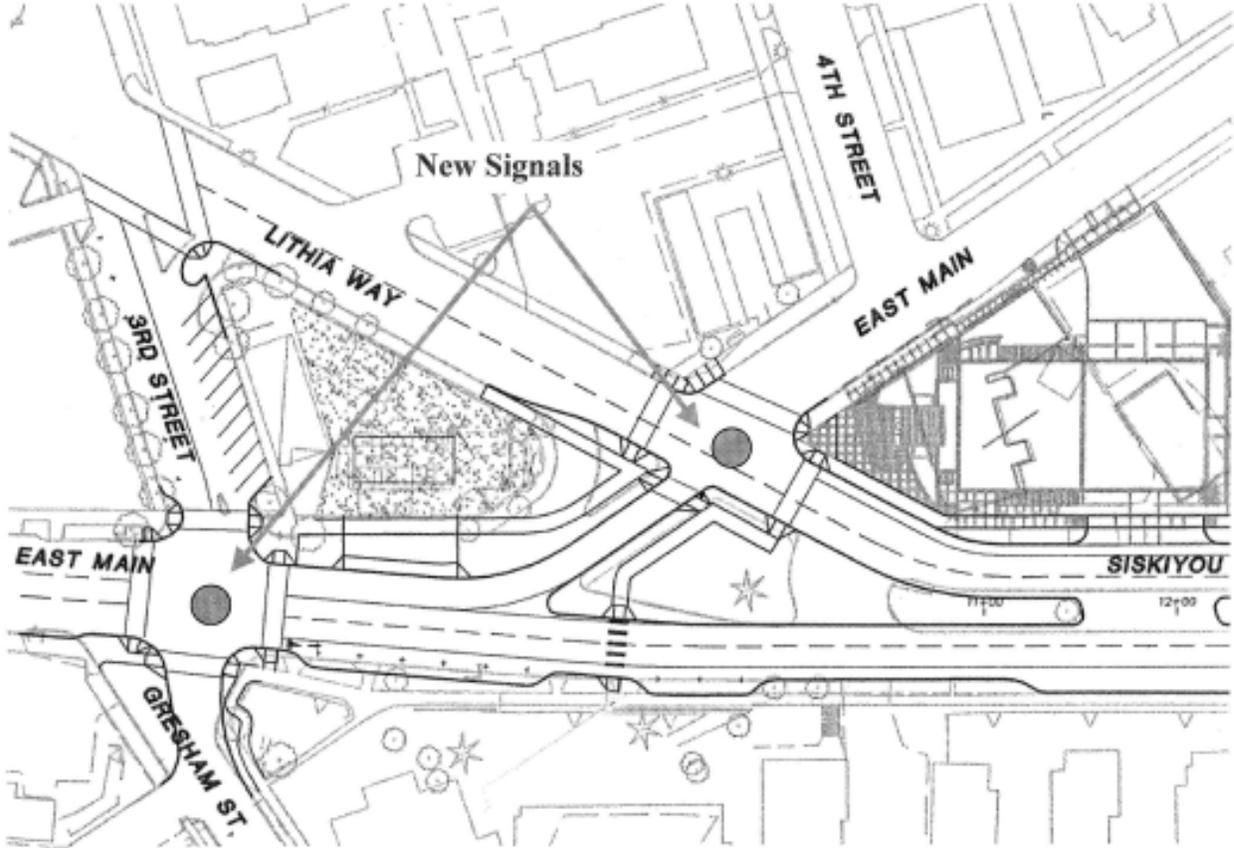
Project Type: Transportation/ Public Safety

Department Responsible: Public Works Department / Engineering Division

Funding Source	\$600,000	Grants (ODOT)	Project Cost by Budget Year	Prior Years	\$760,000
	202,500	Street SDCs		2004	\$50,000
	<u>7,500</u>	Other Funds		2005	
	\$810,000			2006	
				2007	
			2008		
			2009		
			Total	\$810,000	

Project Description:

In conjunction with the Siskiyou Boulevard, Fire Station and Library Remodeling projects, changes will be made in this area to improve visibility, safety and ease of travel through the intersection. The project will be linked with Siskiyou Boulevard for design and construction. The construction will change travel patterns on Third, and will include a new traffic signal at E. Main Street and also at Gresham and E. Main Street. This project is being funded through a \$500,000 project grant from Oregon Transportation Initiative Act (2001), and additional OTIA funds of \$100,000 have been delegated by ODOT.



Project Title:	ROGUE VALLEY TRANSIT DISTRICT BUS SHELTERS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$185,000	FTA/RVTD Grants	Project Cost by Budget Year	Prior Years	\$145,000
	\$185,000			2004	\$40,000
				2005	
				2006	
				2007	
				2008	
				2009	
				Total	\$185,000

Project Description:

This project includes construction of bus shelters and site improvements including new structures, lighting, phones, sidewalks, etc. Each of the seven bus shelters is unique; two of which include amenities such as drinking fountains and benches. With the redesign of Siskiyou Boulevard, staff received approval from RVTD to extend the timing of this grant. These shelters are included in the construction of the Siskiyou Boulevard Project.



Project Title:	WATER STREET BRIDGE FLOOD RESTORATION
Project Type:	Transportation \ Publc Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$330,000	ODOT - STP Grant	Project Cost by Budget Year	Prior Years	\$75,000
	95,000	Storm SDCs		2004	\$350,000
	\$425,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$425,000	

Project Description:

The Water Street Bridge is undersized for the volume of water that must pass through for the 100 year flood volumes in Ashland Creek. This project replaces the existing bridge including asphalt approaches, sidewalks, fish passage improvements and related storm drain system improvements. This project was identified in the 1998 OTAK report for post January 1997 flood improvements along Ashland Creek. Staff began design in FY02 using OTAK as the design engineer and secured agreements with ODOT for State Transportation Program (STP) funding through the fund exchange program. Construction is expected to begin in the Summer 2003.



Project Title:	CENTRAL ASHLAND BIKEWAY PHASE 2
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

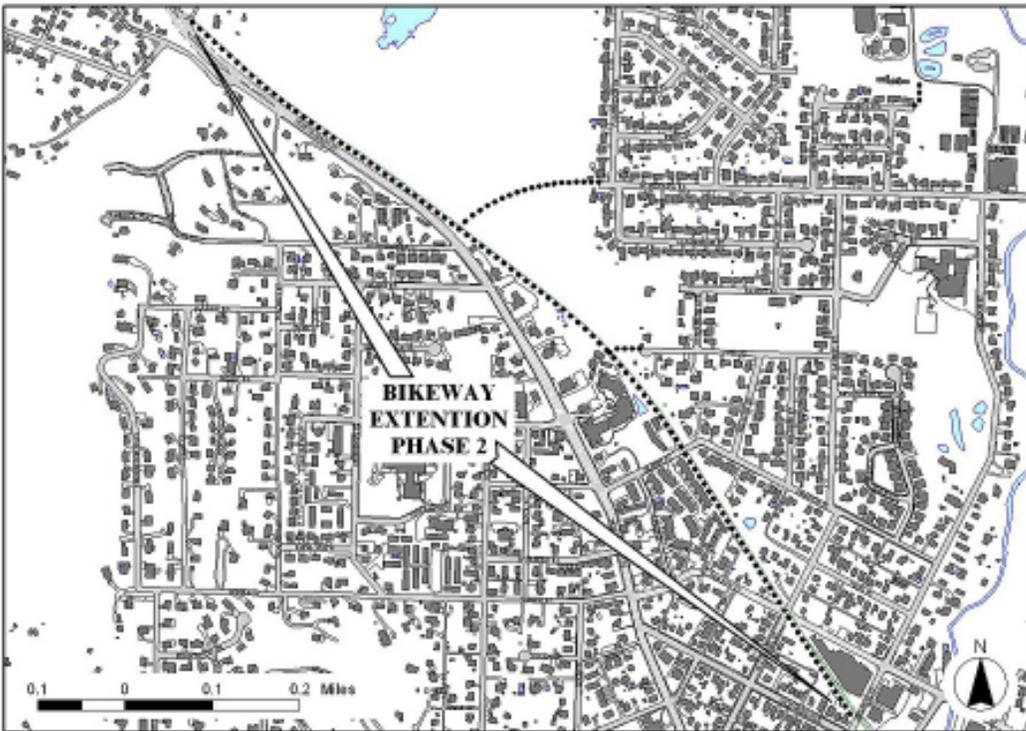
Funding Source	\$217,000	Street SDCs	Project Cost by Budget Year	Prior Years	\$100,000
	51,000	Street Fees		2004	
	650,000	Grants		2005	\$868,000
	100,000	Other Funds		2006	
	\$968,000			2007	
			2008		
			2009		
			Total	\$968,000	

Project Description:

The Central Ashland Bikeway project began in 1997 with the first phase, a path from the corner of Eighth and A Streets to Tolman Creek Road near Mistletoe Road, that was completed in 1999.

This second phase of the project is to extend the length of the bikepath to both the southeast and northwest city limits. A portion of the work was completed in FY01 for the section along A Street to 6th Street along Railroad Park. The first segment of this phase was to acquire needed rights of way along the railroad which was completed in FY02.

The design of this project has been initiated as part of the Billings Ranch Subdivision. If the City is successful in obtaining a grant to fund a significant portion of the project, construction should begin in FY04.

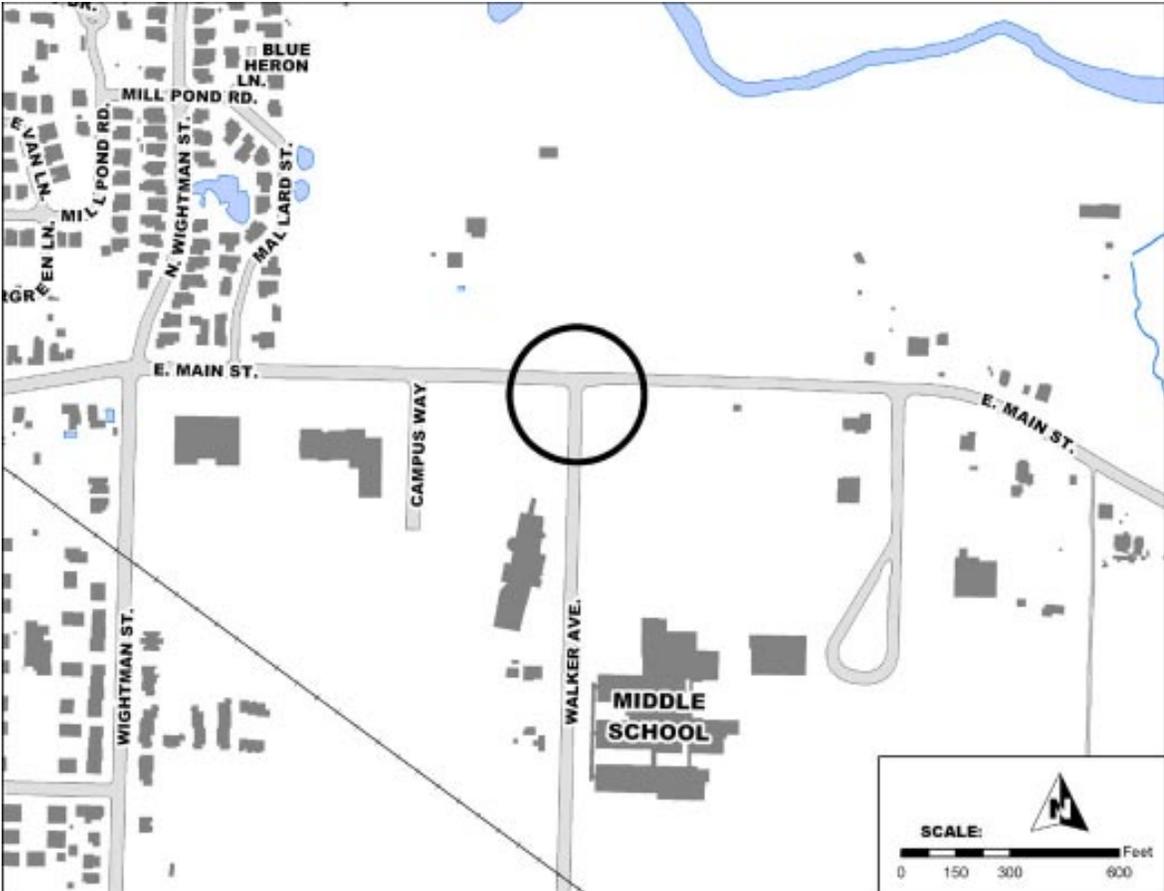


Project Title:	WALKER AVENUE & EAST MAIN STREET LEFT TURN LANE INSTALLATION
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$14,400	Street SDCs	Project Cost by Budget Year	Prior Years	
	21,600	Street Fees/Rates		2004	\$36,000
	\$36,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$36,000	

Project Description:

The volume of vehicles attempting to make left turns onto E. Main Street from Walker Avenue creates a traffic safety issue during school hours. This has been studied by the Engineering Department and the Traffic Safety Commission. With reconstruction of the east curb line, a left hand turn lane could be created. This will require acquiring a small portion of additional right of way from the school district along the ball fields and a reconfiguration of the travel lanes.

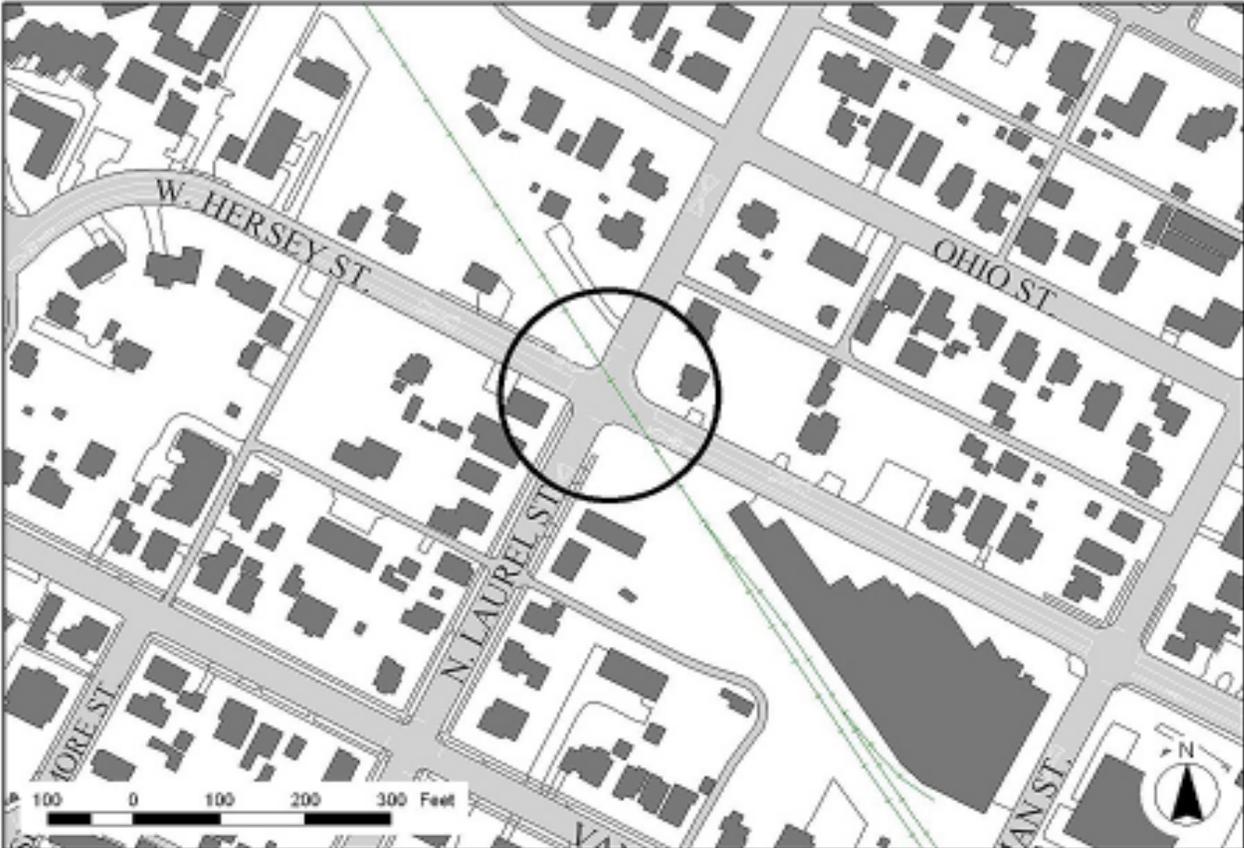


Project Title:	RAILROAD CROSSING IMPROVEMENTS AT HERSEY & LAUREL STREETS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works \ Engineering Division

Funding Source	\$34,500	Street SDCs	Project Cost by Budget Year	Prior Years	
	<u>195,500</u>	Street Fees		2004	\$230,000
	\$230,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$230,000	

Project Description:

This project includes the installation of automatic crossing gates on Laurel Street and Hersey Street at the railroad crossing. The angle of the railroad crossing through the center of a four way street intersection makes this crossing unusual and in need of additional safety measures. Staff anticipates a review of safety for all railroad crossings. Staff will also look for funding opportunities from the Rail Division of ODOT. In preparation, staff has hired HDR Engineering to evaluate all of the at-grade rail crossings to assist with funding priorities and recommend solutions.

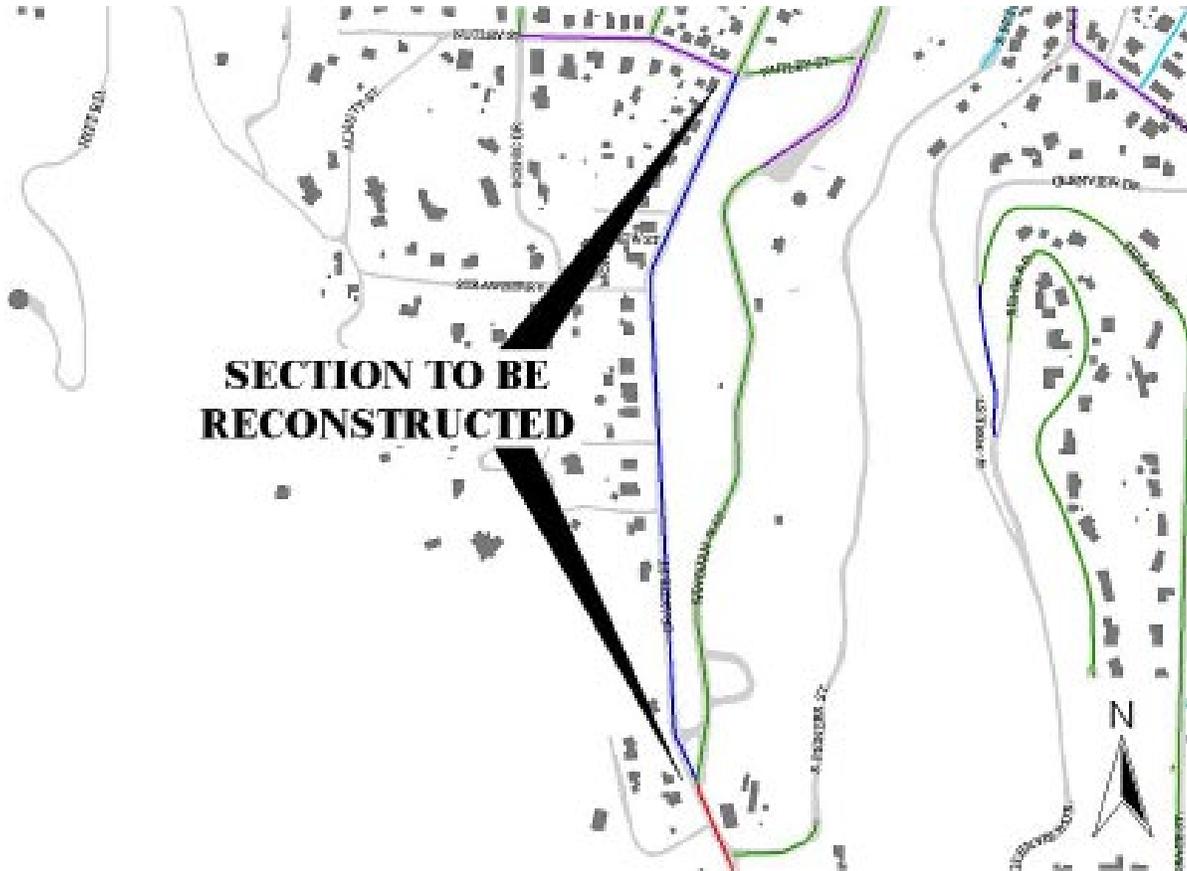


Project Title:	GRANITE STREET - NUTLEY TO PARKS OFFICE PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$80,000	STP Funds (Grant)	Project Cost by Budget Year	Prior Years	
	5,000	Street Fees		2004	\$85,000
	\$85,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$85,000	

Project Description:

With the completion of the Pavement Management System (PMS) plan, the condition of all streets within Ashland has been evaluated. Staff has prioritized Granite Street based on its need for significant improvements. In essence, this street has failed and needs a complete pavement reconstruction and related curb, gutter and storm drain improvements. Staff has included this project in a list of CMAQ (Congestion Mitigation on Air Quality) for possible grant funds.

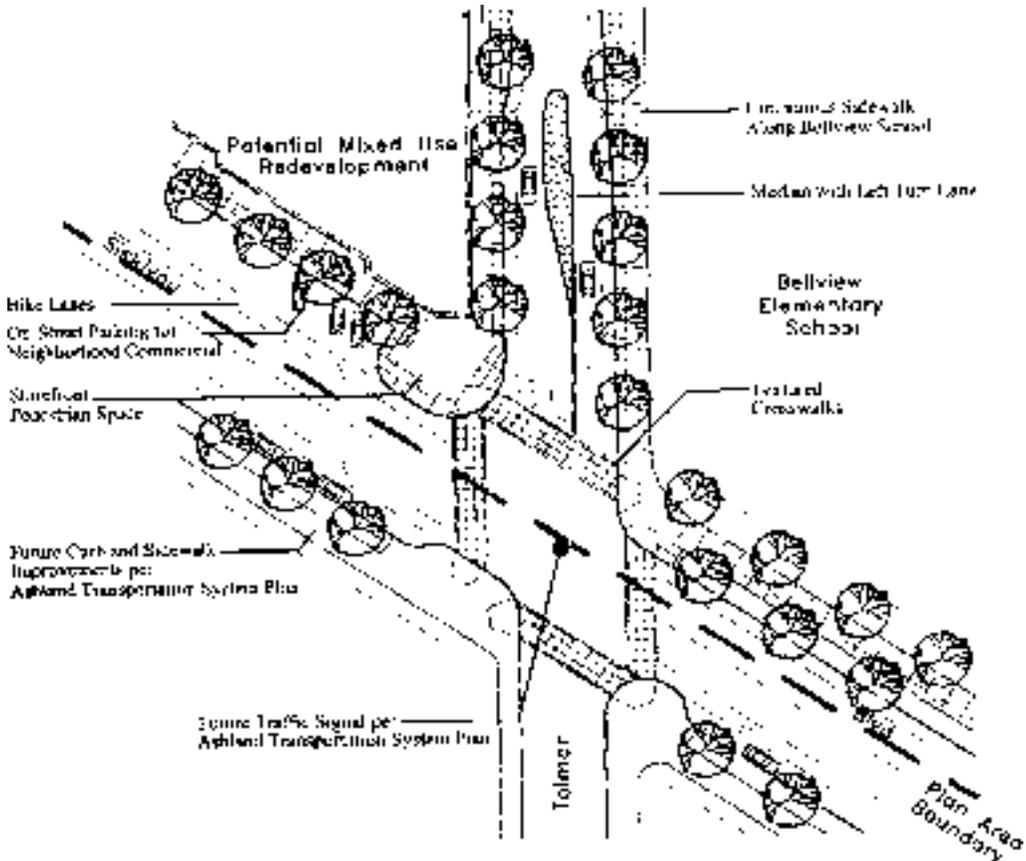


Project Title:	TOLMAN CREEK ROAD & SISKIYOU BOULEVARD INTERSECTION SAFETY IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$33,750	Street SDCs	Project Cost by Budget Year	Prior Years	
	41,250	Street Fees		2004	\$75,000
	\$75,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$75,000	

Project Description:

This intersection safety project will be completed in two phases; the first as a part of the Tolman Creek Local Improvement District construction which is scheduled to begin in June 2003. The second phase will include pedestrian safety improvements on the north side of Siskiyou Boulevard. This section of Siskiyou Boulevard remains within the State's jurisdiction.



Project Title:	EAST MAIN STREET- DEWEY STREET TO N. MOUNTAIN AVENUE PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$72,000	Street Fees	Project Cost by Budget Year	Prior Years	
	18,000	Street SDCs		2004	
	\$90,000			2005	\$90,000
				2006	
			2007		
			2008		
			2009		
			Total	\$90,000	

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized East Main Street based on its need for significant improvements and the fact that use of East Main Street will increase with vehicles avoiding the construction on Siskiyou Boulevard. In essence, this street has failed and needs a complete pavement reconstruction and related curb, gutter and storm drain improvements. Work on this project began in FY02 between Lithia Way and Dewey and this section from Dewey to North Mountain will be completed in FY04 after Siskiyou Boulevard is complete.



Project Title:	A STREET- OAK STREET TO 3RD STREET PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$105,000 Street Fees	Project Cost by Budget Year	Prior Years												
	\$105,000		<table border="0"> <tr><td>2004</td><td></td></tr> <tr><td>2005</td><td>\$105,000</td></tr> <tr><td>2006</td><td></td></tr> <tr><td>2007</td><td></td></tr> <tr><td>2008</td><td></td></tr> <tr><td>2009</td><td></td></tr> <tr><td>Total</td><td>\$105,000</td></tr> </table>	2004		2005	\$105,000	2006		2007		2008		2009	
2004															
2005	\$105,000														
2006															
2007															
2008															
2009															
Total	\$105,000														

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized A Street based on its need for significant improvements. This street needs major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project may be completed with the State Surface Transportation Funds Program (STP) to augment the street fees.



Project Title:	B STREET - OAK STREET TO 5TH STREET PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$100,000	State STP Funds	Project Cost by Budget Year	Prior Years
	35,000	Street Fees		2004
	\$135,000			2005
				2006
			2007	
			2008	
			2009	
			Total	\$135,000

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized B Street based on its need for significant improvements. This street needs major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.



Project Title:	BEACH AVENUE & HARGADINE STREET IMPROVEMENT PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$100,000	State STP	Project Cost by Budget Year	Prior Years
	25,000	Street Fees/Rates		2004
	\$125,000			2005
			2006	
			2007	\$125,000
			2008	
			2009	
			Total	\$125,000

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Beach Avenue and Hargadine Street based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded

through State Surface Transportation Program (STP) Funds augmented by street fees.



Project Title:	OAK & HERSEY STREETS INTERSECTION SIGNAL
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$60,000	Street SDCs	Project Cost by Budget Year	Prior Years
	90,000	Street Fees		2004
	\$150,000			2005
				2006
			2007	\$150,000
			2008	
			2009	
			Total	\$150,000

Project Description:

This project is planned as the traffic on both Oak Street and Hersey Street increase at a rapid rate. As proposed in the Transportation System Plan, it is projected that traffic warrants will be met for a fully signalized intersection in the year 2005. Staff will continue to monitor traffic volumes and safety at this intersection. Staff has applied for ODOT funding for this project under the State Transportation Improvement Program (STIP).



Project Title:	NORTH MAIN STREET & WIMER STREET INTERSECTION SAFETY IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$150,000	ODOT Grant/STP	Project Cost by Budget Year	Prior Years
	50,000	Street SDCs		2004
	\$200,000			2005
				2006
			2007	\$200,000
			2008	
			2009	
			Total	\$200,000

Project Description:

Because of the offset design of the Hersey Street, Wimer Street, N. Main Street intersection, it has become one of our most accident prone intersections. This project will realign the two minor streets to form a standard four leg intersection. This portion of North Main Street is within State Jurisdiction. This project is a Council priority. Staff will continue to pursue State funding through the STP and other sources.



Project Title:	DOWNTOWN PLAN PHASE II
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

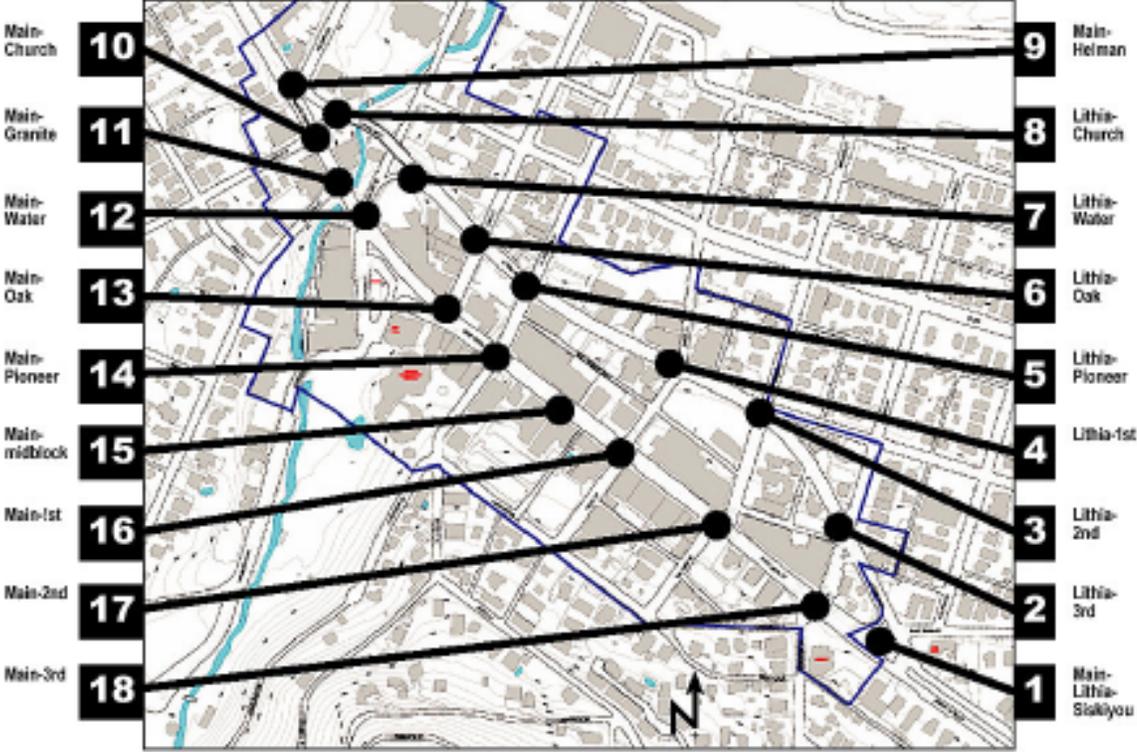
Funding Source	\$500,000	Street Fees	Project Cost by Budget Year	Prior Years
	1,000,000	State Funds		2004
	\$1,500,000			2005
				2006
			2007	\$750,000
			2008	\$750,000
			2009	
			Total	\$1,500,000

Project Description:

This project would provide for the completion of the Ashland Downtown Plan Phase II which began in 2002 and will include numerous pedestrian and traffic safety improvements. The Ashland Downtown Plan is currently in draft form and will be reviewed and approved prior to final design and engineering drawings. Work on final approvals will be completed in FY03 - FY06.

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

Intersection Map Key



Project Title:	TAYLOR & HELMAN STREETS IMPROVEMENTS PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$100,000	Grant	Project Cost by Budget Year	Prior Years
	40,000	Street Fees/Rates		2004
	\$140,000			2005
				2006
			2007	
			2008	\$140,000
			2009	
			Total	\$140,000

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Taylor and Helman Streets based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.



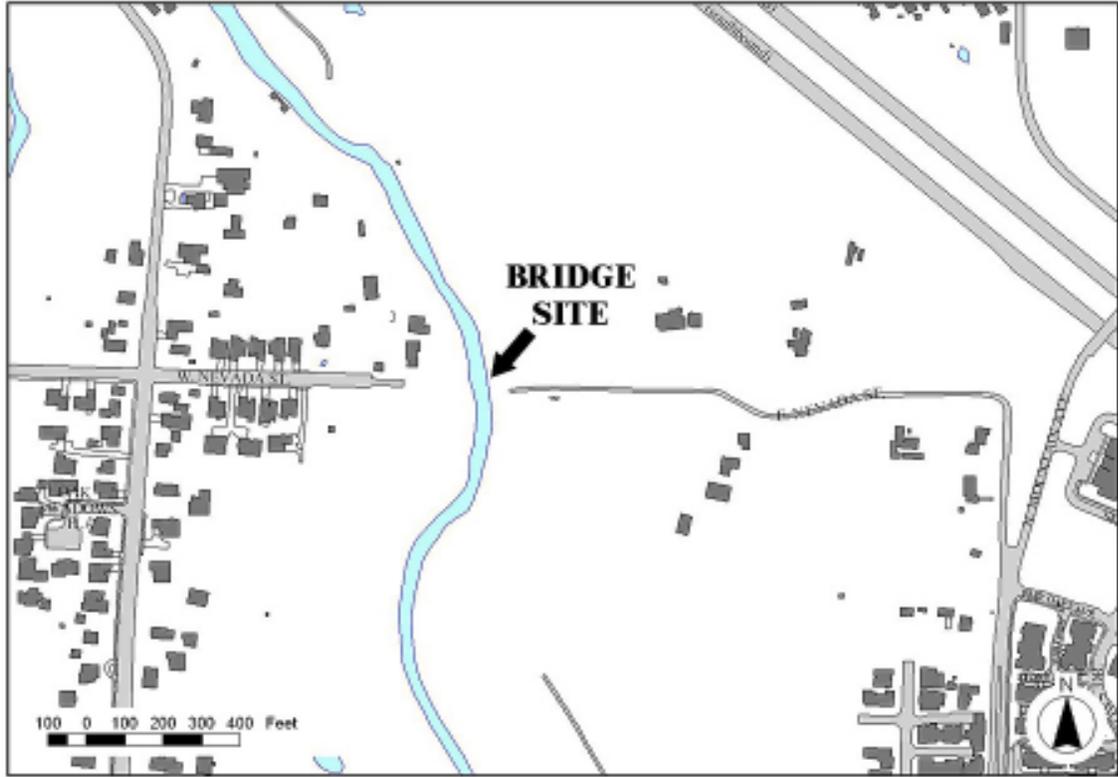
Project Title:	NEVADA STREET EXTENSION & BRIDGE CONSTRUCTION BEAR CREEK TO MOUNTAIN AVENUE
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$840,000	Street SDCs	Project Cost by Budget Year	Prior Years
	1,560,000	ODOT Funds		2004
	\$2,400,000			2005
				2006
			2007	
			2008	\$200,000
			2009	\$2,200,000
			Total	\$2,400,000

Project Description:

The adopted City of Ashland Transportation System Plan (TSP) recommends an east/west connection to relieve traffic volumes on Oak Street and also provide a more direct access to Southern Oregon University, the high school, and the south half of the City.

This project includes the construction of a bridge across Bear Creek providing a through connection on Nevada Street. All related storm drain, paving, bike lanes and sidewalks will be included in this project. Staff continues to pursue ODOT grant funding for a portion of this project as it will provide significant "off-system" improvements to the State's Transportation System.



Project Title:	IOWA STREET & ALLISON STREET IMPROVEMENTS PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$100,000	ODOT STP	Project Cost by Budget Year	Prior Years	
	<u>40,000</u>	Street Fees/Rates		2004	
	\$140,000			2005	
				2006	
			2007		
			2008		
			2009	\$140,000	
			Total	\$140,000	

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff prioritized Iowa and Allison Streets based on their need for significant improvements. These streets need major maintenance including crack sealing and an overlay, and may also include curb, gutter and storm drain improvements. This project is planned to be funded through State Surface Transportation Program (STP) Funds augmented by street fees.

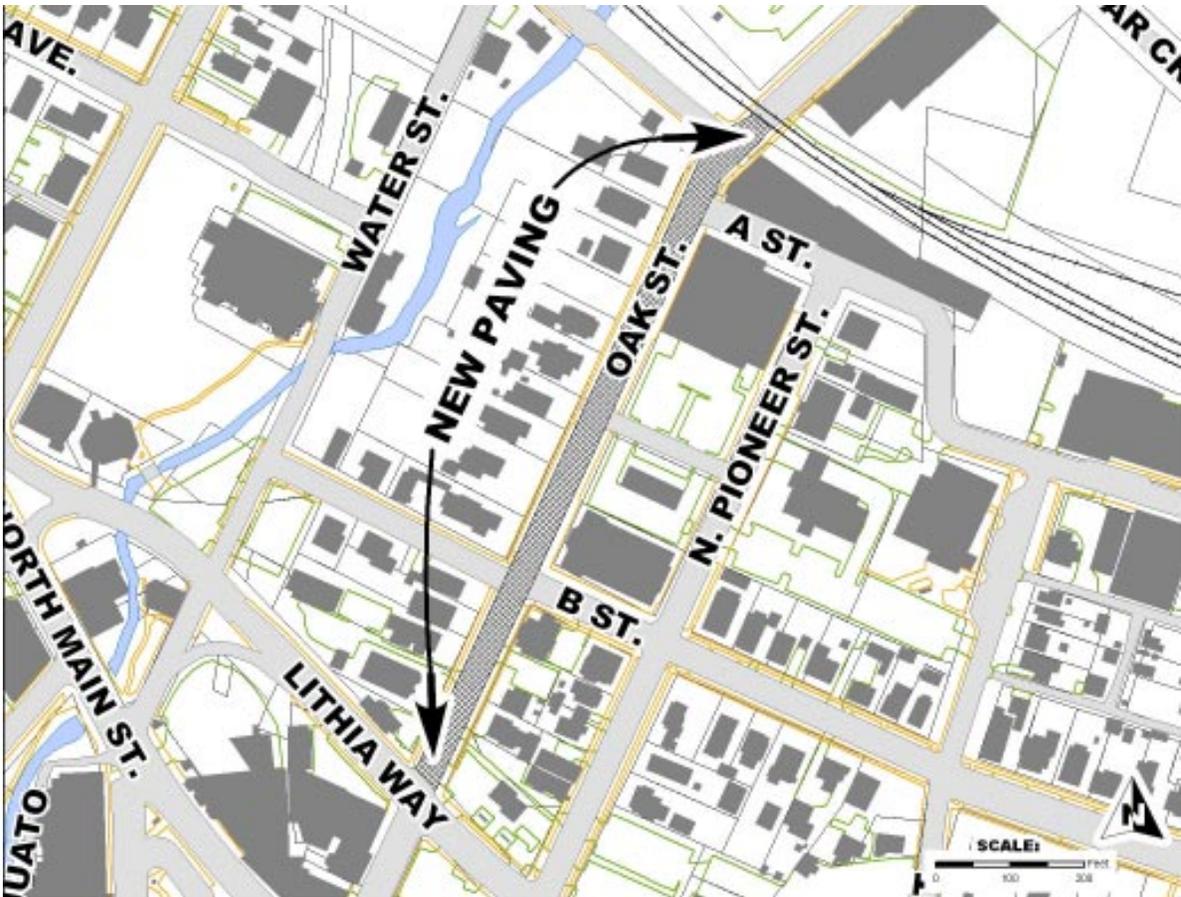


Project Title:	OAK STREET - LITHIA WAY TO RAILROAD TRACKS PER PAVEMENT MANAGEMENT SYSTEM
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$200,000	ODOT STP Funds	Project Cost by Budget Year	Prior Years	
	50,000	Street Fees		2004	
	\$250,000			2005	
				2006	
			2007		
			2008		
			2009	\$250,000	
			Total	\$250,000	

Project Description:

The Pavement Management System (PMS) evaluated and rated the condition of all streets within Ashland. Staff has prioritized Oak Street based on its need for significant improvements and the fact that use of Oak Street will increase with vehicles avoiding the construction on Siskiyou Boulevard. In essence, this street has failed and needs a complete pavement reconstruction and related curb, gutter and storm drain improvements.



Project Title:	DOWNTOWN SAFETY IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$50,000	ODOT Grants	Project Cost by Budget Year	Prior Years	\$50,000
	18,750	Street SDC		2004	\$75,000
	<u>56,250</u>	Street Fees/Rates		2005	
	\$125,000			2006	
				2007	
			2008		
			2009		
			Total	\$125,000	

Project Description:

This project would fast track pedestrian safety improvements to five intersections in the Central Business District. The improvements include construction of curb extensions and a lighted crosswalk. All improvements are designed to improve pedestrian safety in the downtown district. Construction on this initial phase has been combined with a separate ODOT signal project and will be starting in August of 2003. Full implementation of the Downtown Plan Phase II has been submitted for an ODOT State Transportation Improvement Program (STIP) modernization project in FY06 for a total of \$1,500,000.



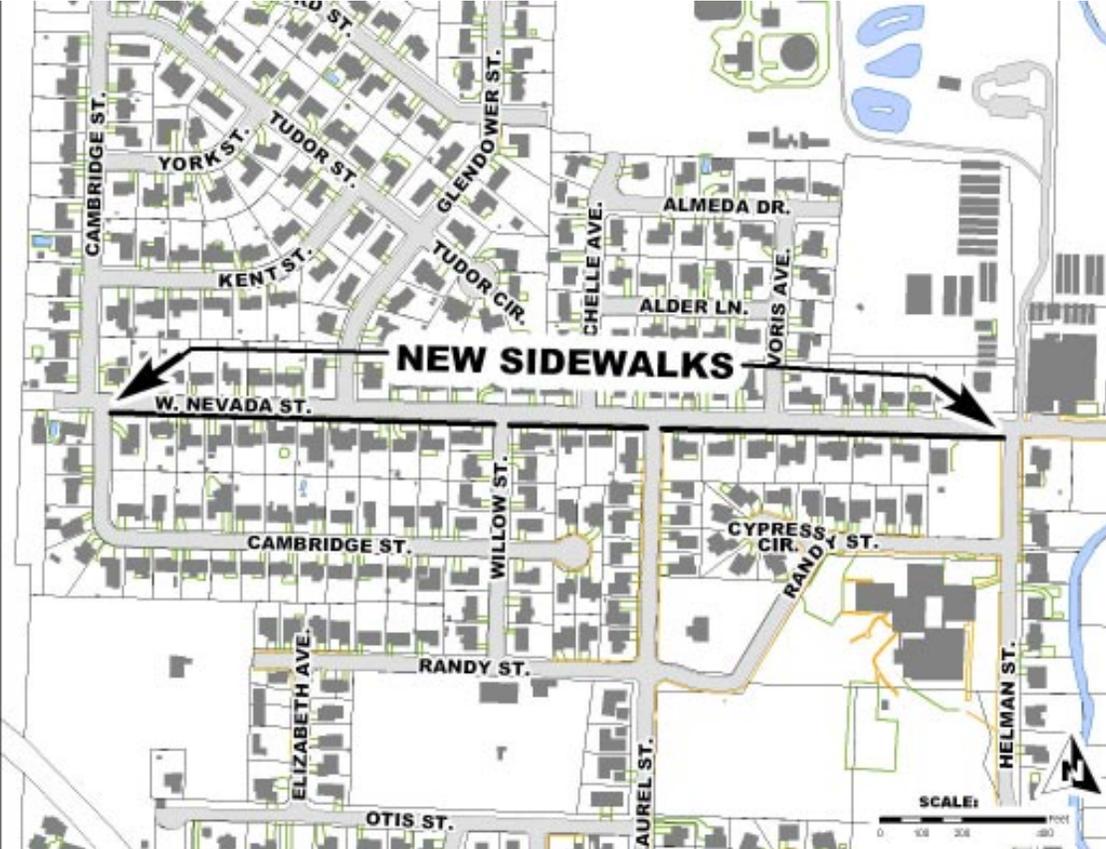
Project Title:	SIDEWALKS - SCHOOLS ROUTES
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$60,000	Street Fees/Rates	Project Cost by Budget Year	Prior Years	
	30,000	LID		2004	\$150,000
	<u>60,000</u>	Other Funds (Development)		2005	
	\$150,000			2006	
			2007		
			2008		
			2009		
			Total	\$150,000	

Project Description:

The City's Transportation System Plan identified and prioritized the need for a complete sidewalk system particularly targetting pedestrian routes for schools. This project will complete a very necessary sidewalk in a residential area near Helman Elementary School. A portion of this project will be paid by the Billings Ranch Subdivision construction and a local improvement district.

For a complete list of sidewalks to be constructed, refer to the City's Transportation System Plan (TSP).



Project Title:	SIDEWALKS - LAUREL STREET
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$25,000	Street SDCs	Project Cost by Budget Year	Prior Years	
	45,000	Street Fees		2004	
	<u>55,000</u>	LID		2005	\$125,000
	\$125,000			2006	
			2007		
			2008		
			2009		
			Total	\$125,000	

Project Description:

This project will construct sidewalks, driveway improvements and related minor storm drain improvements to North Laurel Street from Randy Street to Hersey Street.

There are several missing sidewalk connections along this important collector and local street network to reach Helman School and generally will also support connections to both Helman and Briscoe Schools. This will also serve as a connection to the City's Dog Park and Greenway bicycle trail system and to Downtown.



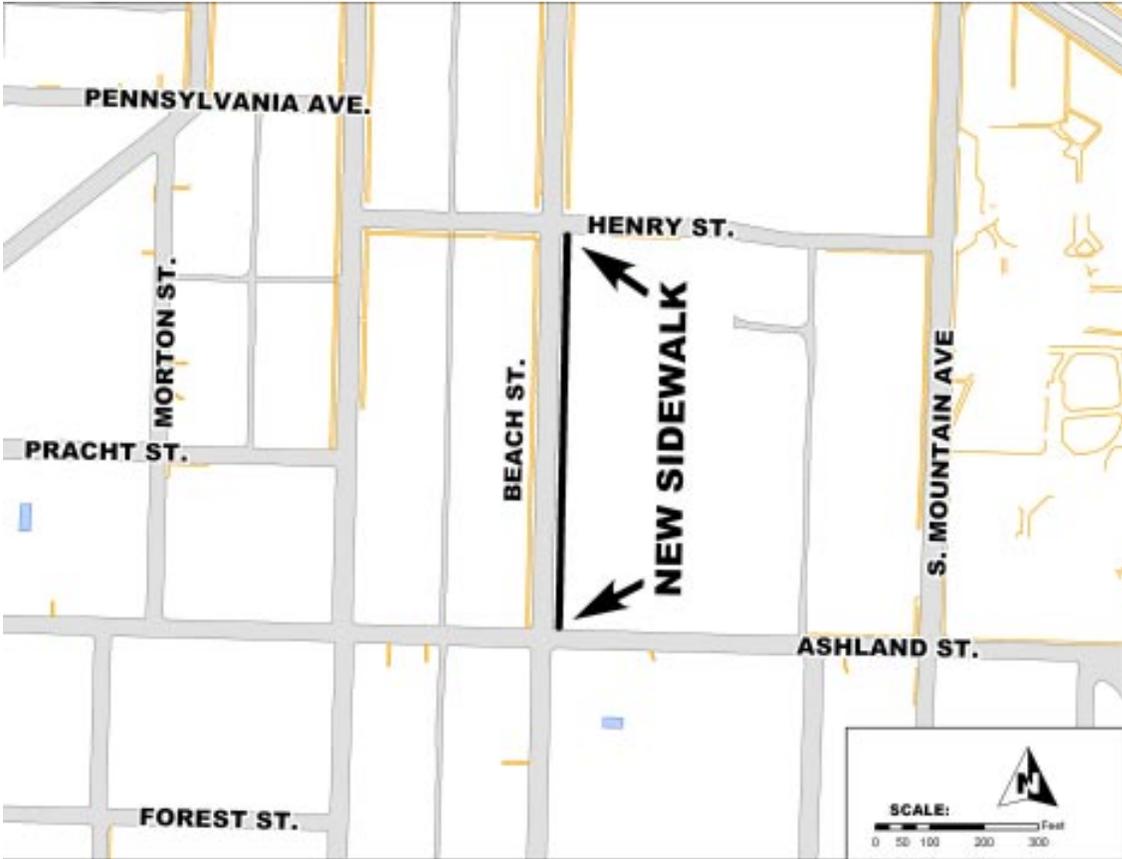
Project Title:	SIDEWALKS - BEACH STREET FROM ASHLAND STREET TO HENRY STREET
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$15,000	Street SDCs	Project Cost by Budget Year	Prior Years
	<u>60,000</u>	Street Fees		2004
	\$75,000			2005
				2006
			2007	
			2008	
			2009	
			Total	\$75,000

Project Description:

Construct sidewalks, driveway improvements and related minor storm drain improvements to Beach Street from Ashland Street to Henry Street.

There are several missing sidewalk connections along this important collector and local street network to reach the Library and Downtown. Construction will be coordinated with pavement work included in the Siskiyou Boulevard project.



Project Title:	MISCELLANEOUS SIDEWALK IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$25,000	Street SDCs	Project Cost by Budget Year	Prior Years
	100,000	Street Fees/Rates		2004
	\$125,000			2005
				2006
			2007	\$75,000
			2008	
			2009	\$50,000
			Total	\$125,000

Project Description:

Staff initiates the construction of approximately one mile of new sidewalk each year. Staff and various commissions have prioritized a list of sidewalks to update the Transportation System Plan's sidewalk inventory. Revisions to this list are being coordinated through volunteer efforts of the Traffic Safety and Bike and Pedestrian Commission during 2003. Priority will be set by evaluating safety issues, connections to schools and public gathering spaces, and engineering feasibility.



Project Title:	SIDEWALK - TOLMAN CREEK ROAD FROM GREENMEADOWS TO SISKIYOU BOULEVARD
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$24,000	Street SDCs	Project Cost by Budget Year	Prior Years
	24,000	LID		2004
	<u>72,000</u>	Street Fees		2005
	\$120,000			2006
				2007
			2008	\$120,000
			2009	
			Total	\$120,000

Project Description:

Construct sidewalks, driveway improvements and related minor storm drain improvements to Tolman Creek Road from Greenmeadows Drive to Siskiyou Boulevard.

There are several missing sidewalk connections along this important collector and local street network to reach Bellview School.



Project Title:	MISCELLANEOUS CONCRETE IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$20,000	Street SDCs	Project Cost by Budget Year	Prior Years	\$40,000
	<u>60,000</u>	Street Fees/Rates		2004	\$40,000
	\$80,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$80,000	

Project Description:

This is typically an annual and ongoing project which provides for repairs of existing concrete structures. This project will replace curbs and handicapped accesses and make other repairs to City owned sidewalks.



Project Title:	STRAWBERRY LANE LOCAL IMPROVEMENT DISTRICT PROJECT
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

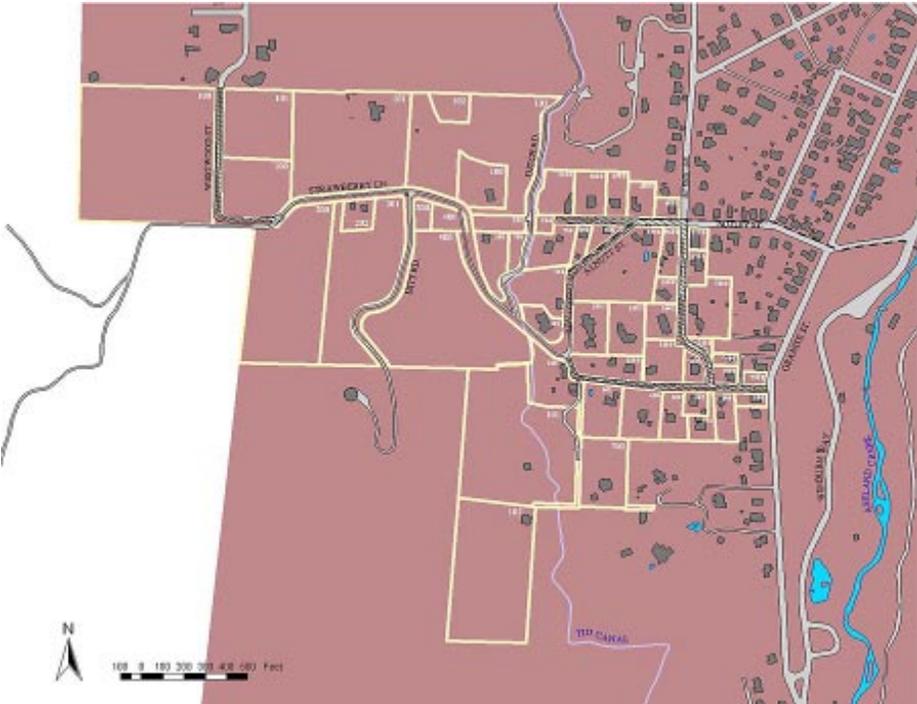
Funding Source	\$87,275	Street Fees	Project Cost by Budget Year	Prior Years	\$75,000
	157,500	Street SDCs		2004	\$700,000
	342,600	LID/ Residential Developer Portion		2005	
	41,400	Storm SDC*		2006	
	146,225	Other City Funds		2007	
	<u>146,225</u>			2008	
\$775,000			2009		
		*The storm drain portion of this project falls under the storm drain section.	Total	\$775,000	

Project Description:

In November 2001 the Strawberry LID was formed to construct roadway improvements in the Strawberry Lane area. The improvements would include grading and paving, curb and gutter, sidewalk and storm drain improvements to the following streets:

- Strawberry Lane - from Granite Street to Alnutt and from Hitt Road to Westwood Street
- Nutley Street - from Scenic Drive to the end of the right of way
- Alnutt Street - from Nutley Street to Strawberry Lane
- Scenic Drive - from Nutley Street to Strawberry Lane
- Westwood Street- from Strawberry Lane to the end of the pavement

Improvement costs will be shared by the neighbors, developers, Parks Department and City.

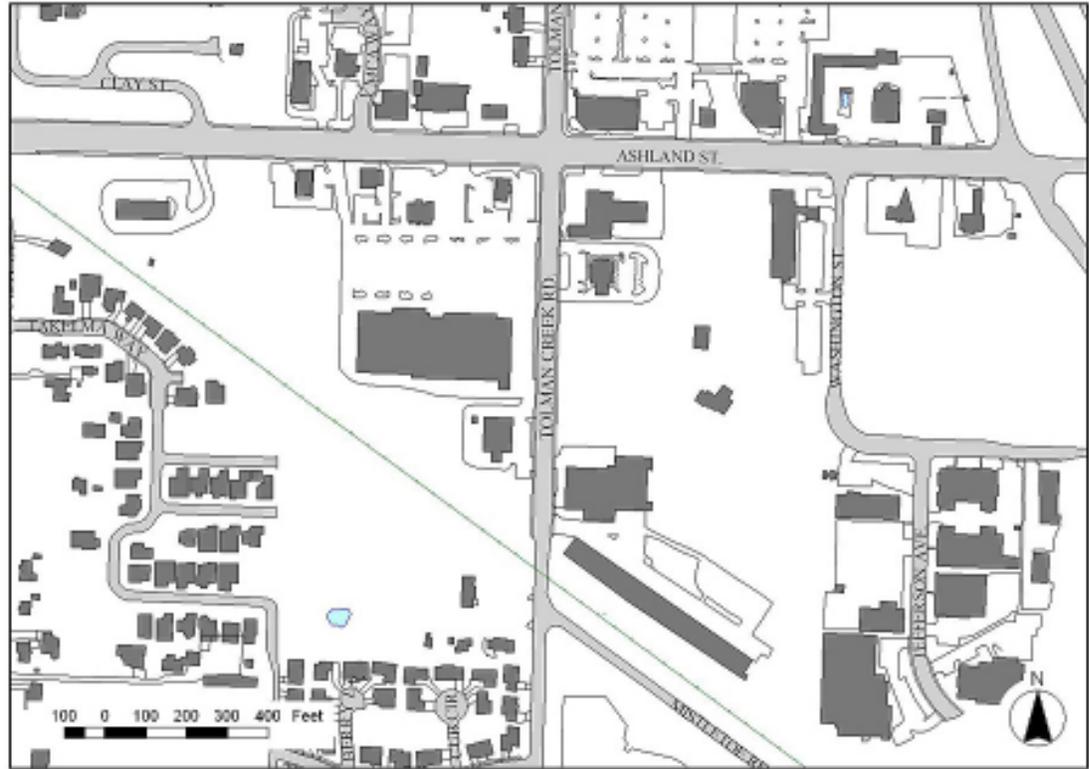


Project Title:	TOLMAN CREEK ROAD LOCAL IMPROVEMENT DISTRICT PROJECT
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$305	Street Fees	Project Cost by Budget Year	Prior Years	\$75,000
	240,500	Street SDCs		2004	\$565,000
	266,200	LID		2005	
	132,995	Other Funds		2006	
	<u>132,995</u>			2007	
	\$640,000			2008	
				2009	
		Total	\$640,000		

Project Description:

Tolman Creek Road is a primary transit and pedestrian corridor for this extended neighborhood. This project combines several projects detailed in the Transportation Plan for Tolman Creek Road including intersection improvements at Tolman Creek and Siskiyou and full street improvements to Tolman Creek from Siskiyou Boulevard to the railroad crossing near Mistletoe Road. Design of the entire street improvement project has been phased over two years to include public participation. Improvement will include full street reconstruction, curb, gutters, sidewalks, storm drain and traffic calming measures. This project will be funded as a Local Improvement District. Other funds have been collected from Jackson County through Jurisdictional Exchange and from other recently constructed developments within the LID area.

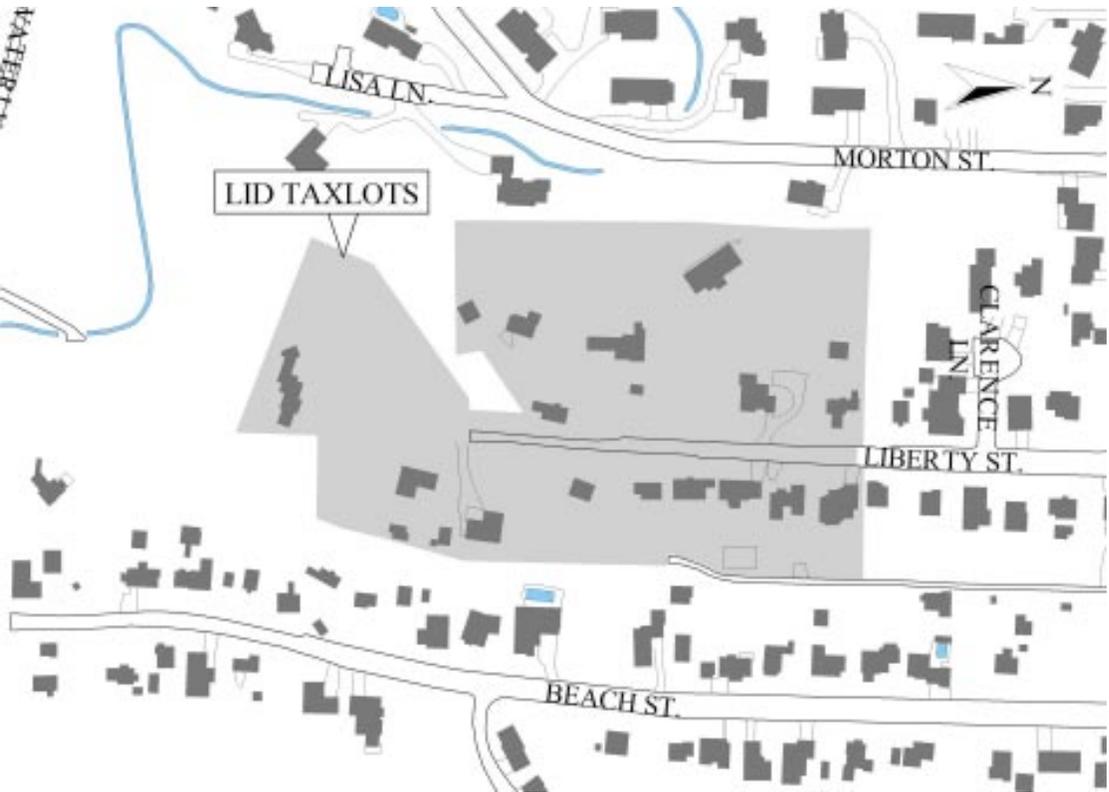


Project Title:	LIBERTY STREET IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$8,160	Street Fees	Project Cost by Budget Year	Prior Years
	19,040	Street SDCs		2004
	<u>40,800</u>	LID		2005 \$68,000
	\$68,000			2006
				2007
			2008	
			2009	
			Total \$68,000	

Project Description:

The upper portion of Liberty is currently an unimproved street from Ashland Street to the south. This project will require formation of a Local Improvement District to construct roadway improvements including re-grading, asphalt paving, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution.

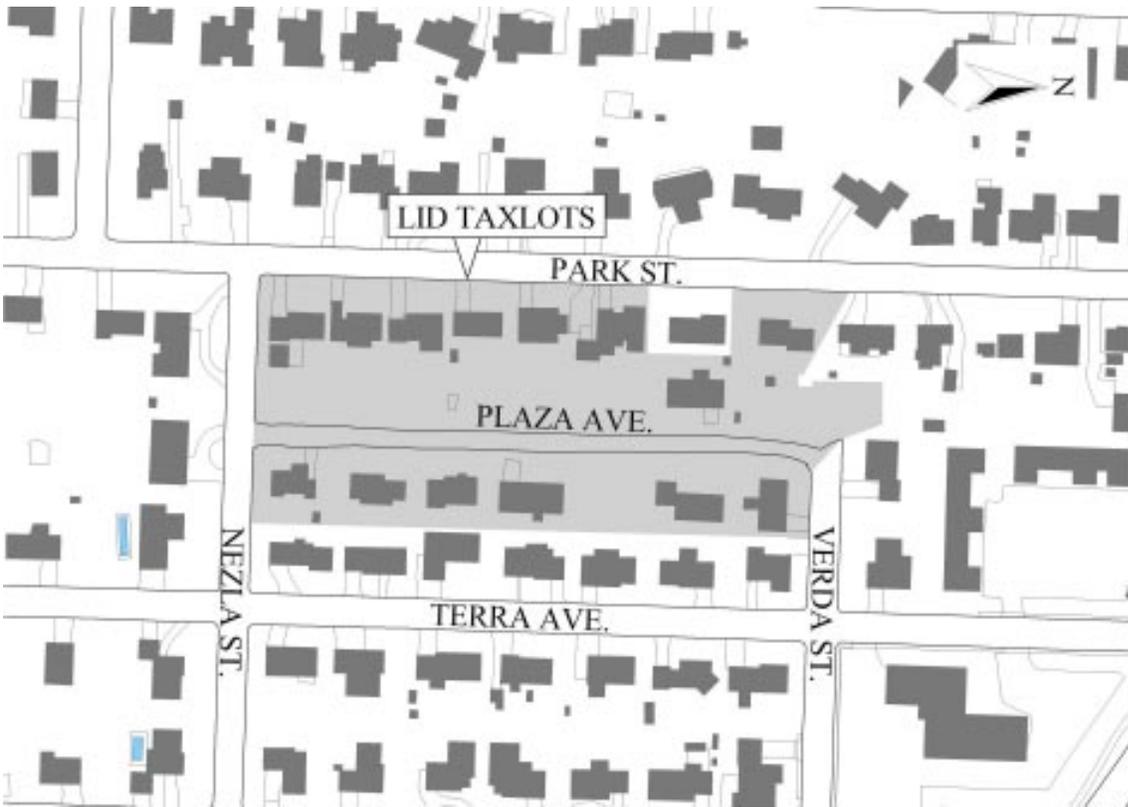


Project Title:	PLAZA AVENUE IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$8,640	Street Fees	Project Cost by Budget Year	Prior Years	
	20,160	Street SDCs		2004	
	<u>43,200</u>	LID		2005	
	\$72,000			2006	\$72,000
				2007	
			2008		
			2009		
			Total	\$72,000	

Project Description:

Plaza Avenue is currently an unimproved street. Neighbors have looked at the possibility of forming a Local Improvement District from Verda Street to Nezla Street several times in the past without success. This project would initiate a Local Improvement District to construct roadway improvements including re-grading, asphalt paving, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution.



Project Title:	CLAY STREET IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$37,200	Street Fees	Project Cost by Budget Year	Prior Years	
	184,800	Street SDCs		2004	
	363,000	LID		2005	
	<u>75,000</u>	Other Funds		2006	\$660,000
	\$660,000			2007	
			2008		
			2009		
			Total	\$660,000	

Project Description:

Clay Street north of Siskiyou Boulevard is currently a County road. Improvement of this street to full City standards would require a transfer of jurisdiction requiring the City to maintain this section.

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



Project Title:	MISCELLANEOUS LOCAL IMPROVEMENT DISTRICT PROJECTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$25,080	Street Fees	Project Cost by Budget Year	Prior Years		
	58,520	Street SDCs		2004		
	<u>125,400</u>	LID		2005		
	\$209,000			2006	\$69,000	
				2007	\$70,000	
			2008	\$70,000		
			2009			
			Total	\$209,000		

Project Description:

One of Council’s goals is water quality improvements resulting from paving unpaved streets. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution. Although not yet specifically defined, these projects will require formation of Local Improvement Districts to construct roadways primarily on dirt or unimproved roads to improve air and water quality. These improvements could include re-grading, asphalt paving, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements.

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

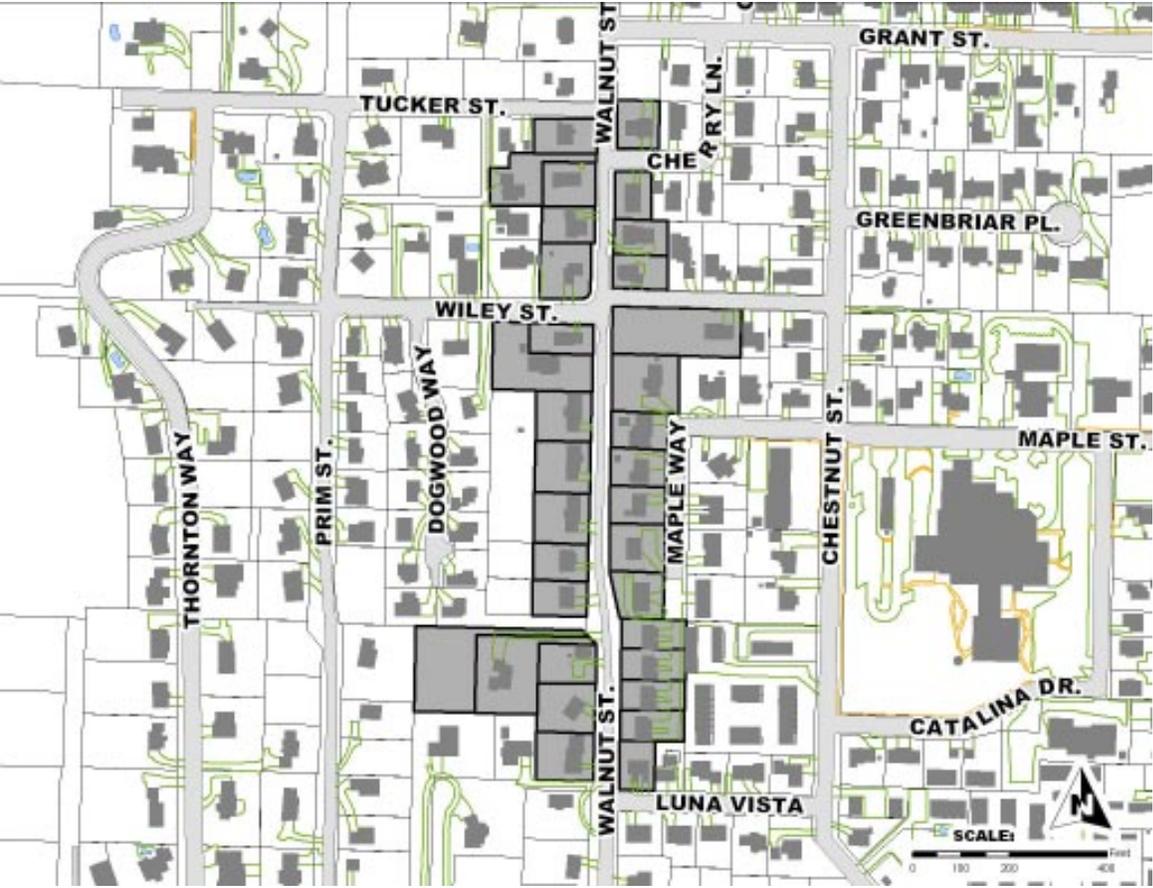


Project Title:	WALNUT STREET IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$25,680	Street Fees	Project Cost by Budget Year	Prior Years	
	59,920	Street SDCs		2004	
	<u>128,400</u>	LID		2005	\$214,000
	\$214,000			2006	
				2007	
			2008		
			2009		
			Total	\$214,000	

Project Description:

Walnut Street from Luna Vista Street to Tucker Street is currently an unimproved dirt street. Paving unpaved streets will reduce the amount of granite material in our storm drain system and helps reduce dust and air pollution. This project will require formation of a Local Improvement District to construct roadway improvements including re-grading, asphalt paving and pavement overlay, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements.



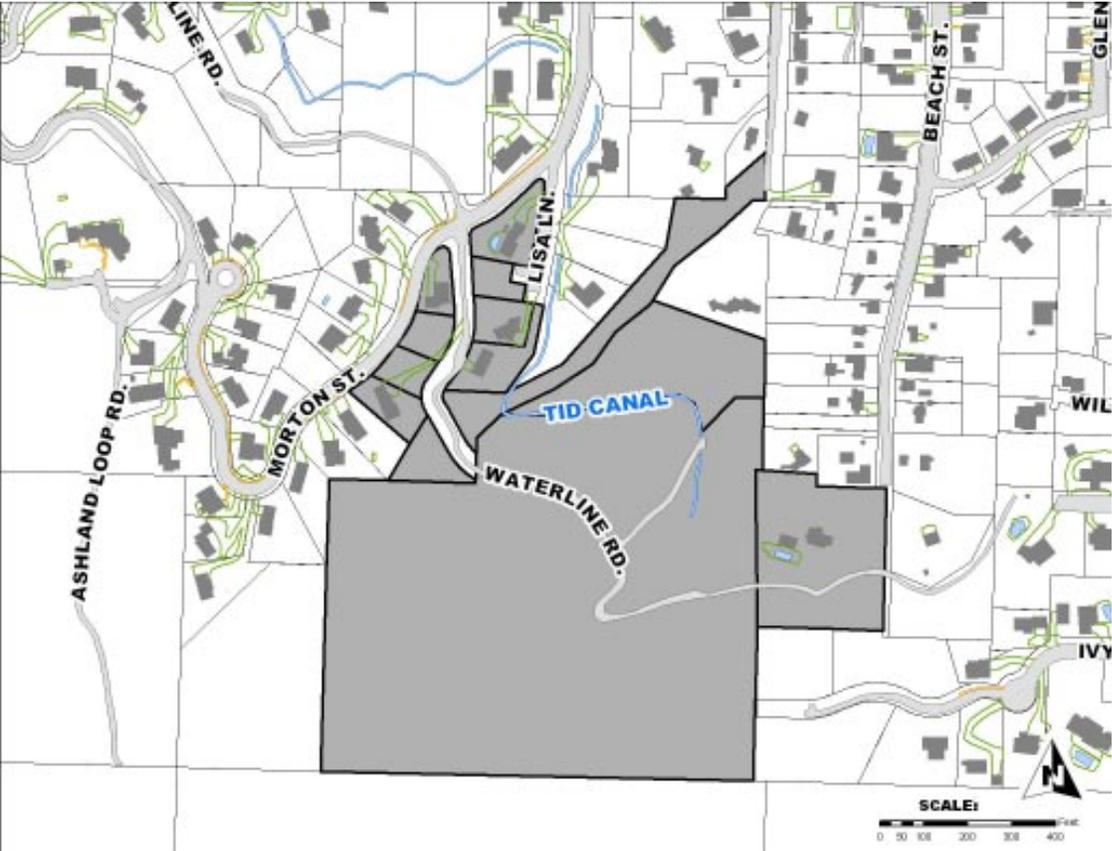
Project Title:	WATERLINE ROAD IMPROVEMENTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$24,480	Street Fees	Project Cost by Budget Year	Prior Years	
	57,120	Street SDCs		2004	
	<u>122,400</u>	LID		2005	
	\$204,000			2006	
				2007	
			2008		
			2009	\$204,000	
			Total	\$204,000	

Project Description:

Waterline Road is an unpaved, unimproved local street. City Council has approved the formation of a Local Improvement District to improve Waterline Road from Morton Street southeasterly dependent upon the approval of a residential development to be accessed from Waterline Road and which would require the improving the street. The extent of timing of this project is dependent upon development.

Roadway improvements include re-grading, asphalt paving, retaining walls, curb and gutter, sidewalks, driveway improvements, and related storm drain system improvements.

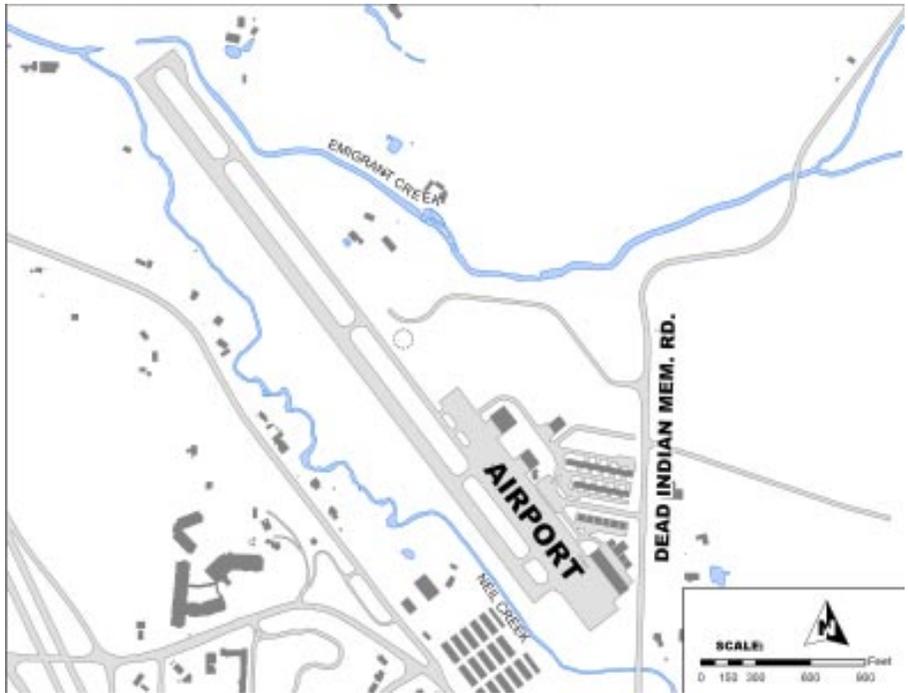


Project Title:	ENTITLEMENT GRANT FAA/ODA (FFY04) & FAM GRANT
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$135,000	Grants	Project Cost by Budget Year	Prior Years	
	<u>15,000</u>	Soft Match		2004	\$150,000
	\$150,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$150,000	

Project Description:

The present Ashland Municipal Airport Master Plan is ten years old and is mandated by the Federal Aviation Administration to be updated. As part of an Oregon Department of Aviation project, the City of Ashland and two other municipalities will have their Master Plans updated. Project administration will be provided by ODA.



The cost to the City for this update will be a 10% match of the total cost estimated at \$60,000. Another addition to the airport provided by this grant will be a voice activated weather reporting, flight information system. The SuperUnicom will increase the safety quotient at the airport by providing landing data to pilots via radio broadcasts. Costs for the SuperUnicom of

Project Title:	STATEWIDE TAXIWAY MAINTENANCE & REPAIRS BY OREGON DEPARTMENT OF AVIATION
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$225,000	Grants	Project Cost by Budget Year	Prior Years	
	<u>25,000</u>	Fees		2004	\$250,000
	\$250,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$250,000	

Project Description:

The Oregon Department of Aviation implemented a statewide safety project evaluating the condition of general aviation airports within the state. The Pavement Maintenance Program assists small general aviation airports with funding to ensure that taxiways are in safe operational condition. The Ashland Municipal Airport has been selected for upgrades in Summer 2003. Proposed work includes slurry sealing of most pavement. Total amount for the work is estimated to be \$250,000 with a 10% match by the City.



Project Title:	AIRPORT IMPROVEMENTS PROJECTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$450,000	FAA Grant	Project Cost by Budget Year	Prior Years	
	50,000	Local Soft Match Other City Funds		2004	
	\$500,000			2005	\$500,000
				2006	
			2007		
			2008		
			2009		
			Total	\$500,000	

Project Description:

Construct airport improvements including pavement overlay, and related storm drain system improvements.

- Construction of tie-down apron
- Overlay of existing tie-down aprons
- Installation of retroreflectors along the taxiway
- Upgrade of existing low intensity runway edge lighting to medium intensity lighting
- Security Fencing



Project Title:	FUTURE ENTITLEMENT GRANTS
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$675,000	ODA Grants	Project Cost by Budget Year	Prior Years	
	<u>75,000</u>	Fees		2004	
	\$750,000			2005	\$150,000
				2006	\$150,000
			2007	\$150,000	
			2008	\$150,000	
			2009	\$150,000	
			Total	\$750,000	

Project Description:

The Oregon Department of Aviation reinstated the Airport Entitlement Grants to the benefit of many small general aviation airports. It is our goal to continue to expand the infrastructure of the Ashland Airport to increase revenue. These grants are instrumental in giving small municipalities opportunities to update services and equipment making the airport increasingly more attractive to businesses as well as private pilots. Projects will be indentified through the Master Plan and funds requested through the State of Oregon Department of Aviation.



Project Title:	AIRPORT HANGAR CONSTRUCTION
Project Type:	Transportation \ Public Safety
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$225,000 Privately Funded	Project Cost by Budget Year	Prior Years
	\$225,000		2004 \$225,000
			2005
			2006
			2007
			2008
			2009
			Total \$225,000

Project Description:



This project will construct eleven new T-hangars. The additional hangars will provide a needed increase in the activity level at the airport. There has been debate over the funding of the new hangars. The City is evaluating the best funding alternatives including interfund loans, outside loans, grants or private funding. This project is expected to begin in 2004.

Project Title:	TAP - BEYOND TALENT TO ASHLAND
Project Type:	Water Supply
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$18,750	Water SDCs	Project Cost by Budget Year	Prior Years	
	<u>6,250</u>	Water Fees / Rates		2004	\$25,000
	\$25,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$25,000	

Project Description:

Based on the Council’s decision in December 1998, staff has moved forward on Ashland’s commitment to participate with the Cities of Talent and Phoenix in the design and construction of the TAP Intertie water pipeline (24-inch line) to the City of Talent. In addition, Staff will review the following:

- Lost Creek Water Right - Evaluate the strategy for the purchase of these water rights; timing, quantity;
- Review the process of changing the City’s Talent Irrigation District (TID) water rights from the City’s “Imperatrice Property” for beneficial use within the City;
- Begin discussions with the City of Talent regarding their TID municipal water rights and future use of those rights; and,
- Continue with conservation programs in an effort to meet the goals for 20% peak day summer time reductions.

The City has renewed interest in developing the preliminary engineering, securing easements for the pipeline and identifying other needs for this future project. Water has, and will continue to be, a concern for the Rogue Valley.



Project Title:	HOSLER DAM TRANSMISSION LINE - IMMEDIATE REPAIRS
Project Type:	Water Supply
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$50,000	Water Fees/ Rates	Project Cost by Budget Year	Prior Years	\$10,000
	\$50,000			2004	\$40,000
		2005			
		2006			
		2007			
		2008			
		2009			
		Total	\$50,000		

Project Description:

The transmission line was analyzed in FY02. This project corrects immediate deficiencies in the pipeline at the dam face. The main transmission line rerouting and replacement will be completed in FY04.



Project Title:	HOSLER DAM TRANSMISSION LINE REPLACEMENT FROM REEDER TO PLANT
Project Type:	Water Supply
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$396,000	Water SDCs	Project Cost by Budget Year	Prior Years	\$30,000
	734,000	Water Fees / Rates		2004	\$250,000
	\$1,130,000			2005	\$850,000
				2006	
			2007		
			2008		
			2009		
			Total	\$1,130,000	

Project Description:

The main transmission line from Reeder Reservoir to the Water Treatment Plant was built in the early 1900s and given its age replacement is inevitable. The project replaces the existing one mile length of 24 inch waterline and supporting structures with 30 inch cast iron pipeline, as well as improving drainage related to the support structures. The evaluation of the system was completed in FY02 and recommended relocating the line to the roadway.

Design of the project will begin in FY04 with construction spanning two years FY04/05.

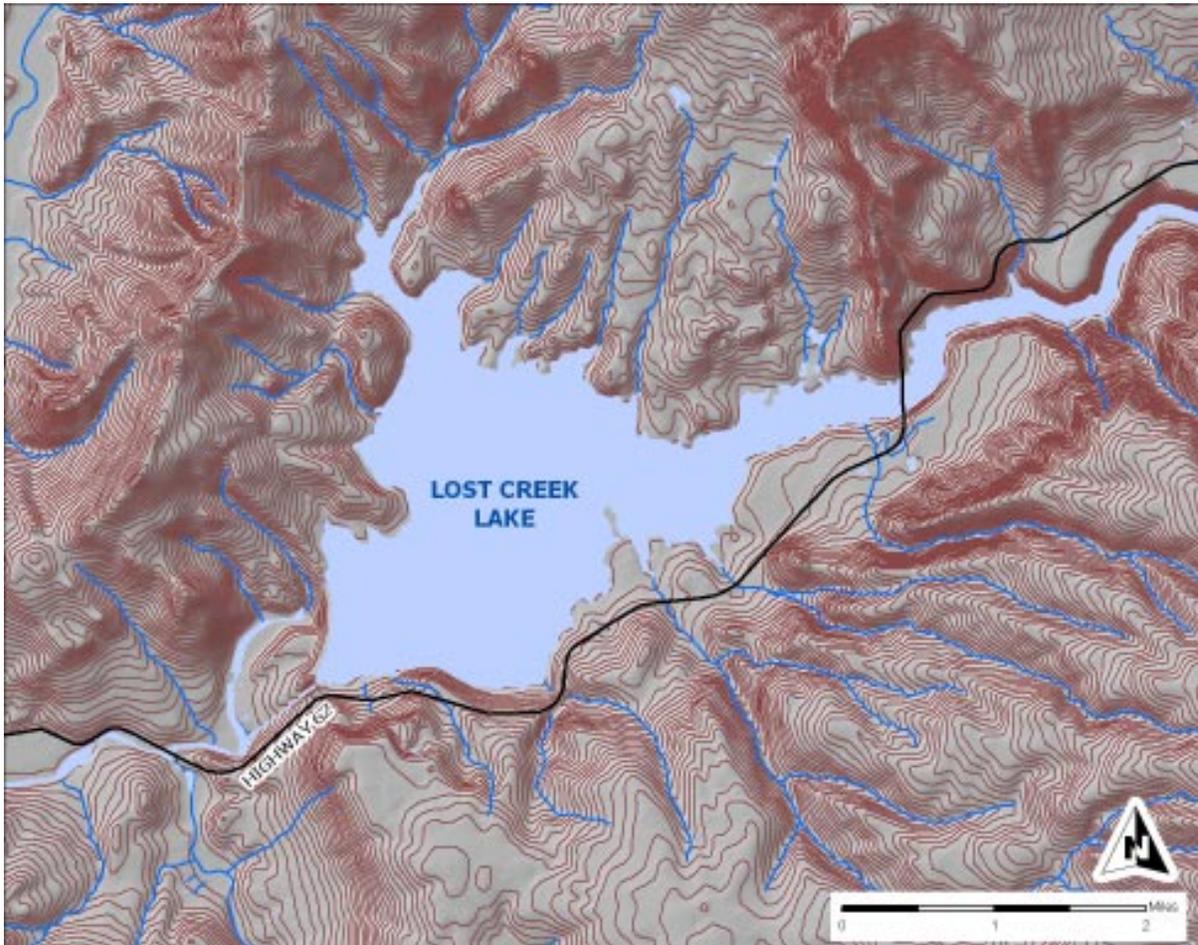


Project Title:	ADDITIONAL LOST CREEK WATER RIGHTS
Project Type:	Water Supply
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$450,000	Water SDCs	Project Cost by Budget Year	Prior Years
	\$450,000			2004
			2005	
			2006	\$450,000
			2007	
			2008	
			2009	
			Total	\$450,000

Project Description:

In FY01, the City purchased the initial portion of Lost Creek Water from the US Army Corps of Engineers. The Carollo Water Supply Master Plan completed in December 1998 identified a deficit of 1420 acre feet. The initial purchase of water rights did not include interest charges that is now being considered by the Corp of Engineers. This remaining amount will fully purchase the deficit water needs.



Project Title:	HOSLER DAM SECURITY & TELEMTRY
Project Type:	Water Treatment Plant
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$75,000	Water Fees/ Rates	Project Cost by Budget Year	Prior Years
	\$75,000			2004 \$25,000
			2005 \$50,000	
			2006	
			2007	
			2008	
			2009	
			Total	\$75,000

Project Description:

The Water Treatment Plant is facing several improvements over the next few years. This project evaluates and improves the security system at Hosler Dam to reduce vandalism and increase security of public facilities in the watershed.



Project Title:	SLUDGE LAGOON IMPROVEMENTS
Project Type:	Water Treatment Plant
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$205,000	Water Fees/ Rates	Project Cost by Budget Year	Prior Years	\$25,000
	\$205,000			2004	\$20,000
			2005		
			2006	\$160,000	
			2007		
			2008		
			2009		
			Total	\$205,000	

Project Description:

The Water Treatment Plant is facing several improvements over the next few years. This project evaluates and improves the treatment plant's backwash sludge lagoons to be more protective of water quality in Ashland Creek. Improvements include adjustments to sluice gates and increases capacity of the lagoon, and piping of the backwash water. Design work will begin in FY04.



Project Title:	WATER TREATMENT PLANT FILTER IMPROVEMENTS
Project Type:	Water Treatment Plant
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$200,000	Water Fees/ Rates	Project Cost by Budget Year	Prior Years	\$120,000
	\$200,000			2004	
			2005	\$80,000	
			2006		
			2007		
			2008		
			2009		
			Total	\$200,000	

Project Description:

The Water Treatment Plant is facing several improvements over the next few years. This project evaluates and improves the filter aid system of the existing water treatment plant filter system to improve treatment capabilities. The ongoing projects scheduled in FY03 and FY05 implement the recommended improvements including filter media replacement.



Project Title:	WATER TREATMENT PLANT NEW FILTERS 7 & 8
Project Type:	Water Treatment Plant
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$348,750	Water SDCs	Project Cost by Budget Year	Prior Years
	116,250	Water Fees/Rates		2004
	\$465,000			2005 \$65,000
				2006 \$400,000
			2007	
			2008	
			2009	
			Total \$465,000	

Project Description:

The Water Treatment Plant is facing several improvements over the next few years. This project designs and constructs two new filter systems to add to the plant's capacity to treat water.



Project Title:	WATER TREATMENT PLANT & PROCESS IMPROVEMENTS
Project Type:	Water Treatment Plant
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$360,000	Water SDCs	Project Cost by Budget Year	Prior Years
	<u>120,000</u>	Water Fees/ Rates		2004
	\$480,000			2005
				2006
			2007	\$160,000
			2008	\$160,000
			2009	\$160,000
			Total	\$480,000

Project Description:

The City's Water Treatment Plant upgrade was completed in 1995. The design capacity of the plant was increased to 12 million gallons per day (mgd). As the plant begins to see peaks as high as 8 mgd, there are several projects that are necessary to implement prior to daily peaks in the 8-10 mgd range. These include headloss evaluations and other pipeline considerations, chemical use and alternatives within the treatment plant process. These are scheduled to be designed in FY07 and constructed between FY07 and FY09.



Project Title:	GRANITE STREET FROM NUTLEY TO PARKS DEPARTMENT WATERLINE REPLACEMENT
Project Type:	Water Distribution
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$35,000	Water SDCs	Project Cost by Budget Year	Prior Years	
	65,000	Water Fees/ Rates		2004	\$100,000
	\$100,000			2005	
				2006	
				2007	
			2008		
			2009		
			Total	\$100,000	

Project Description:

This project would replace the aging 10 to 12 inch steel water line in Granite Street. A new 12 inch ductile iron water line will be constructed from Nutley Street southerly to the Granite Street reservoir.

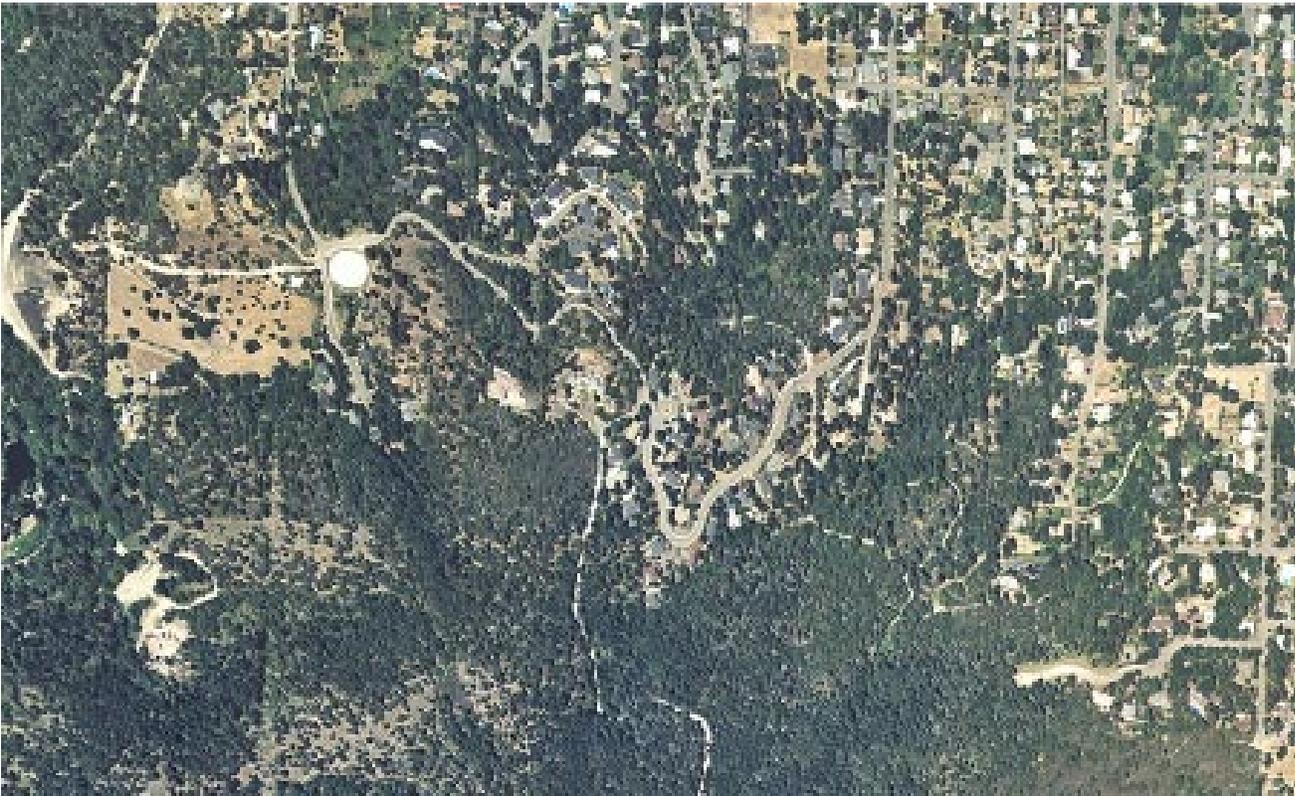


Project Title:	NEW FIRE FLOW DISTRIBUTION RESERVOIR
Project Type:	Water Distribution
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$667,500	Water SDCs	Project Cost by Budget Year	Prior Years	\$45,000
	<u>1,602,500</u>	Water Fees / Rates		2004	\$1,225,000
	\$2,270,000			2005	\$1,000,000
				2006	
			2007		
			2008		
			2009		
			Total	\$2,270,000	

Project Description:

Two areas in the southern section of the City are served by constant operation pumps with multiple pump staging to meet fireflow demands. To provide a more efficient, safer and more economical method of increasing water pressure and flow, a reservoir is proposed to be constructed in the southwest section south of Ashland. This project will include a siting study, reservoir design and construction. It is anticipated that this process will encompass three years beginning in FY03.



Project Title:	MAIN FEEDER LINE REPLACEMENT WATER TREATMENT PLANT TO CROWSON RESERVOIR
Project Type:	Water Distribution
Department Responsible:	Public Works Department \ Engineering Division

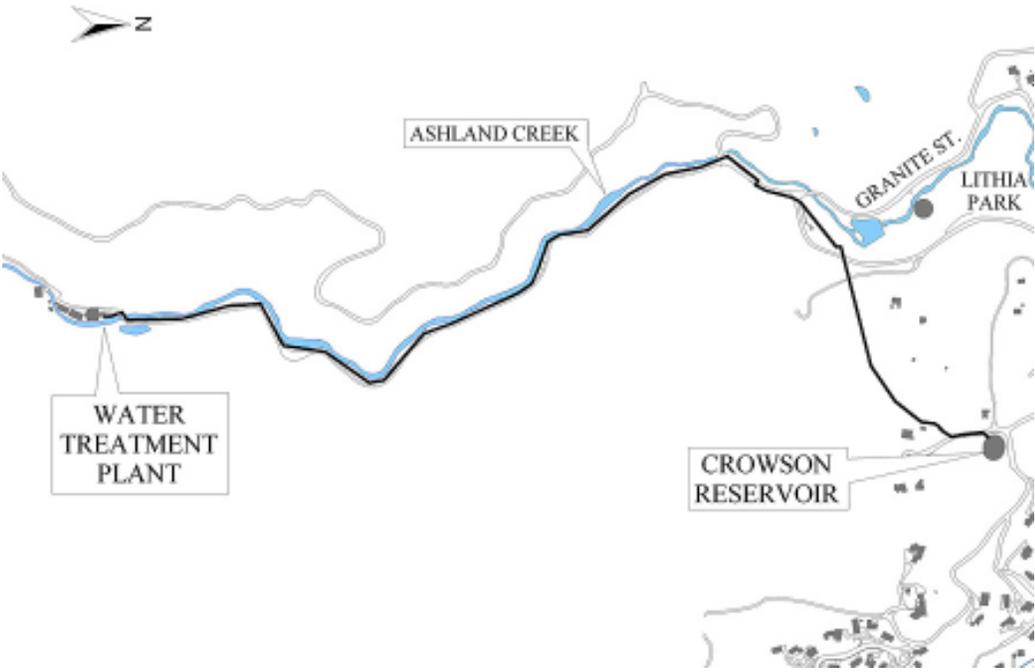
Funding Source	\$593,600	Water SDCs	Project Cost by Budget Year	Prior Years	\$75,000
	<u>541,400</u>	Water Fees / Rates		2004	\$60,000
	\$1,135,000			2005	\$600,000
				2006	\$400,000
			2007		
			2008		
			2009		
			Total	\$1,135,000	

Project Description:

The main drinking water feeder line from the water treatment plant to Crowson Reservoir needs to be replaced, given its age of nearly 50 years, deteriorating condition and size. The project potentially repairs or replaces the existing one mile length of the 24 inch waterline with a 30 inch line. This will increase capacity and improve overall distribution of drinking water to the City.

The evaluation of alternatives was completed in FY02. The recommendation is to increase the capacity by cleaning out the existing line and then line it with a smooth surface material there by increasing the volume of water through the pipe. The alternative is to replace the line with a larger line.

Final design will begin in FY04 with construction following in two years in FY05 and FY06.

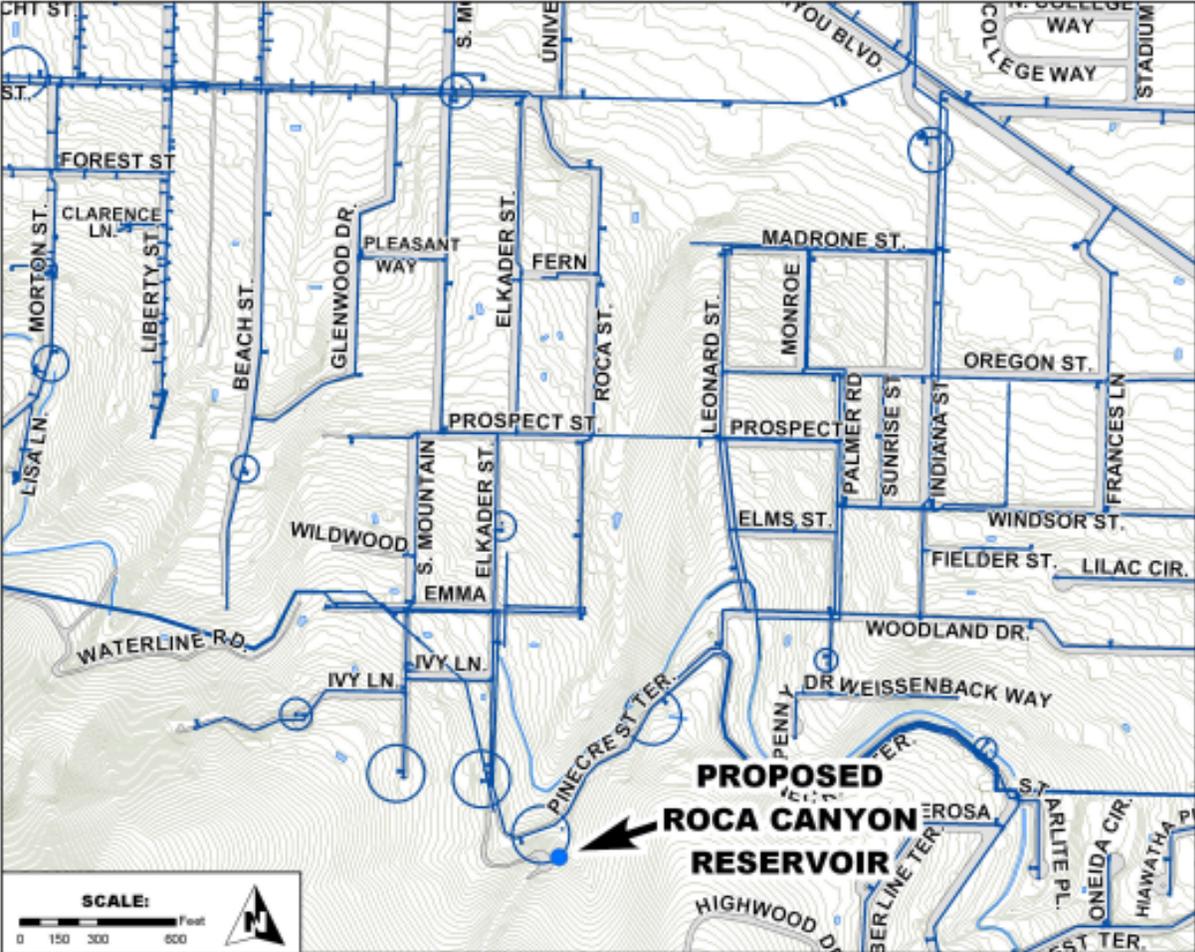


Project Title:	MISCELLANEOUS WATERLINE REPLACEMENTS PER THE WATER MASTER PLAN
Project Type:	Water Distribution
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$240,000	Water SDCs	Project Cost by Budget Year	Prior Years
	560,000	Water Fees / Rates		2004
	\$800,000			2005
				2006
			2007	\$200,000
			2008	\$200,000
			2009	\$200,000
			Total	\$600,000

Project Description:

Lee Engineering has recently completed an update of the City's Water Distribution Plan. Carollo has assisted staff in model refinement and based on these revisions, a list of recommended projects will be prioritized and scheduled for improvements.

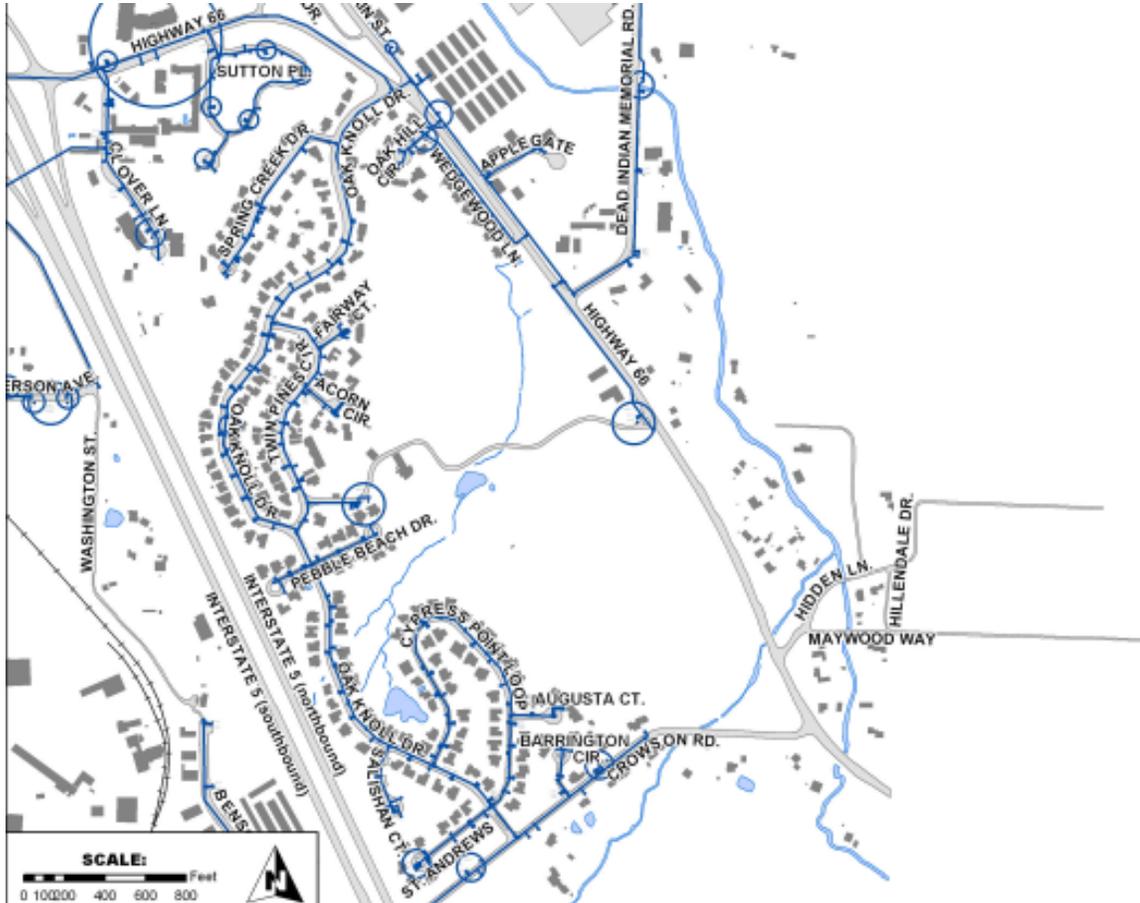


Project Title:	CROWSON ROAD, AIRPORT & E. MAIN STREET LOOP WATERLINE REPLACEMENT
Project Type:	Water Distribution
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$30,000	Water SDCs	Project Cost by Budget Year	Prior Years
	70,000	Water Fees / Rates		2004
	\$100,000			2005
				2006
			2007	\$100,000
			2008	
			2009	
			Total	\$100,000

Project Description:

The City's water distribution system was evaluated and modeled by Lee Engineering. Improvements to the model were completed by Carollo Engineering and staff. Several line improvements, volume increases and replacements were recommended. This project will provide a "looped" water line system to equalize pressure and allow redundancy in the system.

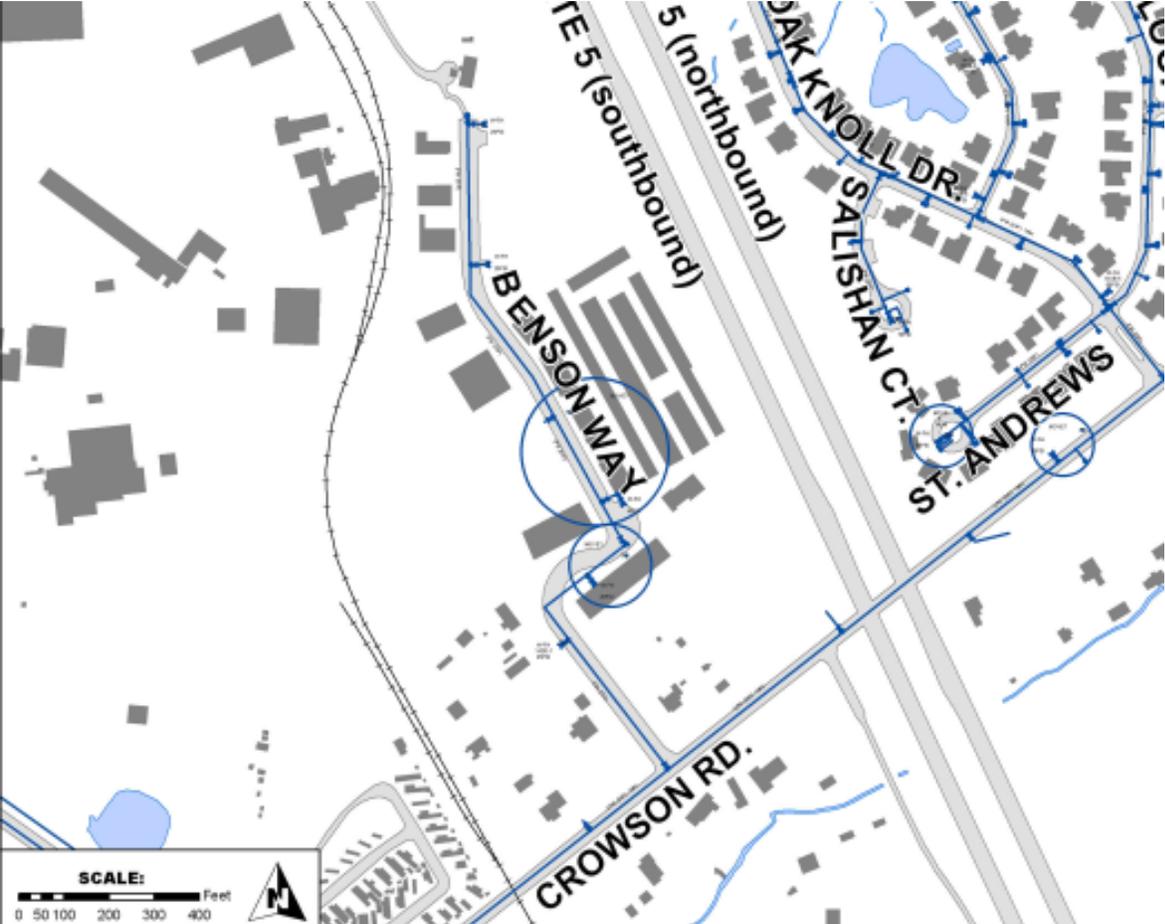


Project Title:	BENSON WAY LOOP WATERLINE REPLACEMENT
Project Type:	Water Distribution
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$30,000	Water SDCs	Project Cost by Budget Year	Prior Years
	70,000	Water Fees / Rates		2004
	\$100,000			2005
				2006
			2007	
			2008	\$100,000
			2009	
			Total	\$100,000

Project Description:

The City's water distribution system was evaluated and modeled by Lee Engineering. Improvements to the model were completed by Carollo Engineering and staff. Several line improvements, volume increases and replacements were recommended. This project will provide a "looped" water line system to equalize pressure and allow redundancy in the system.



Project Title:	WASTEWATER TREATMENT PLANT - PROCESS IMPROVEMENTS
Project Type:	Wastewater Treatment Plant
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$18,750	Wastewater SDCs	Project Cost by Budget Year	Prior Years	\$19,842,200
	41,250	Other Funds		2004	\$150,000
	<u>19,932,200</u>	Wastewater Fees/ Rates		2005	
	\$19,992,200			2006	
			2007		
			2008		
			2009		
			Total	\$19,992,200	

Project Description:

The Wastewater Treatment Plant has been under construction since September 1998. By September 2003 the site will be complete for at least a few years.

The highlights of this state-of-the-art facility include a brand new pump station at Ashland Creek that receives as much as 80% of the total waste stream and pumps that raw waste to the headworks, dual-train Eimco oxidation ditches that effectively processes the waste, an ultraviolet disinfection system that is environmentally safe and provides thorough disinfection, two clarifiers that have been retrofitted and a new one added for capacity. The plant also includes a new membrane facility, a first in Oregon, that cleans the final wastewater to better than the 0.08 mg/l phosphorous standard. Biosolids are processed through the Waste Activated Sludge system and will go directly to the storage tank as a lime mixing facility in the event that Ashland chooses to make a Class A sludge in the future.



Project Title:	WASTEWATER TREATMENT PLANT - MEMBRANE FACILITY
Project Type:	Wastewater Treatment Plant
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$1,875	Wastewater SDCs	Project Cost by Budget Year	Prior Years	\$7,984,000
	4,125	Other Funds		2004	\$15,000
	<u>7,993,000</u>	Wastewater Fees/ Rates		2005	
	\$7,999,000			2006	
				2007	
			2008		
			2009		
			Total	\$7,999,000	

Project Description:

The Wasterwater Treatment Plant Improvements have been divided into three sections -

- Wastewater Treatment Plant Process Improvements (oxidation / clarifiers)
- Wastewater Treatment Plant Tertiary Membrane Facility; and
- Wastewater Treatment Plant Biosolids Management (centrifuge)

The initial process improvements began in September 1998 and were fully completed in May 2002. Those costs are not represented in this project. This portion of the project is the tertiary or third stage of treatment to fulfill council's decision to treat the effluent to meet the stringent DEQ standards for creek discharge. The council approved the Membrane Filtration units manufactured by Zenon. The

membrane facility was started in FY02 and completed in May 2003 to meet the stringent DEQ mandate. Final landscaping details will be completed by August 2003.



Costs include engineering design and construction maintenance services. This project is funded in large part by a loan from the Clean Water State Revolving Fund Loan with the Department of Environmental Quality. The loan will be repaid through rates, fees and the City's meals tax.

Project Title:	WASTEWATER TREATMENT PLANT - BIOSOLIDS CENTRIFUGE
Project Type:	Wastewater Treatment Plant
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$12,500	Wastewater SDCs	Project Cost by Budget Year	Prior Years	\$3,000,000
	27,500	Other Funds		2004	\$100,000
	3,060,000	Wastewater Fees/ Rates		2005	
	<u>\$3,100,000</u>			2006	
				2007	
			2008		
			2009		
			Total	\$3,100,000	

Project Description:

The Wastewater Treatment Plant Improvements have been divided into three sections-

- Wastewater Treatment Plant Process Improvements (oxidation/clarifiers)
- Wastewater Treatment Plant Tertiary Membrane Facility; and
- Wastewater Treatment Plant Biosolids Management (centrifuge)

This portion of the project will complete design, pre-purchase centrifuge units and build the facility and ancilliary pumping and piping. The centrifuge units will be designed to provide full flexibility for reuse of biosolids in the future. Construction will be completed in June and the contractor will complete final clean-up and landscaping in August 2003.



Project Title:	BEAR CREEK INTERCEPTOR
Project Type:	Wastewater Treatment Collection System
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$410,000	Wastewater SDCs	Project Cost by Budget Year	Prior Years	\$85,000
	<u>150,000</u>	Wastewater Fees/Rates		2004	\$230,000
	\$560,000			2005	
				2006	
			2007		
			2008	\$30,000	
			2009	\$125,000	
			Total	\$560,000	

Project Description:

Install 24 inch line parallel to the existing undersized sewer main trunk lines along Bear Creek. The existing lines will be available for use along with the new line, should the need arise. The use of the parallel lines will prevent any interruption in flow throughout the installation process.

- Phase III begins near Nevada Street and runs to the area north of Carol Street (started FY02)
- Phase IV is located near the wastewater treatment plant and runs to Oak Street (completed in FY02)
- Phase V begins near the North Mountain Park at Fordyce and extends to Walker Avenue (to be designed in FY03 and constructed in FY04)
- Phase VI includes the section from Tolman Creek Road to Walker Avenue.



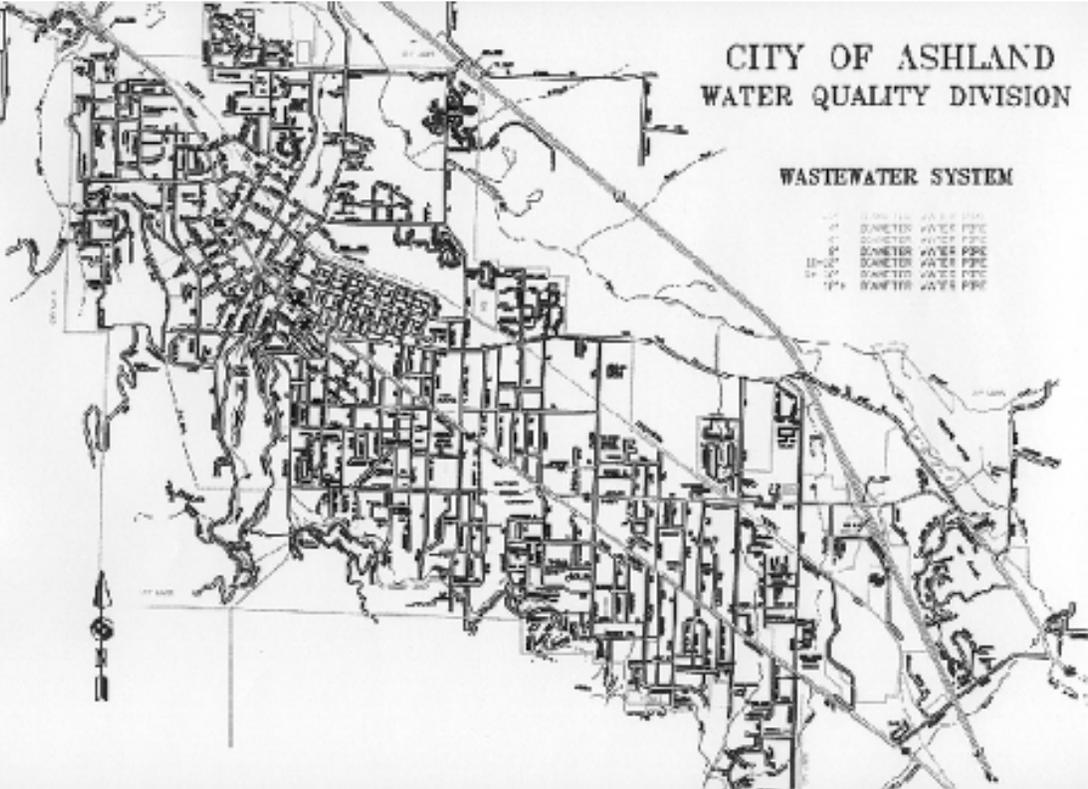
Project Title:	COLLECTION SYSTEM MASTER PLAN UPDATE
Project Type:	Wastewater Collection System
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$115,000	Wastewater SDCs	Project Cost by Budget Year	Prior Years	\$80,000
	\$115,000			2004	\$35,000
			2005		
			2006		
			2007		
			2008		
			2009		
			Total		\$115,000

Project Description:

The current Wastewater Collection Master Plan is over twenty years old. Although the system is operating well, staff expects some necessary improvements may have been overlooked. This project will revise and update that Master Plan to provide a list of necessary capital and maintenance projects for the next twenty years.

The primary focus will be on the age of the lines, type of construction and capacity of the existing system. In addition, staff will focus on maintenance policies and pre-treatment needs.



Project Title:	GRANITE STREET- PIONEER TO PARKS OFFICE WASTEWATER LINE REPLACEMENT
Project Type:	Wastewater Treatment Collection System
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$175,000	Wastewater Fees/Rates	Project Cost by Budget Year	Prior Years	\$100,000
	\$175,000			2004	\$75,000
			2005		
			2006		
			2007		
			2008		
			2009		
			Total	\$175,000	

Project Description:

This project upgrades the existing line to an eight inch sewer collection in Granite Street from Ashland Creek Way to Winburn Way. Design is being completed in FY02. Construction will begin in early FY03.



Project Title:	PUMP STATION TELEMETRY UPDATES
Project Type:	Wastewater Treatment Collection System
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$18,000	Wastewater SDCs	Project Cost by Budget Year	Prior Years	
	<u>42,000</u>	Wastewater Fees/Rates		2004	\$60,000
	\$60,000			2005	
				2006	
		2007			
			2008		
			2009		
			Total	\$60,000	

Project Description:

The City operates six sanitary sewer pump stations in various areas of the City. The telemetry system that monitors the operation of these stations is outdated and parts are no longer available for repairs. Since these stations accumulate large quantities of wastewater, it is critical that we monitor them more effectively to ensure that there are no wastewater overflows into the environment.



Project Title:	NORTH MAIN PUMP STATION REPLACEMENT
Project Type:	Wastewater Treatment Plant
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$21,500	Wastewater SDCs	Project Cost by Budget Year	Prior Years	
	63,500	Wastewater Fees/Rates		2004	\$85,000
	\$85,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$85,000	

Project Description:

Replace wet/dry well sanitary sewer pump station with new submersible pump and improved controls. The existing electrical system is outdated and the pump station structure has major rust problems.

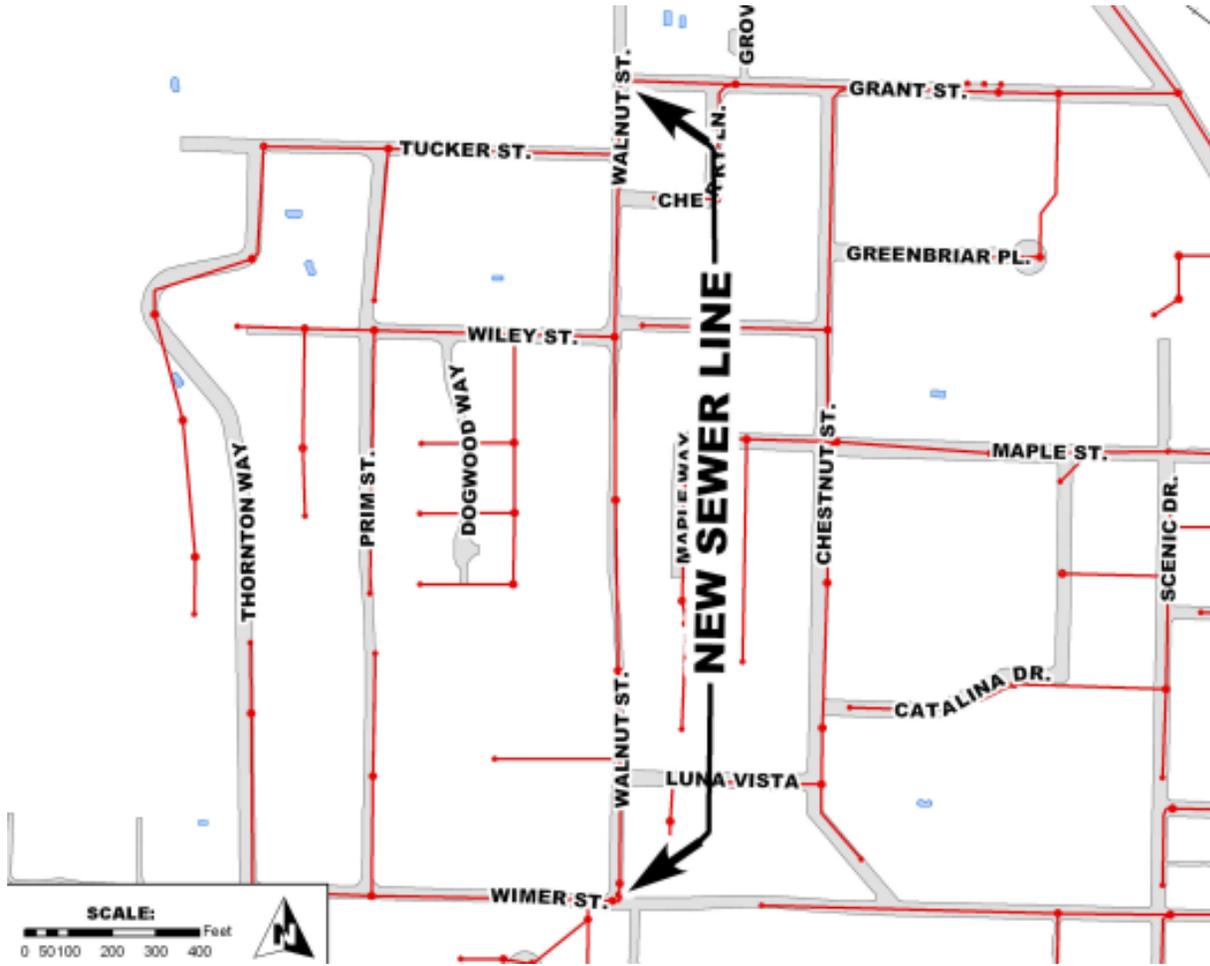


Project Title:	WALNUT STREET - GRANT STREET TO WIMER STREET REPLACEMENT
Project Type:	Wastewater Treatment Plant
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$3,750	Wastewater SDCs	Project Cost by Budget Year	Prior Years	
	<u>21,250</u>	Wastewater Fees/Rates		2004	\$25,000
	\$25,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$25,000	

Project Description:

The current sanitary sewer line in Walnut Street is badly deteriorated and has been overrun with tree roots. This project upgrades the existing six inch concrete line to an 8 inch PVC pipe from Grant Street to Wimer Street. Construction is anticipated to begin early in FY04.

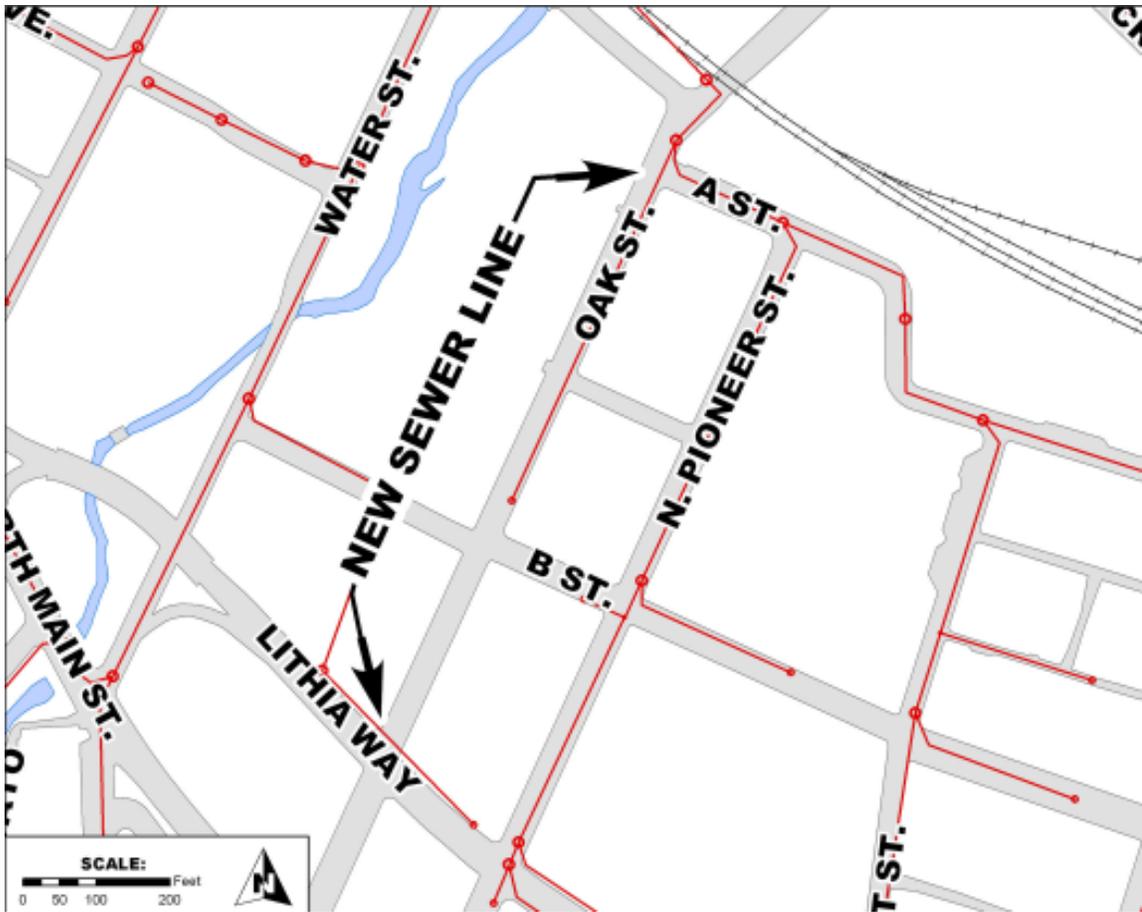


Project Title:	OAK STREET - LITHIA WAY TO A STREET REPLACEMENT
Project Type:	Wastewater Treatment Plant
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$22,500	Wastewater SDCs	Project Cost by Budget Year	Prior Years	
	52,500	Wastewater Fees/Rates		2004	
	\$75,000			2005	\$75,000
				2006	
			2007		
			2008		
			2009		
			Total	\$75,000	

Project Description:

This project upgrades approximately 400 feet of deteriorated six inch clay sanitary sewer pipe to a eight inch PVC pipe. Construction will begin early in FY05.



Project Title:	COLLECTION SYSTEM MAIN LINE UPSIZING
Project Type:	Wastewater Treatment Collection System
Department Responsible:	Public Works Department / Engineering Division

Funding Source	\$120,000	Wastewater SDCs	Project Cost by Budget Year	Prior Years
	280,000	Wastewater Fees/Rates		2004
	\$400,000			2005
				2006
			2007	\$100,000
			2008	\$100,000
			2009	\$100,000
			Total	\$400,000

Project Description:

The Collection System Master Plan is anticipated to identify a series of improvements. Renovations are expected to encompass approximately \$85,000 a year for several years beginning in FY06. The projects will be identified and prioritized by the Master Plan recommendations. In FY03, System Development Charge calculations will likely be reevaluated in early FY04. Improvement designs will follow in FY05.



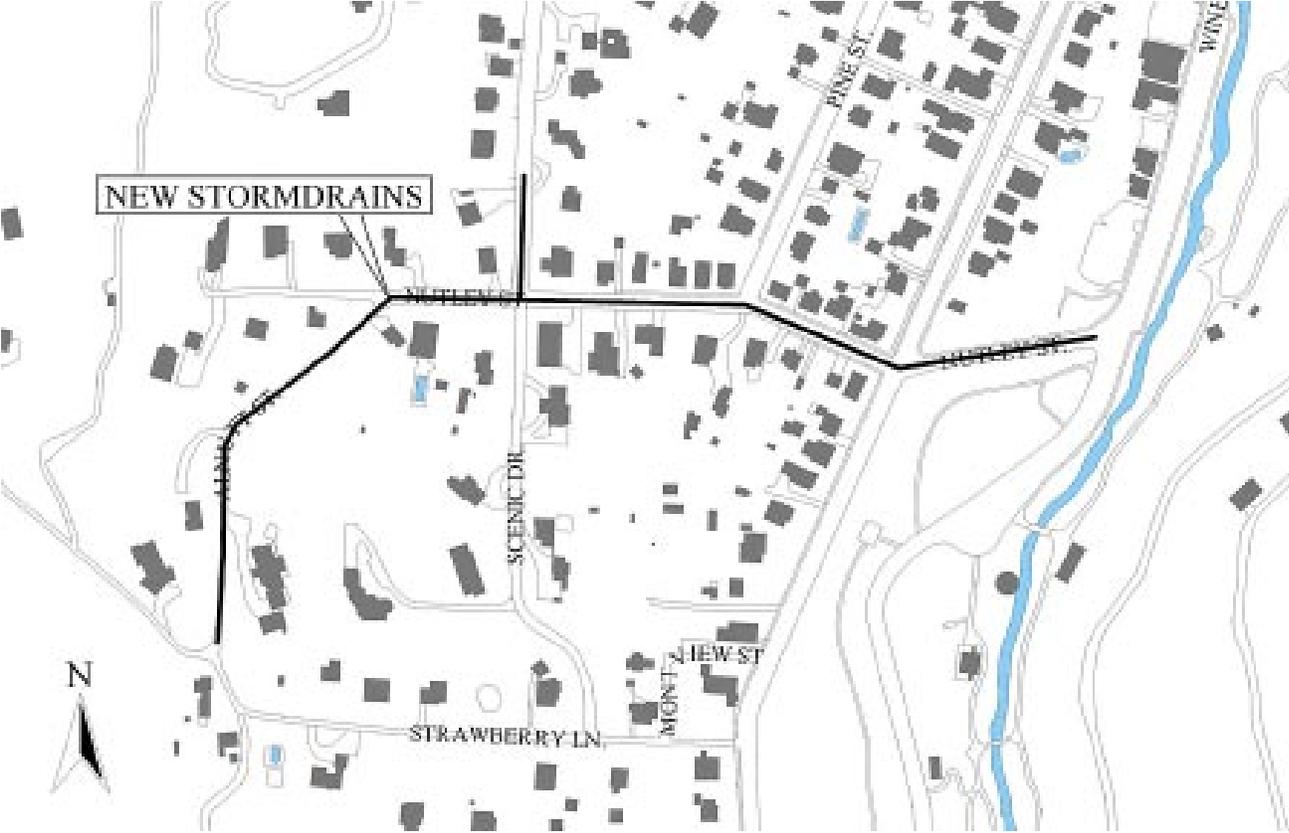
Project Title:	STRAWBERRY, NUTLEY, ALNUTT STORM DRAIN IMPROVEMENTS
Project Type:	Storm Drains
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$25,000	Storm Drain SDCs	Project Cost by Budget Year	Prior Years	\$221,000
	<u>246,000</u>	Storm Drain Fees/Rates		2004	\$50,000
	\$271,000			2005	
				2006	
			2007		
			2008		
			2009		
			Total	\$271,000	

Project Description:

This project will provide new 18 inch to 30 inch storm drains within Nutley and Alnutt Streets. The lines will replace existing surface flow drains and undersized drain lines that serve the Strawberry/ Alnutt/ Nutley Street area.

This project will start in April of 2003 and will be the first step of Strawberry Lane Project.



Project Title:	WATER QUALITY IMPROVEMENTS - BASINS/RIPARIANS
Project Type:	Storm Drains
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$117,500	Storm Drain SDCs	Project Cost by Budget Year	Prior Years	\$45,000
	162,500	Storm Drain Fees/Rates		2004	\$60,000
	\$280,000			2005	\$35,000
				2006	\$35,000
			2007	\$35,000	
			2008	\$35,000	
			2009	\$35,000	
			Total	\$280,000	

Project Description:

The Storm Water and Drainage Master Plan recommended that the City complete non-traditional water quality improvements along our creeks and water ways. These funds have augmented the Roca Creek Project, North Mountain Park and the Elks Parking Lot drainage project.

These projects will provide water quality enhancements by improving surface water drainage areas, detention basins or landscaping features to retain and treat water prior to discharging into streams. The first project that the City completed was the bioswale at the Elks Parking Lot. Similar projects are planned for additional bioswale or wetlands treatment systems along with detention / retention basins

and trees to help cool the water temperatures and filter out sediment and petroleum products. Although specific projects have not been identified, \$35,000 per year will be allocated.



Project Title:	INSTALL STORM DRAIN AT THE NORTH END OF ASHLAND AT THE BILLINGS PROPERTY
Project Type:	Storm Drains
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$60,000	Storm Drain SDCs	Project Cost by Budget Year	Prior Years	\$120,000
	<u>85,000</u>	Storm Drain Fees/Rates		2004	\$25,000
	\$145,000			2005	
				2006	
				2007	
				2008	
				2009	
		Total	\$145,000		

Project Description:

This project is the initial phase of necessary upgrades to the City’s storm water conveyance system. An existing open storm drain system needs to be piped for efficiency at the northern edge of the City limits. (Billings Property)

Initial concept is to design storm drains at the newly acquired easement along the railroad tracks that was acquired for the bikepath extension.

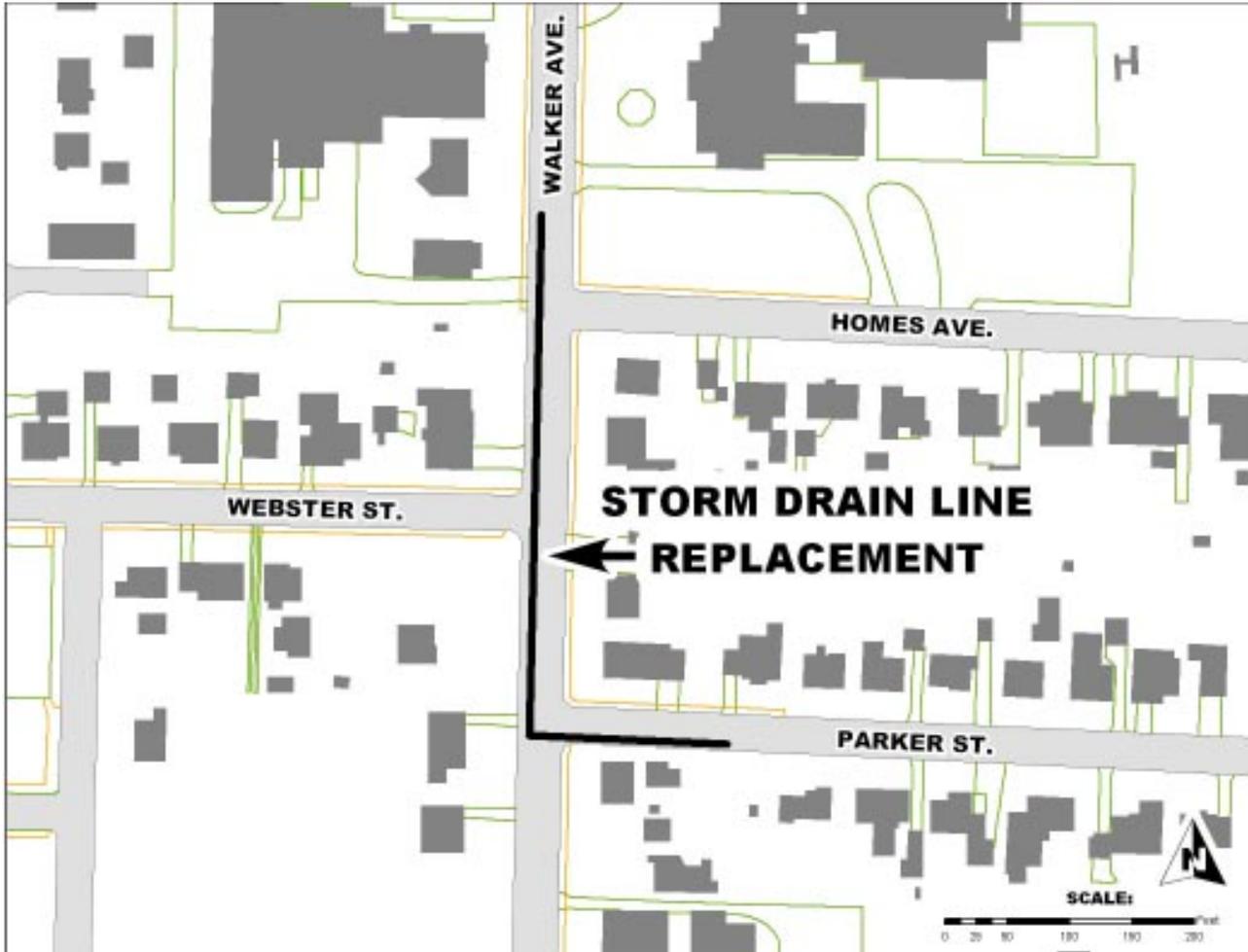


Project Title:	WALKER AVENUE STORM DRAIN PARKER STREET TO HOMES AVENUE
Project Type:	Storm Drains
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$45,500	Storm Drain SDCs	Project Cost by Budget Year	Prior Years	
	84,500	Storm Drain Fees/Rates		2004	\$130,000
	\$130,000			2005	
			2006		
			2007		
			2008		
			2009		
			Total	\$130,000	

Project Description:

This project replaces open drainage ditches and undersized storm drains on Walker Avenue. This storm drain is part of the Roca/ Paradise Creek drainage system and replaces existing 18 inch pipelines with a 24 inch lines.



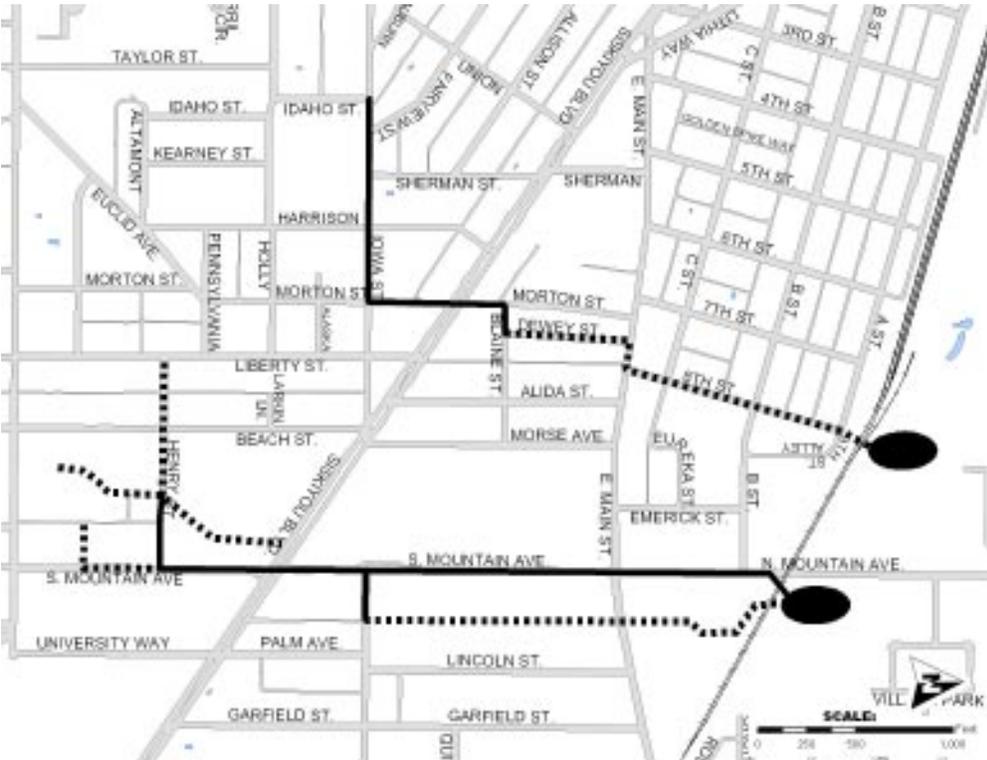
Project Title:	BEACH CREEK DRAINAGE IMPROVEMENTS
Project Type:	Storm Drains
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$400,000	Storm Drain SDCs	Project Cost by Budget Year	Prior Years	\$1,000,000
	<u>1,600,000</u>	Storm Drain Fees/Rates		2004	
	\$2,000,000			2005	\$200,000
				2006	\$200,000
			2007	\$200,000	
			2008	\$200,000	
			2009	\$200,000	
			Total	\$2,000,000	

Project Description:

The City’s Storm Water and Drainage Master Plan recommended significant improvements to the Beach Creek Drainage system. The project is eligible for 40% SDC funding.

Major system upgrades are necessary to the Mountain and Beach Creek drainage areas. This “project” is actually a series of pipe upgrades and retention facilities to accommodate the recommendations in the Storm Water and Drainage Master Plan. Along with these upgrades, water quality enhancements are also needed. Initial improvements will be included into the new developments off North Mountain Avenue and off Hersey Street.



Project Title:	INSTALL NEW SERVICES & TRANSFORMERS
Project Type:	Electric Utility Upgrade
Department Responsible:	City of Ashland Electric Utilities

Funding Source	\$2,800,000	Electric Fees/ Rates	Project Cost by Budget Year	Prior Years	\$850,000
	\$2,800,000			2004	\$325,000
				2005	\$325,000
				2006	\$325,000
				2007	\$325,000
				2008	\$325,000
				2009	\$325,000
				Total	\$2,800,000

Project Description:

This project represents all of the expenses related to the installation of new services and transformers needed for new developments throughout the City. Much of these costs are returned as direct revenues, others as fees. This system includes costs to install overhead conductors and devices to replace underground lines and the replacement and repair of existing underground lines.



Project Title:	STRAWBERRY LANE- INSTALL UNDERGROUND ELECTRIC & AFN SERVICES
Project Type:	Telecommunications
Department Responsible:	City of Ashland Electric Utilities

Funding Source	\$210,000 Electric Fees/ Rates	Project Cost by Budget Year	Prior Years
	\$210,000		2004 \$210,000
			2005
			2006
			2007
			2008
			2009
			Total \$210,000

Project Description:

This project will incorporate the installation of Ashland Fiber Network and relocation of overhead electric lines into underground utility easements. Relocating utility lines to underground easements frees visual clutter and extends the life cycle cost of the lines.

Strawberry Lane is proposed for FY 04 construction. Future projects include:
 FY05 - Siskiyou Boulevard
 FY06 - Tolman Creek Road
 FY07 - Oak Street
 FY08 - Oak Knoll Drive

Staff is researching funding options and may propose shared funding through rates and Local Improvement Districts for Council consideration for these costly projects.



Project Title:	SISKIYOU BOULEVARD - INSTALL UNDERGROUND ELECTRIC & AFN SERVICES
Project Type:	Electric Utility Upgrade
Department Responsible:	City of Ashland Electric Utilities

Funding Source	\$210,000	Electric Fees/ Rates	Project Cost by Budget Year	Prior Years	\$100,000
	\$210,000			2004	\$100,000
				2005	
				2006	
				2007	
				2008	
				2009	
				Total	\$200,000

Project Description:

As a part of the Siskiyou Boulevard Project, the contractor is to install conduits for the underground services along Siskiyou Boulevard. This project will incorporate the installation of Ashland Fiber Network and relocation of overhead electric lines into underground utility easements.



Project Title:	TOLMAN CREEK ROAD - INSTALL UNDERGROUND ELECTRIC & AFN SERVICES
Project Type:	Telecommunications
Department Responsible:	City of Ashland Electric Utilities

Funding Source	\$378,000	LID Funds	Project Cost by Budget Year	Prior Years
	<u>252,000</u>	Electric Fees/ Rates		2004
	\$630,000			2005
				2006
			2007	
			2008	
			2009	
			Total	\$630,000

Project Description:

This project will incorporate the installation of Ashland Fiber Network and relocation of overhead electric lines into underground utility easements. Relocating utility lines to underground easements frees visual clutter and extends the life cycle cost of the lines.



Project Title:	UNDERGROUND ELECTRIC & AFN UTILITY LINE INSTALLATION VARIOUS LOCATIONS
Project Type:	Electric Utility Upgrade
Department Responsible:	City of Ashland Electric Utilities

Funding Source	\$360,000	Local Improvement District	Project Cost by Budget Year	Prior Years	
	<u>240,000</u>	Electric Fees/ Rates		2004	
	\$600,000			2005	
				2006	
			2007	\$200,000	
			2008	\$200,000	
			2009	\$200,000	
			Total	\$600,000	

Project Description:

This project will incorporate the installation of Ashland Fiber Network and relocation of overhead electric lines into underground utility easements. Relocating utility lines to underground easements frees visual clutter and extends the life cycle cost of the lines.

- Strawberry Lane is proposed for FY 04 construction. Future projects include:
- FY05 - Siskiyou Boulevard
 - FY06 - Tolman Creek Road
 - FY07 - Oak Street
 - FY08 - Oak Knoll Drive

Staff is researching funding options and may propose shared funding through rates and Local Improvement Districts for Council consideration for these costly projects.



Project Title:	DISTRIBUTION & CABLE EQUIPMENT
Project Type:	Telecommunications
Department Responsible:	City of Ashland Electric Utilities

Funding Source	\$600,000	Electric Fees/ Rates	Project Cost by Budget Year	Prior Years	\$300,000
	\$600,000			2004	\$50,000
			2005	\$50,000	
			2006	\$50,000	
			2007	\$50,000	
			2008	\$50,000	
			2009	\$50,000	
			Total	\$600,000	

Project Description:

This is an existing and ongoing project which provides for the installation of new fiber lines and repair of existing telecommunication utilities. Locations for new fiber installation are scheduled by predetermined sections of nodes throughout the city.



Project Title:	FIRE STATION #1 RECONSTRUCTION
Project Type:	Administration
Department Responsible:	Ashland Fire & Rescue Department

Funding Source	\$3,940,000 General Obligation Bond	Project Cost by Budget Year	Prior Years	\$3,640,000
	\$3,940,000 (repayment through property taxes)		2004	\$300,000
			2005	
			2006	
			2007	
			2008	
			2009	
			Total	\$3,940,000

Project Description:

Project funds were approved by Ashland voters in a general obligation bond election held in November 1999 to reconstruct Fire Station No. 1. The new facility will consist of a 15,293 sq. ft. facility designed to provide emergency vehicle garage space, administrative offices and firefighter living quarters necessary to provide emergency services for the City of Ashland. The cost includes funds to purchase adjacent property located at 457 Siskiyou Boulevard to accommodate reconstruction and expansion of Fire Station No. 1 located at 455 Siskiyou Boulevard.



Project Title:	POLICE PARKING LOT
Project Type:	Administration
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$85,000	Fees / Rates	Project Cost by Budget Year	Prior Years
	\$85,000			2004
			2005	\$85,000
			2006	
			2007	
			2008	
			2009	
			Total	\$85,000

Project Description:

This project provides additional parking for the Police Department behind the Civic Center and will provide a new walkway, storm drain installation and limited covered parking.



Project Title:	POLICE DEPARTMENT BUILDING IMPROVEMENTS
Project Type:	Administration
Department Responsible:	Police Department

Funding Source	\$180,000	Fees / Rates	Project Cost by Budget Year	Prior Years
	\$180,000			2004
			2005	\$180,000
			2006	
			2007	
			2008	
			2009	
			Total	\$180,000

Project Description:

The Police Department Building is quickly becoming overcrowded. This project is intended to provide a small 1,000 square foot addition and reconfigure the interior of the existing building layout.



Project Title:	B STREET YARD COVERED STORAGE
Project Type:	Administration
Department Responsible:	Public Works Department \ Engineering Division

Funding Source	\$100,000	Fees / Rates	Project Cost by Budget Year	Prior Years
	\$100,000			2004
			2005	\$100,000
			2006	
			2007	
			2008	
			2009	
			Total	\$100,000

Project Description:

As the Public Works Department relocates Street Department vehicles and equipment to the B Street Yard there will be a need for covered vehicle storage. The Fire Department has temporarily occupied the B Street Yard Buildings until reconstruction is complete on Fire Station No. 1. Currently much of the Street Department equipment is parked in the open and is subjected to dew, frost, rain and snow. The covered storage will remove City equipment from these adverse conditions.



Project Title:	FIRE STATION NO. 2 RECONSTRUCTION
Project Type:	Administration
Department Responsible:	Ashland Fire & Rescue Department

Funding Source	\$2,000,000	General Bond	Project Cost by Budget Year	Prior Years	
	<u>500,000</u>	Fees/ Rates		2004	
	\$2,500,000	(repayment through property taxes)		2005	\$500,000
				2006	\$1,000,000
			2007	\$1,000,000	
			2008		
			2009		
			Total	\$2,500,000	

Project Description:

This project funds the purchase of additional property to facilitate the complete reconstruction of Fire Station No. 2, located at 1860 Ashland Street. Project funds will need to be approved by Ashland voters in a general obligation bond election held in November 2005. The new facility will consist of a 10,000 sq. ft. facility, designed to provide emergency vehicle garage space, training facilities and firefighter living quarters necessary to provide emergency services for the City of Ashland.



Project Title:	WATER PLANT PHONE/COMPUTER/AFN CONNECTIONS
Project Type:	Technology
Department Responsible:	Public Works Department

Funding Source	\$30,000 Fees / Rates	Project Cost by Budget Year	Prior Years												
	\$30,000		<table border="0"> <tr> <td>2004</td> <td>\$30,000</td> </tr> <tr> <td>2005</td> <td></td> </tr> <tr> <td>2006</td> <td></td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>Total</td> <td>\$30,000</td> </tr> </table>	2004	\$30,000	2005		2006		2007		2008		2009	
2004	\$30,000														
2005															
2006															
2007															
2008															
2009															
Total	\$30,000														

Project Description:

Due to its location outside the City limits, data sharing with the Water Treatment Plant has been difficult. The installation of AFN and the Coral phone system will make personnel and computer information sharing more accessible and reliable with the treatment plant.

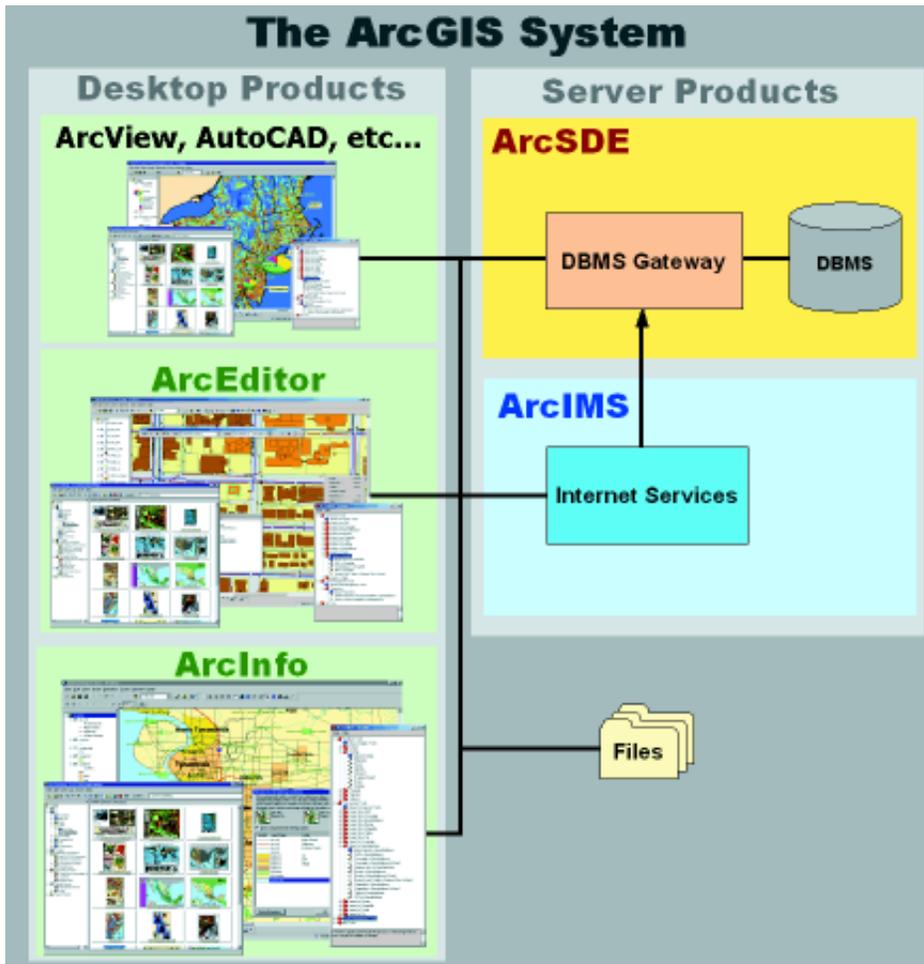


Project Title:	GEOGRAPHIC INFORMATION SYSTEM UPDATES
Project Type:	Technology
Department Responsible:	Public Works Department

Funding Source	\$110,000	Fees / Rates	Project Cost by Budget Year	Prior Years	\$60,000
	\$110,000			2004	\$50,000
			2005		
			2006		
			2007		
			2008		
			2009		
			Total	\$110,000	

Project Description:

The GIS and Computing Service Departments, in a joint effort will develop both a Spatial Database Engine (SDE) and a Web-based Interactive Mapping Application (WIM). The SDE will integrate city data, which is currently stored in various formats enabling departments to access one another's data. The WIM will enable citizens and City Staff to access spatial data via the internet in a fully interactive mode. The ultimate goal of this project is to facilitate information access while minimizing staff time.



The GIS and Computing Service Departments, in a joint effort will develop both a Spatial Database Engine (SDE) and a Web-based Interactive Mapping Application (WIM). The SDE will integrate city data, which is currently stored in various formats enabling departments to access one another's data. The WIM will enable citizens and City Staff to access spatial data via the internet in a fully interactive mode. The ultimate goal of this project is to facilitate information access while minimizing staff time.

Project Title:	OPEN SPACE ACQUISITION
Project Type:	Parks & Recreation
Department Responsible:	Parks & Recreation Department

Funding Source	\$1,600,000 Parks Fees/ Rates	Project Cost by Budget Year	Prior Years \$400,000
	\$1,600,000		2004 \$200,000
			2005 \$200,000
			2006 \$200,000
			2007 \$200,000
			2008 \$200,000
			2009 \$200,000
			Total \$1,600,000

Project Description:

The City of Ashland, in conjunction with the Ashland Parks & Recreation Department adopted an Open Space Plan in 1989. The plan identifies five types of parks: neighborhood parks, community parks, open space, natural parks and pocket parks. In the ten years since its adoption, over 380 acres of land have been purchased. This portion of the Parks budget is devoted to land acquisition for new park space.

A continued commitment to the acquisition of open space parkland is shown in this project. Specific property acquisition is dependent on market factors. The Open Space Plan and corresponding maps provide further detail on the types and location of land that has been identified as vital for Ashland’s future.



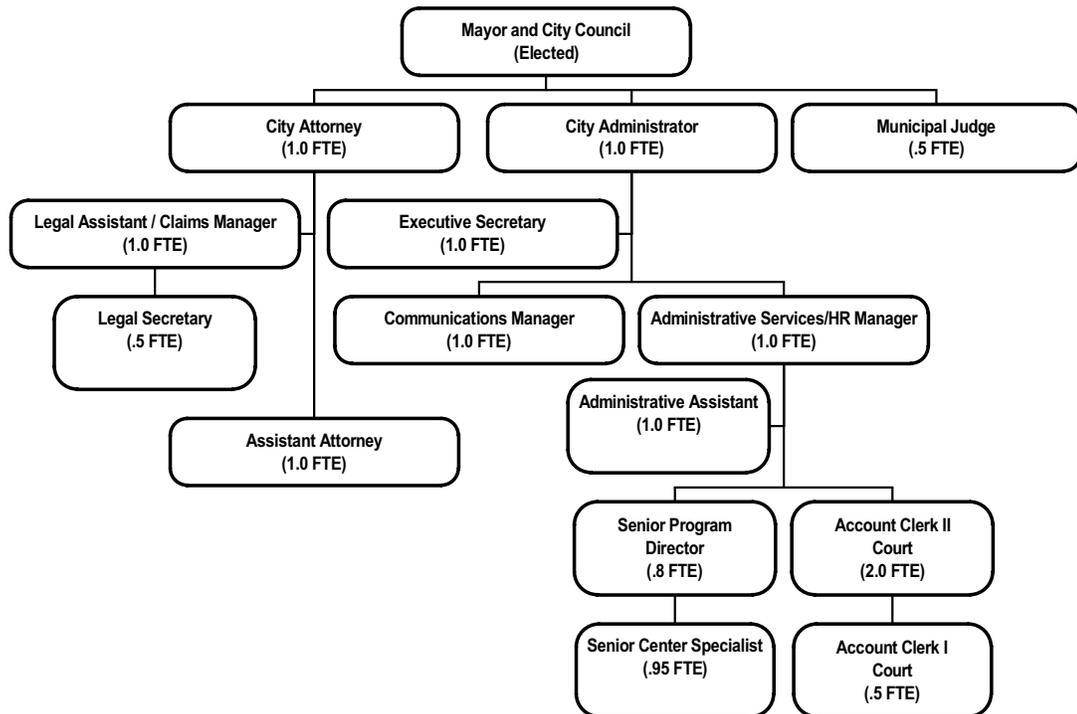
Department Funds

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administration

13.25 FTE



Overview

The Administration Department consists of Administration, Legal and Administrative Services.

- Added \$750 new line item for Public Arts Commission.
- Increase benefit costs.

Administration

The Administration includes expenditures for the Mayor and Council, City Administration and Communications. The Mayor and Councilors are elected officials responsible for setting city policy. The City Administrator is responsible for the supervision and coordination of all city departments and administering those policies, with the exception of the Parks and Recreation Department.

Communications support the communication needs of all departments and divisions as well as web development, graphic standards and the monthly newsletter *City Source*. Communications fosters open communication and education about city programs, projects, issues and services and provides staff assistance to the Public Arts commission.

Strategic Plan Goals

- Implement the City Council's goals.
- Continue to help commissions and committees become more effective through resources and training opportunities.
- Update and improve Council Chambers in respect to seating, sound and web access.
- Continue to provide information to the community and foster discussion on growth and planning issues, with an emphasis on historic preservation, annexation requirements, State land use law, infill policy and impacts related to density, rate of growth, development standards, and processes.

Significant Budget Changes

- Reclassified the Administrative Services Department as a division of the Administration Department, and eliminated the Administrative Services Director position, resulting in the addition of 6.75 FTE and an increase of \$329,700.
- Moved \$33,000 for web hosting and development from Computer Services (decrease of \$7,000).
- Added \$3,000 new line item for Commission/Committee training.

ADMINISTRATION DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 861,457	\$ 825,788	\$ 963,215	\$ 994,000	\$ 1,107,575
600 Materials and Services	421,064	485,654	482,635	503,000	533,691
	\$ 1,282,521	\$ 1,311,442	\$ 1,445,850	\$ 1,497,000	\$ 1,641,266
Department Total By Fund					
110 General Fund	\$ 391,223	\$ 504,441	\$ 473,500	\$ 490,000	\$ 510,135
710 Central Services Fund	891,298	807,001	972,350	1,007,000	1,131,131
	\$ 1,282,521	\$ 1,311,442	\$ 1,445,850	\$ 1,497,000	\$ 1,641,266
Position Profile					
	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
710 Mayor (Elected)	-	-	-	-	-
710 Councilors (6 Elected)	-	-	-	-	-
710 Administrator	1.00	1.00	1.00	1.00	1.00
710 Assistant Administrator	1.00	-	-	-	-
710 Administrative Services Director	1.00	1.00	1.00	1.00	-
710 Administrative Services/HR Manager	-	-	-	1.00	1.00
710 City Attorney	1.00	1.00	1.00	1.00	1.00
710 Assistant Attorney	-	-	-	-	1.00
710 Legal Assistant/Claims Manager	-	-	-	1.00	1.00
710 Legal Assistant	1.00	1.00	1.00	-	-
710 Legal Secretary	-	-	-	0.50	0.50
710 Administrative Secretary	-	-	0.50	-	-
710 Communications Manager	-	-	-	1.00	1.00
710 Marketing & Communications Manag	1.00	1.00	1.00	-	-
670 Energy Analyst	2.40	2.20	-	-	-
710 Personnel Analyst	-	1.00	1.00	-	-
710 Administrative Assistant	-	-	-	1.00	1.00
710 Administrative Secretary	-	-	0.25	-	-
690 Secretary	0.50	0.50	-	-	-
110 Senior Program Director	1.00	0.80	0.80	0.80	0.80
110 Senior Center Specialist	1.00	1.00	0.95	0.95	0.95
110 Transportation	0.65	-	-	-	-
110 Municipal Judge	-	-	0.50	0.50	0.50
710 Account Clerk II	-	-	-	2.00	2.00
710 Account Clerk I	-	-	-	1.00	0.50
110 Court Clerk II	-	-	1.00	-	-
110 Court Clerk I	-	-	1.75	-	-
710 Executive Secretary	1.00	1.00	1.00	1.00	1.00
710 Personnel Assistant	1.00	-	-	-	-
710 Secretary	0.20	0.25	-	-	-
	13.75	11.75	12.75	13.75	13.25

GENERAL FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Materials and Services					
604 Contractual Services	\$ 84,225	\$ 153,890	\$ 90,000	\$ 90,000	\$ 93,150
608 Commissions	3,600	4,675	4,000	7,000	3,850
Total Materials and Services	\$ 87,825	\$ 158,565	\$ 94,000	\$ 97,000	\$ 97,000

CENTRAL SERVICES FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 197,221	\$ 196,522	\$ 157,000	\$ 162,000	\$ 226,000
520 Fringe Benefits	59,097	69,607	59,950	62,000	110,000
Total Personal Services	256,318	266,129	216,950	224,000	336,000
Materials and Services					
601 Supplies	12,270	9,931	9,700	10,000	10,800
602 Rental, Repair, Maintenance	1,464	-	-	-	-
603 Communications	2,149	2,846	4,500	5,000	5,000
604 Contractual Services	72,869	59,762	15,000	15,000	49,200
605 Misc. Charges and Fees	624	1,572	1,000	1,000	7,000
606 Other Purchased Services	19,687	24,032	21,100	22,000	26,350
608 Commissions	-	-	-	-	3,750
610 Programs	-	-	-	-	24,000
Total Materials and Services	109,063	98,143	51,300	53,000	126,100
	\$ 365,381	\$ 364,272	\$ 268,250	\$ 277,000	\$ 462,100

CENTRAL SERVICES FUND
 ADMINISTRATION DEPARTMENT
 MAYOR AND COUNCIL DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 2,688	\$ 2,687	\$ 2,600	\$ 2,600	\$ 2,600
520 Fringe Benefits	32,662	30,824	48,800	50,400	56,215
Total Personal Services	35,350	33,511	51,400	53,000	58,815
601 Supplies	925	2,740	4,300	4,000	4,600
603 Communications	439	615	1,000	1,000	1,000
604 Contractual Services	20	2,879	3,500	4,000	4,000
605 Misc. Charges and Fees	-	-	-	-	-
606 Other Purchased Services	34,276	33,968	46,300	48,000	46,300
608 Commissions	2,654	2,292	1,500	2,000	2,000
Total Materials and Services	38,314	42,494	56,600	59,000	57,900
	\$ 73,664	\$ 76,005	\$ 108,000	\$ 112,000	\$ 116,715

Legal

Legal consists of two full-time city attorneys, one full-time legal assistant and a .50 legal secretary position. The Division provides legal advice regarding official matters to city elected officials and city officers and employees and city commissions and committees, including the Ashland Park and Recreation Commission. The Division prosecutes misdemeanors, traffic offenses and code violations in municipal court cases (if the defendant is represented by legal counsel); and prosecutes and defends the City in civil litigation matters. The Division prepares ordinances, resolutions, contracts and other legal documents involving the City. Through this Division all tort claims against the City are processed; contempt complaints for municipal court are prepared and filed as well as all formal complaints; and collection action, including filings in both circuit and bankruptcy courts, is taken against delinquent food and beverage tax accounts and transient occupancy tax accounts.

The Division has initiated and is enlarging a legal education program for all newly elected officials and newly appointed commission and committee members.

Significant Budget Changes

- Add 1.0 FTE Assistant Attorney.
- Increased benefit costs.
- Substantial increase in Office Supplies and Computers for three reasons: 1) the move to a new location on the second floor of city hall requires additional office equipment and bookshelves no longer available to this department; 2) the budget also includes a table, chairs and white board for the new second floor conference room; and 3) the Department must purchase a desk, chair and computer for the new attorney position.
- Increase in training costs, dues and resource materials to correspond with increased staff.
- Decrease of \$15,000 as the municipal court prosecution no longer needs to be contracted out with the addition of the new attorney position.

CENTRAL SERVICES FUND
ADMINISTRATION DEPARTMENT
LEGAL DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 129,841	\$ 140,041	\$ 139,500	144,000	\$ 183,400
520 Fringe Benefits	39,263	51,054	56,750	58,000	113,700
Total Personal Services	169,104	191,095	196,250	202,000	297,100
Materials and Services					
601 Supplies	2,721	5,058	4,800	5,000	16,516
602 Rental, Repair, Maintenance	-	-	-	-	-
603 Communications	4,123	327	1,400	1,000	3,925
604 Contractual Services	1,085	11,200	21,000	24,000	6,000
605 Misc. Charges and Fees	-	-	-	-	12,000
606 Other Purchased Services	8,728	9,115	10,500	11,000	12,675
610 Programs	-	-	-	-	-
Total Materials and Services	16,657	25,700	37,700	41,000	51,116
	\$ 185,761	\$ 216,795	\$ 233,950	\$ 243,000	\$ 348,216

LEGAL SERVICE LEVELS

Services	Actual 1999-00	Actual 2000-01	Actual 2002 Actual	Budgeted 2002-03	Adopted 2003-04
Muni. Court Cases w/Atty. Representation	38	31	32	30	40
Contempt Complaints	254	184	220	250	240
F&B and TOT Collection Accounts	34	16	11	20	10
Ordinances & Resolutions Prepared	65	46	48	50	45
Formals Prepared (New task as of 2/2003)					264
Tort Claims Processed	56	84	57	55	60
Total Collected in Claims Against Others *	\$9,716	\$1,548	\$4,871	\$10,000	\$10,000
Totals Paid Out in Claims Against the City *	\$71,619	\$212,472	\$32,984	\$48,000	\$60,000

*Note: These amounts may change as open claims are settled.

Administrative Services Division

The Administrative Services Division comprises Human Resources, Benefits Administration, Safety and supports Risk Management activities.

Human Resources coordinates services and programs to assist all city departments in recruiting and maintaining a qualified and diverse workforce, and provides employment-related services to city employees and job applicants.

Significant Budget Changes

- Reclassified as a division of Administration and decreased 1.0 FTE Administrative Services Director.
- Moved .25 FTE Administrative Assistant from Conservation and increased .50 FTE. Eliminated the 1.0 FTE Personnel Assistant. Net result is a decrease of .25 FTE for staff support.
- Changes to the Public Employee Retirement System (PERS) are anticipated to have a significant impact on the number of retirements in FY03-04. We anticipate an increase in the number of recruitment processes to fill vacancies caused by retirements.
- Increased benefit costs.

administration - administrative services division

**CENTRAL SERVICES FUND
ADMINISTRATION DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 136,019	\$ 65,792	\$ 183,500	\$ 189,000	\$ 94,600
520 Fringe Benefits	44,421	27,279	76,750	79,000	50,200
Total Personal Services	180,440	93,071	260,250	268,000	144,800
Materials and Services					
601 Supplies	1,737	1,300	3,100	3,000	1,400
602 Rental, Repair, Maintenance	-	-	-	-	-
603 Communications	578	250	900	1,000	900
604 Contractual Services	26,665	2,311	35,000	37,000	45,000
605 Miscellaneous Charges and Fees					-
606 Other Purchased Services	5,241	2,846	17,900	19,000	12,000
610 Programs	51,831	50,151	45,000	47,000	-
Total Materials and Services	86,052	56,858	101,900	107,000	59,300
	\$ 266,492	\$ 149,929	\$ 362,150	\$ 375,000	\$ 204,100

Senior Program Division

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

Outreach/Information and Referral. Major functions are to identify the needs of the elderly and to provide assistance in seeing that appropriate resources meet those needs.

Miscellaneous City Services. Many special services are too small to list as separate programs, but are important services to Ashland seniors. For example: The City Utility Discount program, blood pressure and foot care clinics, flu shot clinic, scheduling for tax assistance, and the Ashland Heat Program screening.

Senior Activity Center. Social, recreational and health related activities are available for Ashland seniors at no cost. Some examples are line dancing, yoga, computer classes, knotting, card games, drama, discussion groups, writing, educational seminars, old movies and parties.

Transportation. Transportation provides payment for approximately 25 taxi rides per year for Ashland seniors who do not qualify for existing transportation resources.

Significant Budget Changes

- State budget cuts to Human Service Programs are anticipated to have a significant impact on the Senior Program.

GENERAL FUND
ADMINISTRATION DEPARTMENT
SENIOR SERVICES PROGRAM

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 51,246	\$ 54,241	\$ 54,550	\$ 56,000	\$ 56,200
520 Fringe Benefits	15,697	19,205	14,065	15,000	24,710
Total Personal Services	66,943	73,446	68,615	71,000	80,910
Materials and Services					
601 Supplies	1,349	2,201	2,400	2,500	2,000
602 Rental, Repair, Maintenance	900	900	600	1,000	600
603 Communications	2,597	3,911	2,025	2,500	2,625
604 Contractual Services	5,714	12,398	10,500	11,000	10,500
605 Misc. Charges and Fees	9,300	21,035	21,000	21,000	18,200
606 Other Purchased Services	128	47	3,060	3,000	2,300
610 Programs	-	-	-	-	-
Total Materials and Services	19,988	40,492	39,585	41,000	36,225
	\$ 86,931	\$ 113,938	\$ 108,200	\$ 112,000	\$ 117,135

Municipal Court Division

The Ashland Municipal Court has jurisdiction of infractions and misdemeanors committed within the City of Ashland. The court adjudicates complaints filed with the court and imposes and enforces sentences imposed by the court.

Division Goals

- Expand use of deferred sentencing to encourage young adult offenders to participate in the rehabilitation process.
- Continue use of mandatory notification to the parents of young adult substance abuse offenders.

Significant Budget Changes

- Decreased 2 Account Clerk I positions from .50 FTE to .25 FTE.
- Increased benefit costs.

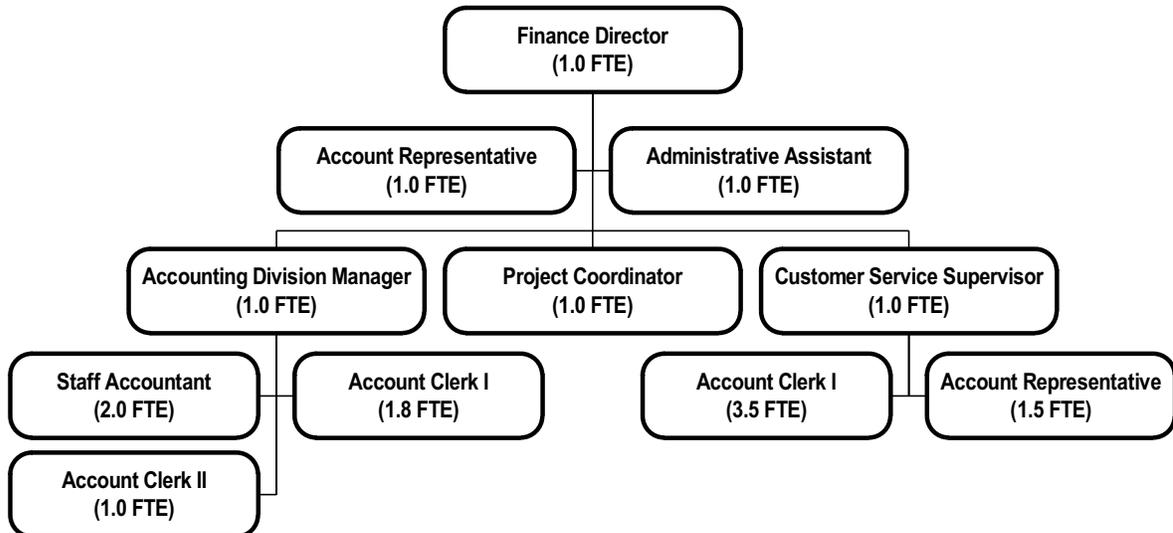
**GENERAL FUND
ADMINISTRATION DEPARTMENT
MUNICIPAL COURT DIVISION**

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 113,855	\$ 122,815	\$ 111,000	115,000	\$ 129,000
520 Fringe Benefits	39,447	45,721	58,750	61,000	60,950
Total Personal Services	153,302	168,536	169,750	176,000	189,950
Materials and Services					
601 Supplies	6,564	4,940	27,950	30,000	27,950
602 Rental, Repair, Maintenance	60	60	4,000	4,000	4,000
603 Communications	76	66	900	1,000	900
604 Contractual Services	7,918	5,698	12,700	13,000	12,700
605 Misc. Charges and Fees	48,402	51,786	53,500	54,000	57,500
606 Other Purchased Services	145	852	2,500	3,000	3,000
Total Materials and Services	63,165	63,402	101,550	105,000	106,050
	\$ 216,467	\$ 231,938	\$ 271,300	\$ 281,000	\$ 296,000



finance department

15.8 FTE



Overview

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

Strategic Plan Goals

- The City will continue to develop and implement a financial management plan that addresses existing and potential revenue sources to ensure that city revenues are balanced from property taxes, user fees, grants, and other revenues. The plan will annually update the long-term operating projections for all funds.
- Continue implementation of the plan to consolidate Parks Department accounting and finance operations within the City Finance Department, reducing operational redundancy and increasing financial efficiency.
- Provide comprehensive information to the community on city budget and financial issues to promote a more thorough understanding of how the City receives its funding, how its spent and what services are provided.
- Develop a performance measures program for all city departments.

Significant Budget Changes

- Moved 2.0 FTE from the Parks budget to the Finance Department budget as part of the cooperative accounting effort.
- Increased operational costs such as insurance and retirement costs.
- Increased auditing and consulting costs necessary to move to the new financial reporting model (GASB 34).
- Reduced facilities charges by the \$50,000 budgeted in 2002-03 to remodel City Hall and \$29,000 of the annual \$65,000 moved to other departments in City Hall to represent changes in allocated floor space.

FINANCE DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 694,382	\$ 786,757	\$ 842,925	\$ 874,000	\$ 1,066,400
600 Materials and Services	1,619,334	1,511,523	1,894,885	1,899,000	1,854,805
700 Capital Outlay	1,064,905	7,896,316	3,485,000	990,000	515,000
800 Debt Service	800,957	716,070	782,000	1,021,000	1,178,000
	\$ 4,179,578	\$ 10,910,666	\$ 7,004,810	\$ 4,784,000	\$ 4,614,205

Department Total By Division:

Operating Divisions

710 Administration	\$ -	\$ -	\$ -	\$ -	\$ 388,775
710 Customer Information Services	431,646	428,979	485,000	502,000	523,375
710 Accounting	500,539	630,830	823,585	853,000	532,365
710 Purchasing \ Acquisition	109,790	94,597	112,000	115,000	96,840
	\$ 1,041,975	\$ 1,154,406	\$ 1,420,585	\$ 1,470,000	\$ 1,541,355

Non-operating Divisions

110 Social Services	\$ 94,595	\$ 98,574	\$ 111,000	\$ 105,000	\$ 132,400
110 Economic and Cultural	372,455	384,000	388,000	399,000	436,900
110 Band	46,112	47,942	59,225	61,000	56,750
110 Miscellaneous	6,247	5,313	8,000	8,000	6,000
410 S.D.C. - Parks Open Space	267,759	286,540	241,000	243,000	218,300
410 Public Buildings	838,479	7,626,299	3,271,000	776,000	300,000
410 Affordable Housing	-	22,000	-	-	-
530 Bancroft Debt	113,806	133,498	60,000	99,000	200,000
530 General Obligation Debt	353,153	335,311	375,000	382,000	382,000
530 Notes and Contracts Debt	333,998	247,261	347,000	540,000	596,000
720 Accounting	710,999	569,522	724,000	701,000	744,500
	\$ 3,137,603	\$ 9,756,260	\$ 5,584,225	\$ 3,314,000	\$ 3,072,850

Position Profile

	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
710 Finance Director	1.00	1.00	1.00	1.00	1.00
710 Accounting Division Manager	-	-	-	-	1.00
710 Accounting Supervisor	-	-	1.00	1.00	-
710 Supervising Accountant	1.00	1.00	-	-	-
710 Administrative Assistant	1.00	1.00	1.00	1.00	1.00
710 Project Coordinator	-	-	1.00	1.00	1.00
710 Customer Services Supervisor	-	-	1.00	1.00	1.00
710 Staff Accountant	1.00	1.00	1.00	1.00	2.00
710 Account Representative	2.00	2.50	2.50	2.50	2.50
710 Account Clerk II	-	-	-	-	1.00
710 Account Clerk I	-	-	-	5.30	5.30
710 Account Clerk	6.25	7.50	5.30	-	-
710 Clerk I	0.75	-	-	-	-
710 Building Maintenance Worker	0.50	-	-	-	-
	13.50	14.00	13.80	13.80	15.80

GENERAL FUND
FINANCE DEPARTMENT
BAND DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 2,448	\$ 4,252	\$ 3,350	\$ 3,350	\$ 3,350
520 Fringe Benefits	230	406	325	650	350
Total Personal Services	2,678	4,658	3,675	4,000	3,700
Materials and Services					
601 Supplies	2,798	2,750	1,200	1,000	3,200
602 Rental, Repair, Maintenance	1,200	1,200	7,350	7,000	7,350
604 Contractual Services	27,969	26,334	33,600	35,000	36,500
605 Misc. Charges and Fees	11,200	13,000	13,000	14,000	5,500
606 Other Purchased Services	267	-	400	-	500
Total Materials and Services	43,434	43,284	55,550	57,000	53,050
	\$ 46,112	\$ 47,942	\$ 59,225	\$ 61,000	\$ 56,750

GENERAL FUND
FINANCE DEPARTMENT
SOCIAL SERVICES DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Materials and Services					
609 Grants	\$ 94,595	\$ 98,574	\$ 111,000	\$ 105,000	\$ 132,400
Total Materials and Services	\$ 94,595	\$ 98,574	\$ 111,000	\$ 105,000	\$ 132,400

GENERAL FUND
FINANCE DEPARTMENT
ECONOMIC AND CULTURAL SERVICES DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Materials and Services					
609 Grants	\$ 372,455	\$ 384,000	\$ 388,000	\$ 399,000	\$ 436,900
Total Materials and Services	\$ 372,455	\$ 384,000	\$ 388,000	\$ 399,000	\$ 436,900

GENERAL FUND
FINANCE DEPARTMENT
MISCELLANEOUS

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Materials and Services					
605 Misc. Charges and Fees	\$ 6,247	\$ 5,313	\$ 8,000	\$ 8,000	\$ 6,000
Total Materials and Services	\$ 6,247	\$ 5,313	\$ 8,000	\$ 8,000	\$ 6,000

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

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 410					
Materials and Services					
604 Contractual Services	\$ 333	\$ -	\$ -	\$ -	\$ -
605 Misc. Charges and Fees	41,000	38,523	41,000	43,000	18,300
Total Materials and Services	41,333	38,523	41,000	43,000	18,300
Capital Outlay					
701 Land	226,426	248,017	200,000	200,000	200,000
Total Capital Outlay	226,426	248,017	200,000	200,000	200,000
	\$ 267,759	\$ 286,540	\$ 241,000	\$ 243,000	\$ 218,300

CAPITAL IMPROVEMENTS FUND
FINANCE DEPARTMENT
MUNICIPAL BUILDING DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 410					
Personal Services					
510 Salaries and Wages	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
Total Personal Services	-	-	1,000	1,000	-
Capital Outlay					
702 Buildings	350,888	7,287,440	1,350,000	45,000	-
703 Equipment	-	-	-	-	-
Total Capital Outlay	350,888	7,287,440	1,350,000	45,000	-
	\$ 350,888	\$ 7,287,440	\$ 1,351,000	\$ 46,000	\$ -

CAPITAL IMPROVEMENTS FUND
FINANCE DEPARTMENT
AFFORDABLE HOUSING DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 410					
Capital Outlay					
702 Buildings	\$ -	\$ 22,000	\$ -	\$ -	\$ -
Total Capital Outlay	\$ -	\$ 22,000	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENTS FUND
FINANCE DEPARTMENT
FIRE STATIONS DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 410					
Capital Outlay					
702 Buildings	\$ 487,591	\$ 338,859	\$ 1,920,000	\$ 730,000	\$ 300,000
Total Capital Outlay	\$ 487,591	\$ 338,859	\$ 1,920,000	\$ 730,000	\$ 300,000

DEBT SERVICE FUND
FINANCE DEPARTMENT
BANCROFT DEBT DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 530					
Debt Service					
801 Debt Service - Principal	\$ 94,719	\$ 125,000	\$ 55,000	\$ 90,000	\$ 125,000
802 Debt Service - Interest	19,087	8,498	5,000	9,000	75,000
Total Debt Service	\$ 113,806	\$ 133,498	\$ 60,000	\$ 99,000	\$ 200,000

DEBT SERVICE FUND
FINANCE DEPARTMENT
NOTES AND CONTRACTS DEBT DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 530					
Debt Service					
801 Debt Service - Principal	\$ 254,258	\$ 162,513	\$ 197,500	\$ 333,000	\$ 407,000
802 Debt Service - Interest	79,740	84,748	149,500	207,000	189,000
Total Debt Service	\$ 333,998	\$ 247,261	\$ 347,000	\$ 540,000	\$ 596,000

DEBT SERVICE FUND
FINANCE DEPARTMENT
GENERAL OBLIGATION DEBT DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 530					
Debt Service					
801 Debt Service - Principal	\$ 135,000	\$ 155,000	\$ 170,000	\$ 185,000	\$ 185,000
802 Debt Service - Interest	218,153	180,311	205,000	197,000	197,000
Total Debt Service	\$ 353,153	\$ 335,311	\$ 375,000	\$ 382,000	\$ 382,000

Administration Division

The Finance Administration Division is newly created this year, extracting department-wide and city-wide financial activities from the Accounting Division to provide better information and allow tracking over time. Most of the Finance Director time is accounted for here along with 100% of the Department Administrative Assistant and Project Coordinator. Administrative costs related to financing, budget, programming, debt management, risk management, and financial document preparation reside here. The Division assists other finance divisions and departments in financial planning, budgeting, grant management and use of the Eden financial software. Stewardship of city funds is the primary focus.

Division Goals

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

CENTRAL SERVICES FUND
FINANCE DEPARTMENT
ADMINISTRATION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages					\$ 135,500
520 Fringe Benefits					74,100
Total Personal Services	-	-	-	-	209,600
Materials and Services					
601 Supplies					11,675
602 Rental, Repair, Maintenance					-
603 Communications					550
604 Contractual Services					125,000
605 Misc. Charges and Fees					7,000
606 Other Purchased Services					19,950
Total Materials and Services	-	-	-	-	164,175
Capital Outlay					
703 Equipment					15,000
Total Capital Outlay	-	-	-	-	15,000
	\$ -	\$ -	\$ -	\$ -	\$ 388,775

Accounting Division

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

Division Goals

- Continue implementation and advanced use of Eden Systems accounting applications.
- Acquire Eden Miscellaneous billing and Business License applications.
- Complete the operational steps for consolidating Parks Commission accounting within the Finance Department.
- Develop a system of internal reviews within accounting applications to ensure accuracy of data.
- Finalize the necessary steps in implementing Government Accounting Standards Board Statement #34 financial reporting.
- Finalize divisional procedures manual.

CENTRAL SERVICES FUND
FINANCE DEPARTMENT
ACCOUNTING DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 173,028	\$ 256,883	\$ 267,250	\$ 278,000	\$ 256,000
520 Fringe Benefits	60,033	104,207	113,050	117,000	129,500
Total Personal Services	233,061	361,090	380,300	395,000	385,500
Materials and Services					
601 Supplies	21,232	22,031	27,500	29,000	11,550
602 Rental, Repair, Maintenance	1,301	1,404	1,000	1,000	1,750
603 Communications	27,511	28,732	41,500	43,000	45,000
604 Contractual Services	89,291	95,235	181,000	187,000	40,000
605 Misc. Charges and Fees	107,431	99,341	145,000	150,000	43,500
606 Other Purchased Services	20,712	22,997	32,285	33,000	5,065
Total Materials and Services	267,478	269,740	428,285	443,000	146,865
Capital Outlay					
703 Equipment	-	-	15,000	15,000	-
Total Capital Outlay	-	-	15,000	15,000	-
	\$ 500,539	\$ 630,830	\$ 823,585	\$ 853,000	\$ 532,365

INSURANCE SERVICES FUND
FINANCE DEPARTMENT
ACCOUNTING DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 720					
Personal Services					
510 Salaries and Wages	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
520 Fringe Benefits	-	-	-	-	-
Total Personal Services	-	-	1,000	1,000	1,000
Materials and Services					
601 Supplies	9	-	-	-	-
603 Communications	-	20	-	-	-
604 Contractual Services	16,259	13,659	5,000	5,000	25,000
605 Misc. Charges and Fees	82,200	58,500	59,000	61,000	59,500
607 Premiums, Claims & Judgement	612,531	497,343	659,000	634,000	659,000
Total Materials and Services	710,999	569,522	723,000	700,000	743,500
	\$ 710,999	\$ 569,522	\$ 724,000	\$ 701,000	\$ 744,500

Customer Information Services Division

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

Division Goals

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

**CENTRAL SERVICES FUND
FINANCE DEPARTMENT
CUSTOMER INFORMATION SERVICES DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 269,663	\$ 240,917	\$ 256,000	\$ 265,000	\$ 259,500
520 Fringe Benefits	88,729	94,960	107,100	111,000	123,500
Total Personal Services	358,392	335,877	363,100	376,000	383,000
Materials and Services					
601 Supplies	23,955	24,129	31,150	32,000	35,725
602 Rental, Repair, Maintenance	2,157	22,414	-	-	11,000
603 Communications	36,737	40,191	54,100	56,000	62,000
604 Contractual Services	8,240	5,505	30,900	32,000	11,550
604 Miscellaneous Charges and Fees					17,000
606 Other Purchased Services	2,165	863	5,750	6,000	3,100
Total Materials and Services	73,254	93,102	121,900	126,000	140,375
	\$ 431,646	\$ 428,979	\$ 485,000	\$ 502,000	\$ 523,375

Purchasing Division

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

Division Goals

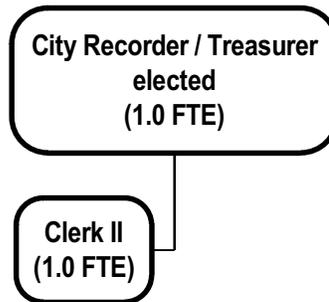
- Improve system for maintaining the contract database for purchase orders issued and insurance certificate compliance.
- Continue to analyze division processes for effectiveness and to develop priorities for ongoing tasks.
- Finalize divisional procedures manual.

**CENTRAL SERVICES FUND
FINANCE DEPARTMENT
PURCHASING \ ACQUISITION DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 77,556	\$ 63,683	\$ 71,500	\$ 74,000	\$ 60,000
520 Fringe Benefits	22,695	21,449	22,350	23,000	23,600
Total Personal Services	100,251	85,132	93,850	97,000	83,600
Materials and Services					
601 Supplies	2,614	2,689	4,800	4,500	4,800
602 Rental, Repair, Maintenance	2,651	2,706	5,950	6,000	1,500
603 Communications	760	657	700	1,000	750
604 Contractual Services	555	-	-	-	-
606 Other Purchased Services	2,959	3,413	6,700	6,500	6,190
Total Materials and Services	9,539	9,465	18,150	18,000	13,240
	\$ 109,790	\$ 94,597	\$ 112,000	\$ 115,000	\$ 96,840



city recorder / treasurer
2.0 FTE



Overview

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

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

Major Goals

- Enhance public/staff access through city website for city documents.
- Continue to provide help to commissions/committees to be more effective-develop visual presentation for training.
- Provide and develop additional communication tools for public access.
- Continue implementing City Records Management Retention program for all departments.
- Continue with Imaging System Project and bring other city departments on-line with system.

Significant Budget Changes

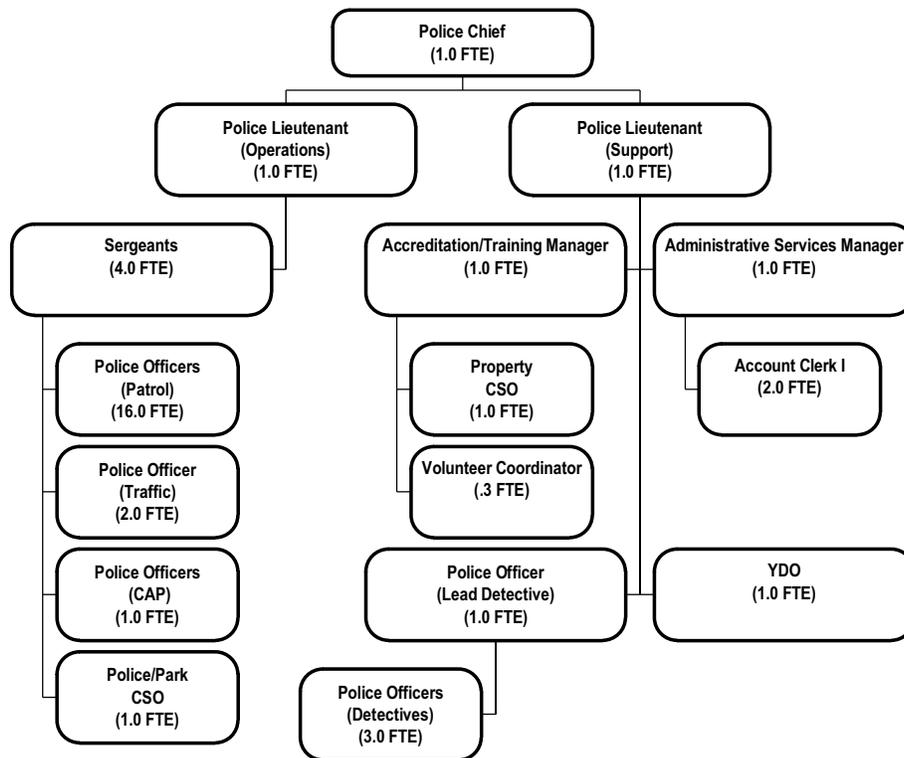
- An enhancement software package is included in this budget in the amount of \$995. This program works with the current document imaging system that enables the City to safely store records electronically and, at the same time, reduces paperwork, time, space, and money. Also included in the Outside Agreements line is \$200 per year for maintenance and upgrades for this program.
- Increased benefit costs.

CITY RECORDER DEPARTMENT
CENTRAL SERVICE FUND

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 70,114	\$ 77,575	\$ 89,500	\$ 97,000	\$ 88,000
520 Fringe Benefits	24,066	28,834	41,200	45,000	43,400
Total Personal Services	94,180	106,409	130,700	142,000	131,400
Materials and Services					
601 Supplies	2,571	7,710	8,440	9,000	9,635
603 Communications	428	481	400	1,000	600
604 Contractual Services	552	676	1,000	1,000	1,000
605 Misc. Charges and Fees	9,892	11,044	7,000	7,000	10,000
606 Other Purchased Services	5,535	7,067	7,650	8,000	7,100
Total Materials & Services	18,978	26,978	24,490	26,000	28,335
Capital Outlay					
703 Equipment	-	-	7,000	-	-
Total Capital Outlay	-	-	7,000	-	-
	\$ 113,158	\$ 133,387	\$ 162,190	\$ 168,000	\$ 159,735
Department Total By Fund					
710 Central Services Fund	\$ 113,158	\$ 133,387	\$ 162,190	\$ 168,000	\$ 159,735
	\$ 113,158	\$ 133,387	\$ 162,190	\$ 168,000	\$ 159,735
Position Control	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
710 City Recorder /Treasurer	1.00	1.00	1.00	1.00	1.00
710 Clerk II	0.75	0.75	1.00	1.00	1.00
	1.75	1.75	2.00	2.00	2.00



police department 37.3 FTE



Overview

The vision of the Ashland Police Department is to be a model law enforcement agency that is innovative, professional, flexible and dedicated to serving the community. Composed of the Operations Division and the Support Division, our Department's mission, goals, projects, and programs are intended to support the overall goals and vision of the citizens of Ashland which include the following:

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

POLICE DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 2,517,512	\$ 2,813,288	\$ 3,063,086	\$ 3,406,000	\$ 3,007,240
600 Materials and Services	891,502	953,791	1,004,366	1,039,000	1,119,030
700 Capital Outlay	-	7,256	177,114	-	53,200
	\$ 3,409,014	\$ 3,774,335	\$ 4,244,566	\$ 4,445,000	\$ 4,179,470
Department Total By Fund					
110 General Fund	\$ 3,409,014	\$ 3,774,335	\$ 4,244,566	\$ 4,445,000	\$ 4,179,470

Position Profile	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
110 Police Chief	1.00	1.00	1.00	1.00	1.00
110 Police Captain	2.00	-	-	-	-
110 Police Lieutenant	-	2.00	2.00	2.00	2.00
110 Police Sergeants	4.00	4.00	4.00	4.00	4.00
110 Admin. Services Manager	1.00	1.00	1.00	1.00	1.00
110 Police Officers	18.50	21.00	23.00	23.00	23.00
110 Youth Diversion Officer	1.00	1.00	1.00	1.00	1.00
110 Community Services Officer	3.00	3.00	2.00	3.00	2.00
110 Parking Control Officer	1.00	-	-	-	-
110 Communications Supervisor Dispatch	1.00	1.00	1.00	1.00	-
110 Accreditation/Training Manager	-	-	-	-	1.00
110 Dispatcher	6.00	7.00	7.00	7.00	-
110 Account Clerk I	-	-	-	2.00	2.00
110 Police/Court Clerk I	2.00	2.00	2.00	-	-
110 Coordinator	0.30	0.30	0.30	0.30	0.30
	40.80	43.30	44.30	45.30	37.30

Operations Division

The Ashland Police Department Operations Division is responsible for providing most of the “field” services such as patrol, traffic, school resource officer, central area patrol officer, community service officers and reserve police officers. The Operations Division also provides a number of crime prevention and other public education programs to the community as well as recruiting and hiring new employees.

Division Goals

- Increase our ability to effectively deal with traffic enforcement and education.
- Continue to focus on providing comprehensive training for our personnel in areas such as customer service, interpersonal communication, crisis intervention, specialized areas of investigation, and emergency response.
- Utilize the technology of Mobile Data Computers in our vehicles to increase efficiency in regard to calls for service, gathering of data, and documentation of reports (75% funding provided by federal grant).
- Continue with our high visibility programs such as foot patrol, bike patrol, and other projects and programs that increase citizen interaction.
- Conversion of all field communications to the Medford Central Communications Center (Dispatch/ 911 services will no longer be located at the Ashland Police Department).

Significant Budget Changes

- Increase of funding for evidence processing, detoxification holds, and polygraph examinations due to reduction of State funding for the above services.
- Increased benefit costs.

police department - operations division

GENERAL FUND
POLICE DEPARTMENT
OPERATIONS DIVISION

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 1,393,330	\$ 1,380,664	\$ 1,254,600	\$ 1,399,000	\$ 1,453,000
520 Fringe Benefits	492,294	569,342	586,550	683,000	692,550
Total Personal Services	1,885,624	1,950,006	1,841,150	2,082,000	2,145,550
Materials and Services					
601 Supplies	87,304	97,046	91,738	95,000	63,790
602 Rental, Repair, Maintenance	140,267	149,004	191,300	198,000	184,900
603 Communications	24,841	11,419	35,470	37,000	25,150
604 Contractual Services	14,281	21,392	1,822	2,000	5,000
605 Misc. Charges and Fees	16,481	-	-	-	-
606 Other Purchased Services	-	23,436	34,690	36,000	56,340
610 Programs	1,439	-	-	-	-
Total Materials and Services	284,613	302,297	355,020	368,000	335,180
Capital Outlay					
703 Equipment	-	-	-	-	-
704 Improvements Other Than Buildings	-	-	3,000	-	-
Total Capital Outlay	-	-	3,000	-	-
	\$ 2,170,237	\$ 2,252,303	\$ 2,199,170	\$ 2,450,000	\$ 2,480,730

Support Division

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

Division Goals

- Create a seamless transition for emergency service communications during transfer of dispatch functions to the City of Medford.
- Install and make operational the Mobile Data Computer units in selected vehicles that will interface with the Department's Computer Aided Dispatch and Records Management System.

Significant Budget Changes

- Reduction of 7.0 FTE's through contracting with Medford for Dispatch/911 services.
- Engineering and installation of appropriate technology to bring communication (radiosignal) from Medford to Ashland.
- Reduction of annual fees for Computer Aided Dispatch and Records Management System.
- Increased benefit costs.

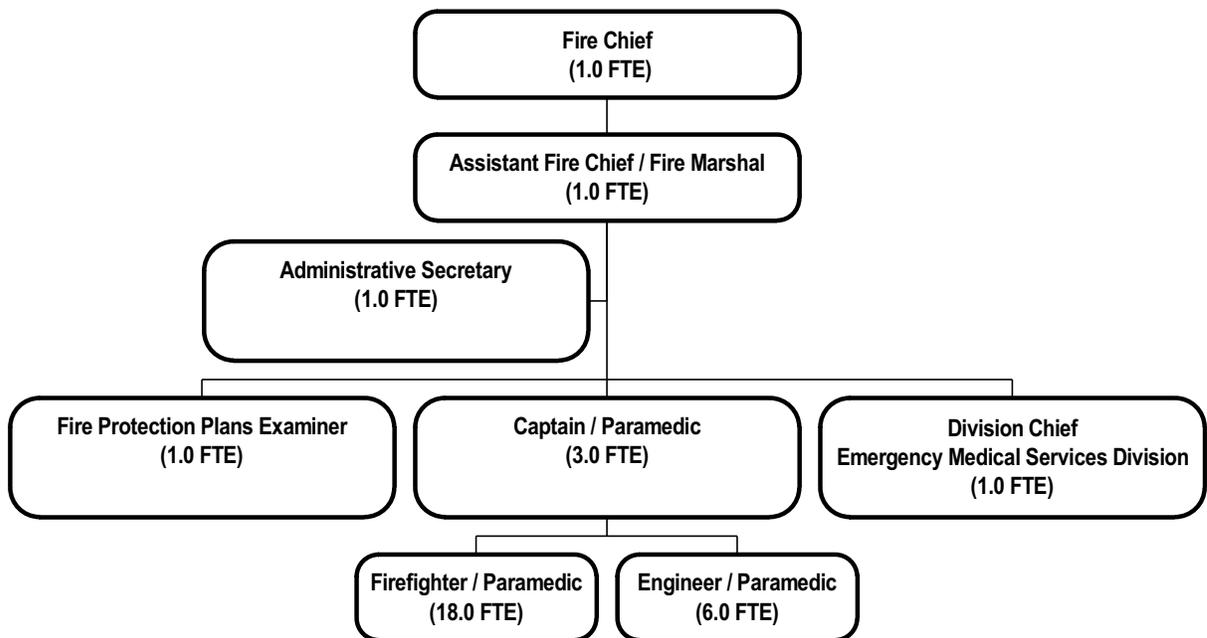
police department - support division

**GENERAL FUND
POLICE DEPARTMENT
SUPPORT DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 472,583	\$ 605,410	\$ 835,036	\$ 904,000	\$ 569,050
520 Fringe Benefits	159,305	257,872	386,900	420,000	292,640
Total Personal Services	631,888	863,282	1,221,936	1,324,000	861,690
Materials and Services					
601 Supplies	35,595	17,384	36,126	37,000	28,750
602 Rental, Repair, Maintenance	27,969	28,074	32,037	33,000	23,500
603 Communications	16,957	18,396	17,788	18,000	8,800
604 Contractual Services	181,337	226,443	172,358	178,000	374,120
605 Misc. Charges and Fees	329,933	340,073	360,000	373,000	325,200
606 Other Purchased Services	15,098	21,074	31,037	32,000	22,980
610 Programs	-	50	-	-	500
Total Materials and Services	606,889	651,494	649,346	671,000	783,850
Capital Outlay					
703 Equipment	-	-	-	-	-
704 Impr. Other Than Bldgs	-	7,256	174,114	-	53,200
Total Capital Outlay	-	7,256	174,114	-	53,200
	\$ 1,238,777	\$ 1,522,032	\$ 2,045,396	\$ 1,995,000	\$ 1,698,740



fire and rescue department 32.0 FTE



Overview

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

Department Goals

- Meet department performance measurement standards.
- Computerize department records management program.
- Assist private property owners with wildfire fuel reduction efforts.

FIRE & RESCUE DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 2,120,823	\$ 2,312,925	\$ 2,617,075	\$ 2,992,000	\$ 3,092,050
600 Materials and Services	1,018,881	1,122,904	1,139,770	1,257,000	1,140,954
700 Capital Outlay	58,343	71,790	300,000	73,000	256,000
	\$ 3,198,047	\$ 3,507,619	\$ 4,056,845	\$ 4,322,000	\$ 4,489,004
Department Total By Fund					
110 General Fund	\$ 3,198,047	\$ 3,507,619	\$ 4,056,845	\$ 4,322,000	\$ 4,489,004
Position Profile	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
110 Fire Chief	1.00	1.00	1.00	1.00	1.00
110 Assistant Fire Chief/Fire Marsha	1.00	1.00	1.00	1.00	1.00
110 Fire Protection Plans Examiner	-	-	-	*1.00	1.00
110 Division Chief/E.M.S. Division	-	-	-	1.00	1.00
110 EMS Fire Training Coord.	1.00	1.00	1.00	-	-
110 Administrative Secretary	1.00	1.00	1.00	1.00	1.00
110 Captain/Paramedic	3.00	3.00	3.00	3.00	3.00
110 Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00
110 Firefighter/Paramedic	15.00	16.00	18.00	18.00	18.00
	28.00	29.00	31.00	31.00	32.00

* Note: Division Chief from Baseline; title changed to Fire Protection Plans Examiner

Fire Operations Division

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

Division Goals

- Increased integration of shift personnel into code enforcement activities.
- Complete Phase III of OSHA Respiratory Program compliance.
- Implement thermal imaging technology through a staff in-service training program.
- Develop low-angle rescue ability for special rescue situations.
- Redistribute administrative responsibilities to resolve workload issues.

Significant Budget Changes

- Increased \$75,700 for Fire Protection Plans Examiner position added in lieu of Assistant Division Chief already included in baseline.
- Increased benefit costs and retirement costs.

fire and rescue department - fire operations division

**GENERAL FUND
FIRE & RESCUE DEPARTMENT
OPERATIONS DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 1,446,921	\$ 1,531,989	\$ 1,590,725	\$ 1,774,000	\$ 1,799,710
520 Fringe Benefits	495,059	611,399	674,900	779,000	831,990
Total Personal Services	1,941,980	2,143,388	2,265,625	2,553,000	2,631,700
 Materials and Services					
601 Supplies	67,495	123,502	84,020	87,000	62,700
602 Rental, Repair, Maintenance	148,224	210,781	169,800	176,000	189,250
603 Communications	18,804	22,601	26,850	28,000	27,400
604 Contractual Services	1,867	5,674	10,700	11,000	7,000
605 Misc. Charges and Fees	176,800	176,000	161,000	244,000	224,000
606 Other Purchased Services	21,327	23,978	40,000	41,000	44,300
610 Programs	10,071	6,087	13,900	14,000	12,700
Total Materials and Services	444,588	568,623	506,270	601,000	567,350
 Capital Outlay					
703 Equipment	-	15,591	252,000	25,000	256,000
Total Capital Outlay	-	15,591	252,000	25,000	256,000
	\$ 2,386,568	\$ 2,727,602	\$ 3,023,895	\$ 3,179,000	\$ 3,455,050

Emergency Medical Services Division

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

Division Goals

- Upgrade the emergency medical service capabilities through the purchase of autoventilator technology.
- Provide emergency medical response services to all patients within Ambulance Service Area (ASA) response time standards.
- Implement electronic data collection and submission system to OSHD.
- Provide three Community Emergency Response Team (CERT) training classes for the public.
- Compliance with HIPAA (Health Insurance Portability & Accountability Act)

Significant Budget Changes

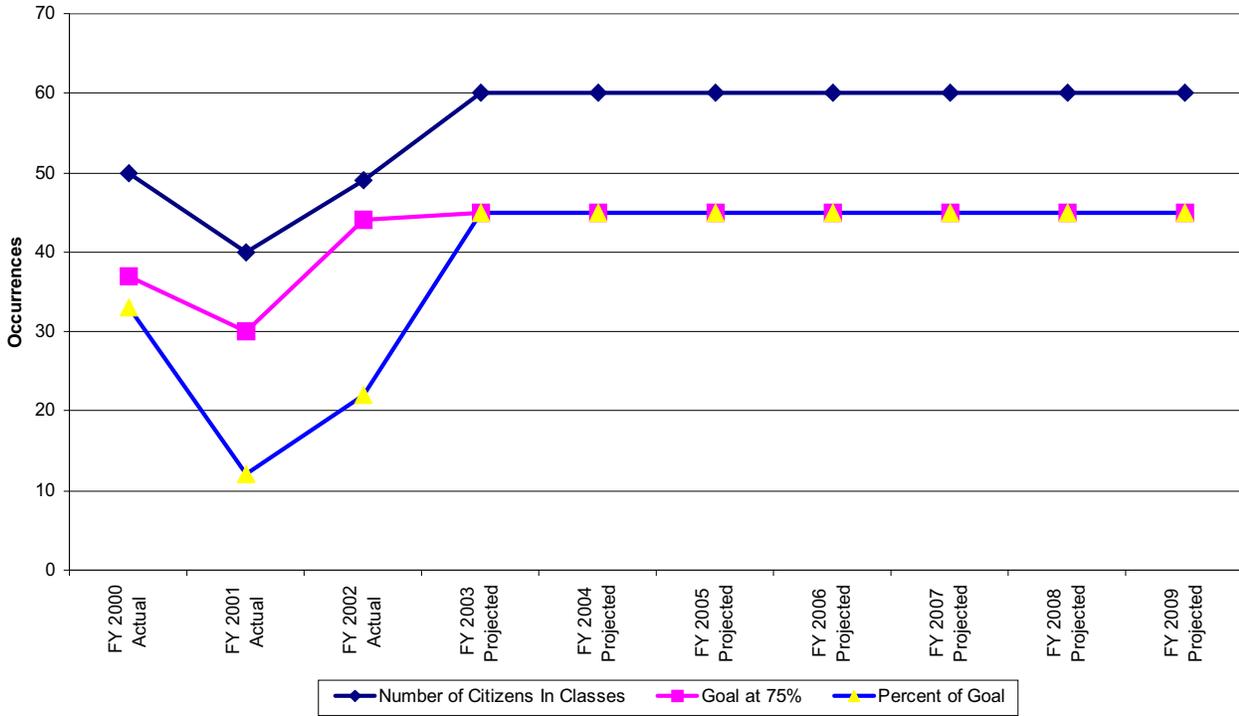
- Increased benefit and retirement costs.

fire and rescue department - emergency medical services division

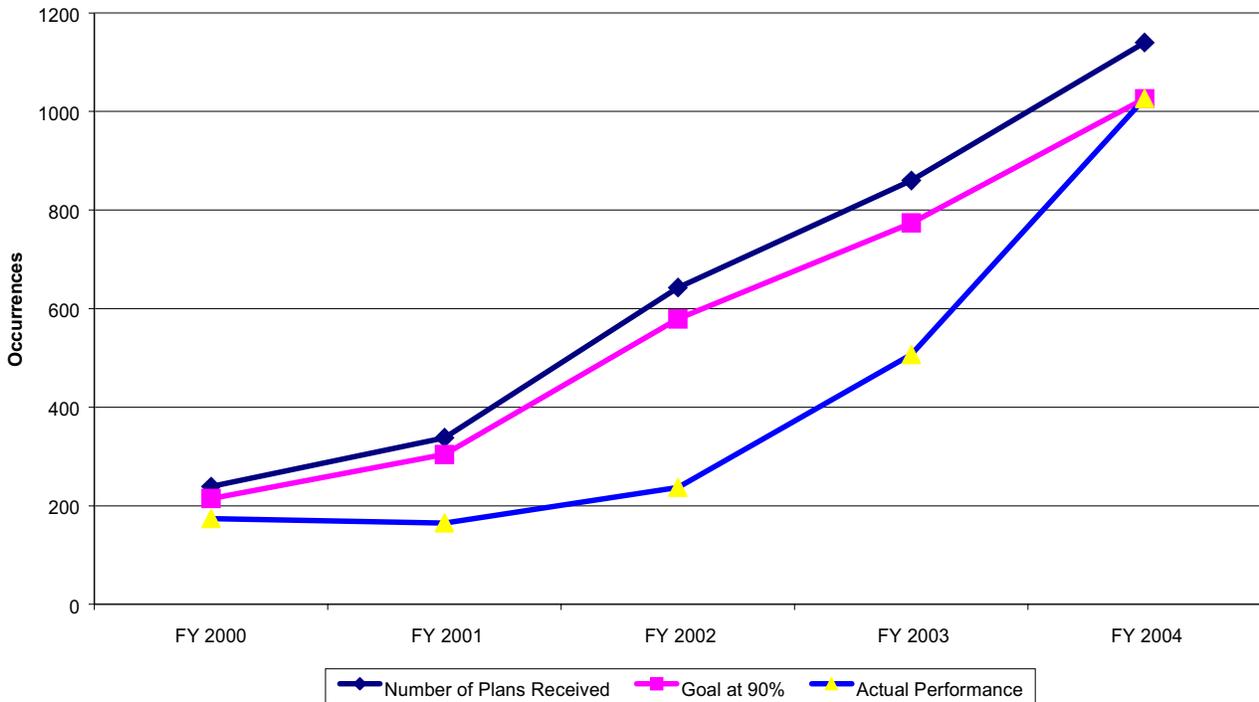
**GENERAL FUND
FIRE & RESCUE DEPARTMENT
EMERGENCY SERVICES DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 156,806	\$ 131,474	\$ 273,500	\$ 343,000	\$ 354,950
520 Fringe Benefits	22,037	38,063	77,950	96,000	105,400
Total Personal Services	178,843	169,537	351,450	439,000	460,350
Materials and Services					
601 Supplies	36,415	7,020	20,000	21,000	30,760
602 Rental, Repair, Maintenance	275,500	303,588	128,300	133,000	138,650
603 Communications	10,323	4,717	25,800	27,000	32,900
604 Contractual Services	53,154	62,432	76,800	79,000	84,900
605 Misc. Charges and Fees	147,856	125,805	253,500	262,000	169,300
606 Other Purchased Services	43,227	36,790	82,700	86,000	78,794
610 Programs	7,818	13,929	46,400	48,000	38,300
Total Materials and Services	574,293	554,281	633,500	656,000	573,604
Capital Outlay					
703 Equipment	58,343	56,199	48,000	48,000	-
Total Capital Outlay	58,343	56,199	48,000	48,000	-
	\$ 811,479	\$ 780,017	\$ 1,032,950	\$ 1,143,000	\$ 1,033,954

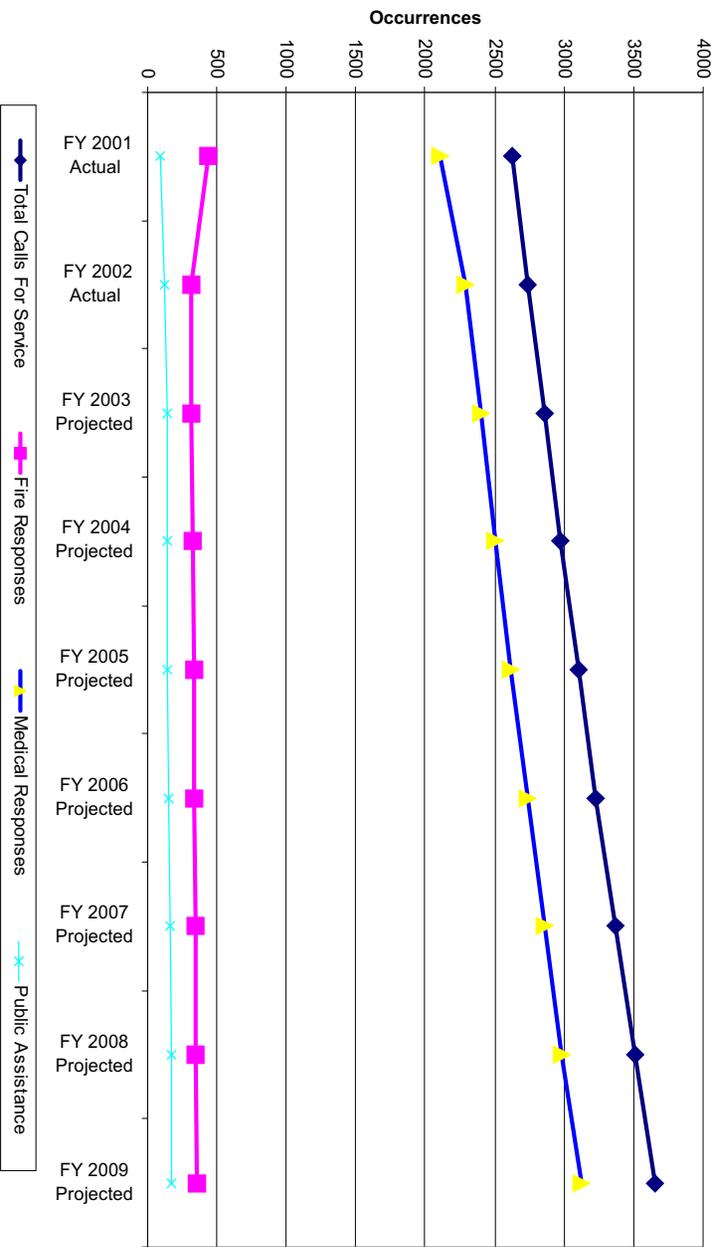
**Community Preparedness
C.E.R.T. Graduations**



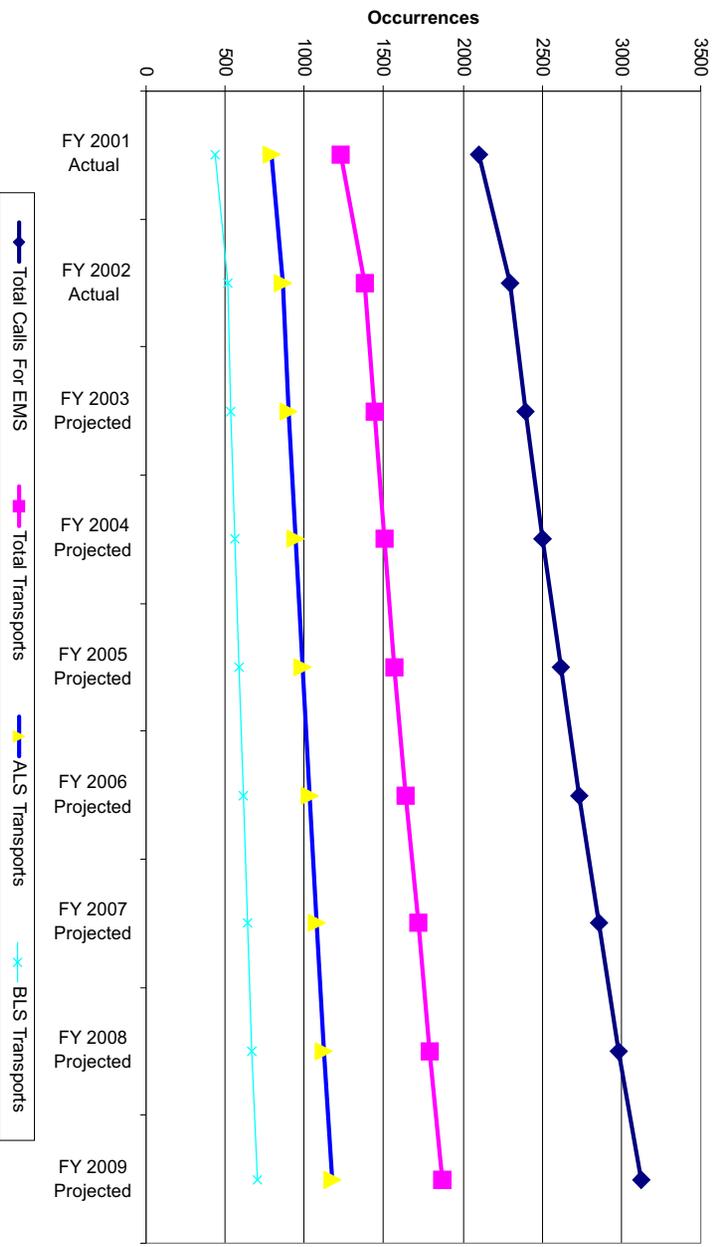
**Fire & Life Safety Plans Review
Plans Processing Time**



TOTAL CALLS FOR SERVICE

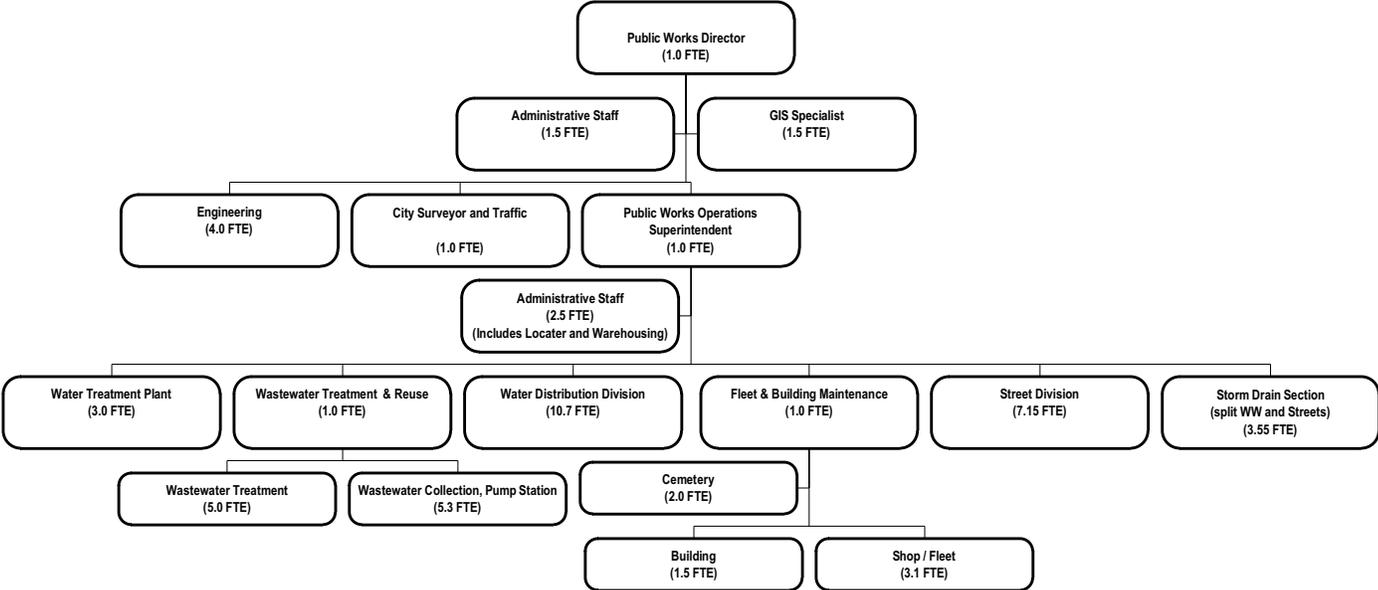


TOTAL EMS CALLS FOR SERVICE





public works department
55.8 FTE



Overview

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

Strategic Plan Goals

- Complete the final phase of the Wastewater Treatment Plant by September 2003.
- Develop a preliminary engineering design for the future extension of the TAP pipeline to the City. The plan will include preliminary routing, right-of-way acquisition, timing, and funding alternatives.
- Maintain the City’s commitment to implementing the Capital Improvements Plan (CIP).
 - Begin the three large water projects; fire flow distribution, transmission and main line replacement from the dam to the plant to Crowson Reservoir.
 - Complete construction of the Siskiyou Boulevard project by September 2003.
 - Complete construction of sidewalks and drainage improvements for Tolman Creek Road and Strawberry Lane project.
 - Complete safety improvements to at-grade railroad crossings - specifically at Hersey and Helman.
- Complete a wastewater collection master plan to include limits for pre-treatment requirements and establish standards for the discharge of chemicals, greases, etc. from commercial establishments. this will be completed by June 2004.

Division Goals

- Traffic safety and the transportation system have kept staff very active this past year and will continue for the next two years as we complete Siskiyou Boulevard, Strawberry Lane, Tolman Creek Road improvements and initial Downtown Plan and Safety improvements. Being a regional member of the Metropolitan Planning Organization will add not only time, but also a new layer of competition for funding of Ashland project.
- The Street fund and long range planning for financial stability of the street maintenance and storm drain program are of vital importance to the Department. Staff is dedicated to continual search for state and

federal funds to leverage necessary transportation projects.

- New regulations and permit requirements will continue to stress the wastewater treatment plant. Staff continues its commitment to find the best solution to the longer range temperature issues that may jeopardize effluent release to Ashland Creek.
- The Water Division will start to see more activities as water bonds are purchased for some necessary system capacity increases and overdue infrastructure improvements. New fire flow reservoirs, repairs and/or replacement of the main transmission lines and the eventual addition of the TAP pipeline will consume staff time over the next 5+ years.
- The GIS program continues to grow. PW Administration accepted .50 FTE of the position that was in the Electric Department and is now coordinating all of the utility database layers. The conversion from AutoCAD to ArcView takes time and new GPS information has been added. Staff is proposing to continue funding a temporary position to assist with GIS data entry. System costs, licensing and training remain high. A full GIS cost tracking system will be implemented this year.

Significant Budget Changes

- Many of the large Capital Improvements Program projects are being completed; total overall CIP budget for FY04 is \$8M, which is \$7 million less than the FY03 budget, and approximately one-third the CIP budget for FY02.
- Increase in the Wastewater Treatment Plant operational budget due to the new Membrane and Biosolids facilities; chemical and electric costs.
- A shift in funds from the Street Operations budget for grounds maintenance of the boulevard and downtown core. These funds are now shown in the General Public Works budget.
- Water and Wastewater rate increases.

Mission Statement

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

Performance Measures

Public Works performance measures are included in each division’s narratives. In general, it is our intent to improve the perception and customer satisfaction of our services and to keep overall costs to a minimum without compromising quality.

PUBLIC WORKS DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 3,052,977	\$ 3,340,260	\$ 3,735,300	\$ 3,867,000	\$ 4,101,790
600 Materials and Services	4,880,180	4,872,727	6,099,000	6,031,000	6,484,260
700 Capital Outlay	8,471,223	10,262,711	9,724,200	6,498,267	7,120,000
800 Debt Service	763,449	735,577	4,092,520	1,978,721	2,499,319
	\$ 17,167,829	\$ 19,211,275	\$ 23,651,020	\$ 18,374,988	\$ 20,205,369

Department Total By Fund					
110 General Fund	\$ 272,571	\$ 258,611	\$ 302,350	\$ 313,000	\$ 296,890
260 Street Fund	2,116,632	2,852,552	6,108,660	4,360,000	5,490,310
280 Airport Fund	72,736	70,910	222,150	664,000	459,550
670 Water Fund	4,943,798	3,662,456	4,330,800	5,477,400	5,652,860
675 Wastewater Fund	7,606,384	9,472,544	9,302,500	4,641,588	5,082,749
710 Central Services Fund	1,126,338	1,248,837	1,539,950	1,594,000	1,681,550
730 Equipment Fund	1,029,370	1,645,365	1,844,610	1,325,000	1,541,460
	\$ 17,167,829	\$ 19,211,275	\$ 23,651,020	\$ 18,374,988	\$ 20,205,369

Position Profile	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Engineering Services Manager	1.00	1.00	1.00	1.00	1.00
Supervisors	6.00	5.00	5.00	5.00	5.00
Administrative Assistant	-	-	1.00	-	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Associate Engineer	-	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
GIS Specialist	-	1.00	1.00	1.50	1.50
Engineering Tech III/Surveyor	1.00	-	-	-	-
Engineering Tech II	3.00	2.00	2.00	2.00	2.00
Engineering Tech I	1.00	-	-	-	-
Clerk II	1.50	1.50	0.50	1.50	0.50
Cemetery Sexton	1.00	1.00	1.00	1.00	1.00
Treatment Plant Operator	5.00	6.00	6.00	6.00	6.00
Utility Worker IV	2.00	2.00	2.00	2.00	2.00
Utility Worker III	13.00	13.00	15.00	13.00	15.00
Utility Worker II	6.00	6.00	4.00	6.00	4.00
Utility Worker I	6.00	7.00	7.00	7.00	7.00
Meter Reader/Repair	0.80	0.80	0.80	0.80	0.80
Facilities Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Building Maintenance Worker	0.50	-	-	-	-
Mechanic	3.00	3.00	3.00	3.00	3.00
	55.80	55.30	55.30	55.80	55.80

Airport Fund

The Ashland Municipal Airport was established in 1965. The City owns all of the land and buildings on the airport with the exception of the privately owned hangars at the northeast edge of the field and the Sky Research Hangar built in 2000. The airport has 20 hangars, 12 tie-down spaces and supports about 76 aircraft, a Civil Air Patrol unit and other activities. Maintenance is completed by the Parks Department, Facilities Maintenance Division, and assistance from the City Electric Department. Improvements are contracted to private contractors.

Management decisions for the Airport and related facilities receive oversight and recommendations through the Airport Commission, and staff work is completed through the Public Works Administration. The airport is operated by Bob Skinner, Skinner Aviation, as the contract Fixed Base Operator (FBO). Skinner has been the airport's FBO since 1993 and is responsible for the facility including radio control, fuel facility, aircraft maintenance, hanger rental collection, flight training, and facility maintenance. Over the past several years, there have been many improvements at the airport.

Airport Goals

- Implement Airport Commission Goals to:
 - Prepare and implement a comprehensive and cost effective maintenance program including efforts to improve and complete airport landscaping.
 - Add Live Camera Link to Internet Access.
 - Secure AIP Grant: Perimeter Fencing, Taxiway Access, and taxiway reflectors.
 - Provide information on Airport Expansion through the web site.
 - Identify and enhance revenue sources.
- Complete Airport Master Plan Update (FY04).
- Construct and occupy the new T-Hangars. Evaluate the cost of the City building the T-Hangars verses private construction/operation of T-Hangars.

Significant Budget 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. The FY04 baseline budget did not include this additional Capital project for \$250,000 to complete pavement maintenance.

Performance Measures

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

public works department - airport fund

AIRPORT FUND
PUBLIC WORKS DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 280					
Personal Services					
510 Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
520 Fringe Benefits	-	-	-	-	-
Total Personal Services	-	-	-	-	-
Materials and Services					
602 Rental, Repair, Maintenance	38,122	35,563	42,000	43,000	54,400
604 Contractual Services	47	-	-	-	-
605 Misc. Charges and Fees	29,143	34,918	34,300	35,000	34,300
606 Other Purchased Services	492	429	550	1,000	550
608 Commissions	-	-	300	-	300
Total Materials and Services	67,804	70,910	77,150	79,000	89,550
Capital Outlay					
702 Buildings	-	-	-	-	-
704 Improvements Other Than Bldgs.	4,932	-	145,000	585,000	370,000
Total Capital Outlay	4,932	-	145,000	585,000	370,000
	\$ 72,736	\$ 70,910	\$ 222,150	\$ 664,000	\$ 459,550

Grounds Maintenance

Public Works administration manages a “general” account. In prior years, this account has been used for general public works projects such as paving the Elks Parking Lot and other landscaping that would benefit the community as a whole.

This year, public works and finance staff moved the cost of Siskiyou Boulevard, Ashland Street, Main Street and Library grounds maintenance to this account. In past years this cost had been in the Street Fund’s operation account.

The intent of this program is to internally contract the City’s downtown and boulevards grounds care and maintenance to the Parks Department. Work includes flower bed replacement, soil maintenance, grass cutting and maintenance, general tree maintenance and trimming and other typical grounds care requirements. This account will be augmented occasionally to include things such as the purchase of tree grates (over the next four years to replace all of the brick and wood tree barriers in the downtown) or to replace dead or diseased trees along the City’s boulevards or downtown.

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

- Capture the positive public perceptions in the City’s annual attitude survey.

Fund Goals

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

Significant Budget Changes

- The FY04 baseline budget did not exist for this account as staff had not decided to introduce this as a tracking system.
- The net result reduces the Street budget by last year’s \$120,000, but this year’s impact increases to \$151,500 for the additional facilities and for the street tree grates.

Performance Measures

- Ensure grounds care and maintenance activities are cost effective.

public works department - street division

**STREET FUND
PUBLIC WORKS DEPARTMENT
BOULEVARD MAINTENANCE**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 260					
Materials and Services					
602 Rental, Repair, Maintenance					\$ 16,100
604 Contractual Services	-	-	-	-	135,000
Total Materials and Services	-	-	-	-	151,100
	\$ -	\$ -	\$ -	\$ -	\$ 151,100

Street Division

The Street Division has four primary areas of responsibility:

- street patching, paving and crack sealing,
- drainage ditch cleaning, street grading, and minor storm drain pipeline construction,
- street sweeping and bikepath maintenance,
- street signs and crossings for safety.

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

The street crews continue focusing on increased street patching, slurry and crack sealing programs, and a decrease in major street paving activities; a decrease in grading, but an increase in storm drain ditch maintenance. The Division remains at 9.0 FTEs and one temporary position for our summer paint crew. Although this tends to stress workload limits, we are currently able to remain at these tight staffing levels. The Street Division maintains over 86 miles of paved streets, 11 miles of unpaved streets, over 20,500 signs, and over 12 miles of open drainage ditches.

Division Goals

- Maintain a safe, smooth, convenient street system network for all customers, including pedestrians, bicyclists, automobile users, bus transit users, and business needs, including delivery, visitors access and parking.
- Respond to street user complaints and safety concerns in a quick and efficient manner.
- Update the pavement management system every two years. Validate the 5 year requirements and implement maintenance and reconstruction recommendations outlined in the pavement management system.
- Review the new requirements for street signs and develop a systematic means of replacing signs to meet the new reflectivity and color requirements.
- Evaluate safety improvements at Wimer and Hersey.
- Cooperate with other agencies on the improvement of Highways 99 and 66 with the State, and County roadways with Jackson County and present the findings to the City Council. All feasibility studies for jurisdictional exchange should focus on the financial implications of the exchange.
- Continue to systematically look at street operations, efficiencies, service needs, and community expectations. Shift work priorities and functions to better respond to the community's service needs.

Significant Budget Changes

- FY04 budget includes significant decreases in capital projects in both the street operations and the transportation SDC sections. This decrease from \$5.3 million to \$3.4 million represents completion of ODOT supported projects along Siskiyou, Ashland Street, Downtown Pedestrian Safety and Signal projects and Water Street Bridge. The two large LIDs (Strawberry Lane and Tolman Creek Road) will be done in FY04 as well as Nevada Street sidewalks and Railroad crossing improvements. In house, crews will be paving the majority of East Main, from 5th to Lithia and from 8th to the railroad tracks, and an overlay on Taylor Street.
- The budget reflects one other change, shifting the "boulevard maintenance" and other Parks Department grounds keeping services out of the Street budget to the general public works budget. This allows staff improved tracking and better reflects the general purpose of landscaping and grounds maintenance functions.

Performance Measures

- Ensure that the OCI (overall condition index) rating of the street is maintained at 78 with the pavement management system. Develop a revolving 5-year maintenance plan and validate the OCI and costs (spent and projected) every 2 years. Determine an adequate cost per year to maintain the OCI level and evaluate the ability to meet the requirements within the cost projections (by December 2003). The number of street miles has increased to 86 miles as of December 2002. Operation and Maintenance costs per mile of street should be decreasing if we are able to maintain the OCI rating.
- Evaluate and collect adequate fees for long term street maintenance and continue to strive to leverage state and federal funds to reduce direct impact on the City.
- Evaluate and leverage costs to clean/sweep streets (track cost of tons of material removed as street sweeping by lane miles swept per man/per hour/per vehicle).
- Street miles of graded street work and man-hours expended. As the number of graded streets is reduced and replaced by paved streets, the man-hours expended should correspondingly decrease.
- Develop a pothole maintenance and response team to systematically identify and correct potholes within 3 weeks of notification (weather dependent).

public works department - street division

STREET FUND
PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 260					
Personal Services					
510 Salaries and Wages	\$ 287,869	\$ 310,422	\$ 337,500	\$ 349,000	\$ 334,500
520 Fringe Benefits	118,054	139,667	169,000	175,000	188,700
Total Personal Services	405,923	450,089	506,500	524,000	523,200
Materials and Services					
601 Supplies	25,717	17,393	27,750	29,000	27,050
602 Rental, Repair, Maintenance	417,537	218,362	302,450	313,000	304,850
603 Communications	5,697	5,491	7,050	7,000	6,800
604 Contractual Services	202,323	210,875	246,800	255,000	251,800
605 Misc. Charges and Fees	311,383	354,285	371,000	384,000	358,300
606 Other Purchased Services	4,344	3,819	8,360	9,000	8,060
608 Commissions	1,995	747	6,500	7,000	6,500
Total Materials and Services	968,996	810,972	969,910	1,004,000	963,360
Capital Outlay					
701 Land	-	75,000	-	-	-
703 Equipment	-	7,500	9,500	-	9,000
704 Improvements Other Than Bldgs.	35,525	539,323	3,113,600	1,390,500	1,752,900
Total Capital Outlay	35,525	621,823	3,123,100	1,390,500	1,761,900
Debt Service					
801 Debt Service - Principal	1,086	-	2,000	2,000	-
802 Debt Service - Interest	45	-	500	500	-
Total Debt Service	1,131	-	2,500	2,500	-
	\$ 1,411,575	\$ 1,882,884	\$ 4,602,010	\$ 2,921,000	\$ 3,248,460

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

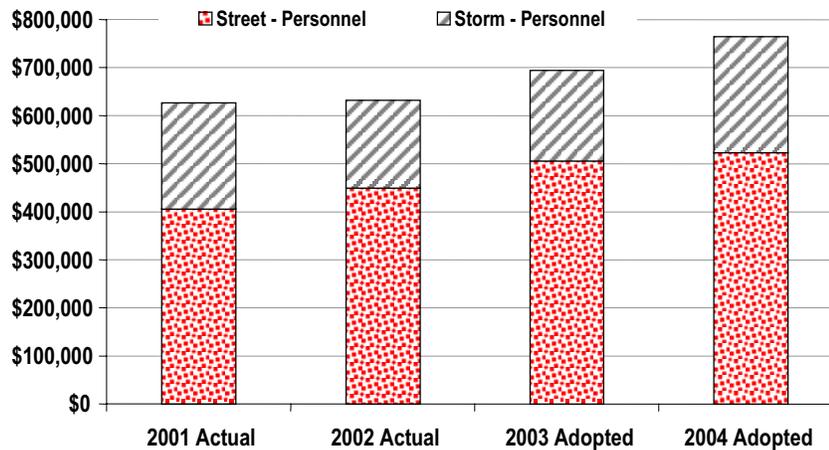
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 260					
Capital Outlay					
701 Land	-	25,000	-	-	-
704 Improvements Other Than Bldgs.	3,274	126,923	171,900	362,000	481,400
Total Capital Outlay	3,274	151,923	171,900	362,000	481,400
	\$ 3,274	\$ 151,923	\$ 171,900	\$ 362,000	\$ 481,400

public works department - street division

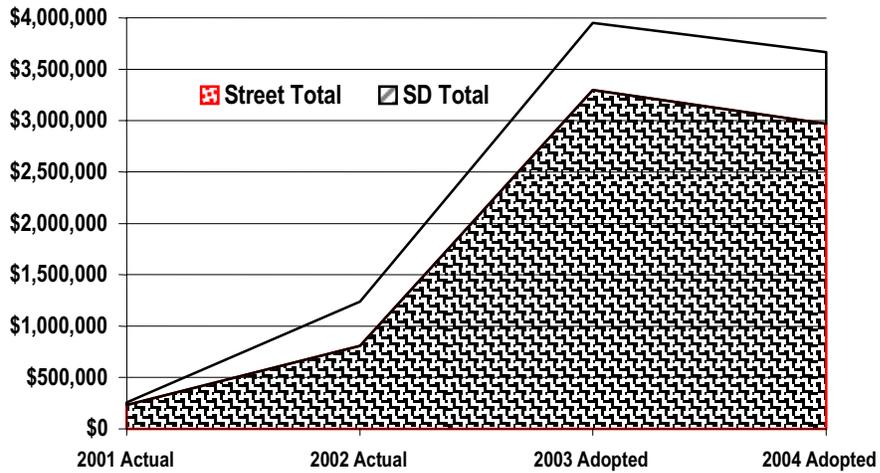
STREET FUND
PUBLIC WORKS DEPARTMENT
L.I.D.'S AND TRANSPORTATION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 260					
Materials and Services					
605 Misc. Charges and Fees	\$ -	\$ -	\$ 45,000	\$ -	\$ 5,900
Total Materials and Services	-	-	45,000	-	5,900
Capital Outlay					
704 Improvements Other Than Bldgs.	191,482	33,142		55,000	724,800
Total Capital Outlay	\$ 191,482	\$ 33,142	\$ -	\$ 55,000	\$ 724,800
	\$ 191,482	\$ 33,142	\$ 45,000	\$ 55,000	\$ 730,700

Personnel Costs



Street Fund Capital Improvements



FY04 Budget Highlights				
	Streets	% diff	Storm Drain	% diff
Personal Services	\$523,200	3.3%	\$240,800	18.8%
Materials and Services	\$963,360	18.8%	\$330,350	33.6%
Capital Outlay	\$2,968,100	-9.9%	\$696,500	6.5%
Total	\$4,454,660		\$1,267,650	

Storm Drain Program

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

The City has been designated by federal regulations for inclusion in the National Pollutant Discharge Elimination System (NPDES) permit program as a “small” municipal storm drain system (MS4). As such, new regulations require that the City adopt more stringent storm water and water quality protection standards. Along with the Storm Water and Drainage Master Plan, which identifies capital improvement projects and water quality management objectives, a Storm Water Management Plan must be developed by March 2004. This Storm Water Management Plan must identify measurable goals for storm water quality improvements and an implementation program. Along with this plan staff will need to ensure the financing element addresses all of the requirements to meet Council goals for water quality improvements.

The Division maintains over 64 miles of piped storm water collection lines, 1,700 catch basins, 825 inlet structures, 250 manholes, and approximately 12 miles of open storm water drainage ditches. Crews also maintain the new bioswales (Elks/City Parking Lot) and detention basin and wetlands facilities (Roca Ponds, the Wetlands Ponds at the Dog Park and detention/retention facilities at North Mountain Park).

Strategic Plan Goals

- Assist with implementation of an updated riparian area protection ordinance (coordinated with Community Development and Planning).

Division Goals

- Water quality is a primary component of the storm water program. Ashland has been ahead of the requirements, but there is some community frustration with the emphasis placed on water quality with respect to general construction methods. The PW Engineering standards stress erosion and sediment control, as well as detention and water quality improvements with new developments. We also stress this with city managed goals. Future projects will define this as an even higher priority. However, these projects come with both capital and maintenance costs.

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

Significant Budget Changes

- Several specific storm drain and water quality improvement projects have been identified for construction over the next several years averaging approximately \$435,000 each year.
- This year’s (FY04) capital program is slightly less than FY03 with the completion of Strawberry Lane/Nutley Street and Bridge Street projects. The Billings storm drain line was designed and started in FY03. This year we are completing the Billings project along with Walker Avenue (Parker to Holmes).
- Personal Services and related budget figures are higher this year, as we have stressed accuracy in personnel assigned to storm drain and related activities. There is also an increase in equipment utilized by the Division and therefore equipment repair and maintenance costs are correspondingly higher.

Performance Measures

- Meet the new NPDES MS4 and Storm Water Management Plan requirements:
 - Provide consistent construction and development standards for new water quality improvement facilities that demonstrate water quality objectives.
 - Test and evaluate the effect of new water quality improvements; retention facilities, bioswales, wetlands ponds, etc. and document the amount of material removed by these facilities and the resulting water quality.
- Improve drainage systems to minimize adverse impacts to citizens as a result of storm and high water runoff conditions:
 - Implement the design standards for 25 year storms.
 - Maintain the open swales and pipe systems so that there are no blockages that cause water to back up.
 - Ensure the pipe system meets current capacity requirements and is updated on a 5-year basis.
- Collect adequate fees for maintenance and improvements.

public works department - street division - storm drain

**STREET FUND
PUBLIC WORKS DEPARTMENT
COLLECTION DIVISION**

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 260					
Personal Services					
510 Salaries and Wages	\$ 177,637	\$ 124,323	\$ 123,000	\$ 127,000	\$ 151,000
520 Fringe Benefits	43,321	57,400	64,400	67,000	89,800
Total Personal Services	220,958	181,723	187,400	194,000	240,800
Materials and Services					
601 Supplies	4,903	4,962	9,550	10,000	15,750
602 Rental, Repair, Maintenance	61,339	88,039	136,600	141,000	156,900
603 Communications	301	-	300	-	300
604 Contractual Services	1,162	1,709	3,500	4,000	18,500
605 Misc. Charges and Fees	182,700	147,000	194,000	201,000	129,400
606 Other Purchased Services	5,755	5,612	8,500	9,000	9,500
Total Materials and Services	256,160	247,322	352,450	365,000	330,350
Capital Outlay					
704 Improvements Other Than Bldgs.	21,781	279,262	482,000	377,000	215,100
Total Capital Outlay	21,781	279,262	482,000	377,000	215,100
	\$ 498,899	\$ 708,307	\$ 1,021,850	\$ 936,000	\$ 786,250

**STREET FUND
PUBLIC WORKS DEPARTMENT
S.D.C. - STORM DRAIN DIVISION**

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 260					
Personal Services					
510 Salaries and Wages	\$ 4,810	\$ 148	\$ -	\$ -	\$ -
Total Personal Services	4,810	148	-	-	-
Materials and Services					
601 Supplies	22	3,720	-	-	-
Total Materials and Services	22	3,720	-	-	-
Capital Outlay					
704 Improvements Other Than Bldgs.	6,570	72,428	267,900	86,000	92,400
Total Capital Outlay	6,570	72,428	267,900	86,000	92,400
	\$ 11,402	\$ 76,296	\$ 267,900	\$ 86,000	\$ 92,400

Water Division

The Water Division has three areas of responsibility: distribution, treatment plant, and raw water supply. The distribution system includes four distribution reservoirs, over 90 miles of water lines, 5 pump stations, 29 pressure reducing stations, 1,000 fire hydrants, and over 7,360 individual services and meters. Division personnel are responsible for new service installations, main line construction, and the maintenance and repair of the existing system. Maintenance on the Lithia water system and the City's irrigation (TID) system are also included in the distribution area of responsibility.

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

The supply side is a non-personnel budget section and includes Hosler Dam maintenance, safety and security, any work required to retain the water held in Reeder Reservoir before it is treated at the water treatment plant, TID water purchase agreements, the Talent, Ashland, Phoenix (TAP) Intertie project and long-term acquisition of water rights. The Division is responsible for all water system testing to ensure total compliance with various regulatory requirements. The Water Division is made up of 13.5 FTE. The Water Division continues to evaluate the possibility of cross-training employees to meet plant operations and distribution system needs, as well as compensate for necessary warehousing functions.

Strategic Plan Goals

- Develop a preliminary engineering design plan for the future extension of the TAP Water Project to Ashland. Currently the water supply master plan indicates a need for the TAP line to be constructed by 2015. However, changes in water supply and the TID allocation agreements may necessitate construction of the line to Ashland earlier than expected. The plan should include preliminary routing, right-of-way acquisition, timing, and funding alternatives. Priority for water conservation should be continued.

Division Goals

- Provide high-quality, clean, safe drinking water to each customer at the tap.
 - 1) Meet or provide higher quality water than is required by the Safe Drinking Water Act; continue to publish annual CCRs.
 - 2) Evaluate the water chemistry and treatment process; implement relevant changes for overall water quality improvements.
- Operate the water treatment and distribution system in an efficient and fiscally responsible manner.

- Provide an adequate supply of drinking water and maximize the use of appropriate conservation efforts. With increased concerns and emphasis on water supply, staff will continue efforts to encourage strong conservation responsibilities. Although initial predictions are that we will not need to use TID raw water this year to supplement the water stored in Reeder reservoir, staff will ensure that the option remains viable.
- Monitor use and maintenance of the newly constructed TAP Intertie pipeline to Talent and the regional pump station.
- Conduct twice yearly audible alarm tests of the early warning alarm system for Hosler Dam (installed in FY03).

Significant Budget Changes

- This year's Capital budget is a significant increase from last year's budget as design and construction begins on three large capital projects that were recommended as a result of the Water Distribution Analysis:
 - 1) New Fire Flow Distribution Reservoirs (\$2.3M);
 - 2) Transmission Line; Reeder to the Plant (\$1.2M);
 - 3) Main Supply Line; Plant to Crowson Reservoir (\$1.1M).
- In addition, there are several other smaller planned capital projects including; Hosler Dam security and telemetry improvements, replace the waterline in Granite Street, and investigate water plant backwash (sludge) lagoon improvements.
- The budget includes a 5% rate increase for FY04 and FY05 to cover costs of capital projects.

Performance Measures

- Water quality; have no action limit violations, and no other health risk concerns.
- Water quantity; maintain water treatment capacity above 25% of maximum day (ratio of capacity 10 mgd to maximum day 8 mgd).
- System efficiency; evaluate the cost to treat and transport drinking water per 1,000 gallons and take appropriate measures to favorably compare to industry standards.
- Distribution system; by December 2003, develop a rolling 5 year plan for system maintenance and repairs, and a strategy and implementation plan to reduce leaks and water loss by 10% of the 2000 figures.

public works department - water division

WATER FUND
PUBLIC WORKS DEPARTMENT
TREATMENT DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 670					
Personal Services					
510 Salaries and Wages	\$ 125,371	\$ 127,923	\$ 143,000	\$ 148,000	\$ 150,000
520 Fringe Benefits	47,242	57,745	72,300	75,000	84,300
Total Personal Services	172,613	185,668	215,300	223,000	234,300
Materials and Services					
601 Supplies	62,747	63,451	89,250	92,000	99,000
602 Rental, Repair, Maintenance	75,467	83,753	100,800	103,000	103,000
603 Communications	11,811	11,932	16,100	17,000	13,600
604 Contractual Services	4,284	7,826	10,200	11,000	40,200
605 Misc. Charges and Fees	106,973	171,671	243,820	252,000	111,000
606 Other Purchased Services	17,172	24,189	43,480	45,000	38,250
Total Materials and Services	278,454	362,822	503,650	520,000	405,050
Capital Outlay					
704 Improvements Other Than Bldgs.	-	1,987	82,000	265,000	86,000
Total Capital Outlay	-	1,987	82,000	265,000	86,000
Debt Service					
801 Debt Service - Principal	91,878	40,227	100,000	165,000	142,000
802 Debt Service - Interest	123,042	122,257	96,200	35,900	54,200
Total Debt Service	214,920	162,484	196,200	200,900	196,200
	\$ 665,987	\$ 712,961	\$ 997,150	\$ 1,208,900	\$ 921,550

WATER FUND
PUBLIC WORKS DEPARTMENT
FOREST INTERFACE DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 670					
Personal Services					
510 Salaries and Wages	\$ 1,834	\$ 7,668	\$ 5,000	\$ 5,000	\$ 74,000
520 Fringe Benefits	521	1,873	-	-	5,700
Total Personal Services	2,355	9,541	5,000	5,000	79,700
Materials and Services					
604 Contractual Services	78,129	63,331	224,000	77,000	346,000
605 Misc. Charges and Fees	-	872	9,000	9,000	-
606 Other Purchased Services	2,258	139	2,000	2,000	2,000
608 Commissions	-	-	1,000	1,000	1,000
Total Materials and Services	80,387	64,342	236,000	89,000	349,000
	\$ 82,742	\$ 73,883	\$ 241,000	\$ 94,000	\$ 428,700

public works department - water division

**WATER FUND
PUBLIC WORKS DEPARTMENT
SUPPLY DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 670					
Materials and Services					
604 Contractual Services	\$ 27,917	\$ 9,962	\$ 37,500	\$ 39,000	\$ -
605 Misc. Charges and Fees	-	38,859	68,000	41,000	113,100
606 Other Purchased Services	43,491	29,991	58,000	40,000	83,000
Total Materials and Services	71,408	78,812	163,500	120,000	196,100
Capital Outlay					
704 Improvements Other Than Bldgs.	15,693	145,865	125,000	350,000	227,500
Total Capital Outlay	15,693	145,865	125,000	350,000	227,500
Debt Service					
801 Debt Service - Principal	20,000	20,000	20,000	20,000	35,000
802 Debt Service - Interest	8,625	11,995	30,400	56,900	19,100
Total Debt Service	28,625	31,995	50,400	76,900	54,100
	\$ 115,726	\$ 256,672	\$ 338,900	\$ 546,900	\$ 477,700

public works department - water division

WATER FUND
PUBLIC WORKS DEPARTMENT
DISTRIBUTION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 670					
Personal Services					
510 Salaries and Wages	\$ 422,508	\$ 451,871	\$ 471,700	\$ 488,000	\$ 476,000
520 Fringe Benefits	159,167	198,477	224,100	232,000	260,690
Total Personal Services	581,675	650,348	695,800	720,000	736,690
Materials and Services					
601 Supplies	28,200	18,117	23,500	24,000	38,750
602 Rental, Repair, Maintenance	230,557	249,963	265,400	268,000	259,900
603 Communications	7,537	6,632	11,400	12,000	11,870
604 Contractual Services	19,954	35,930	7,000	7,000	7,000
605 Misc. Charges and Fees	477,666	437,819	439,280	455,000	490,000
606 Other Purchased Services	3,705	6,502	17,650	18,000	14,400
610 Programs	1,997	-	2,000	2,000	1,000
612 Franchises	169,075	147,409	152,000	167,000	177,000
Total Materials and Services	938,691	902,372	918,230	953,000	999,920
Capital Outlay					
703 Equipment	-	-	10,000	-	-
704 Improvements Other Than Bldgs.	475,944	151,620	384,800	950,000	1,097,900
Total Capital Outlay	475,944	151,620	394,800	950,000	1,097,900
Debt Service					
801 Debt Service - Principal	271,027	274,750	361,000	118,000	234,500
802 Debt Service - Interest	94,280	113,329	57,020	112,900	32,300
Total Debt Service	365,307	388,079	418,020	230,900	266,800
	\$ 2,361,617	\$ 2,092,419	\$ 2,426,850	\$ 2,853,900	\$ 3,101,310

public works department - water division

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

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 670					
Materials and Services					
604 Contractual Services	\$ 1,206	\$ 4,892	\$ -	\$ -	\$ 25,000
Total Materials and Services	1,206	4,892	-	-	25,000
Capital Outlay					
704 Improvements Other Than Bldgs.	1,531,379	365,940	-	200,000	87,500
Total Capital Outlay	1,531,379	365,940	-	200,000	87,500
	\$ 1,532,585	\$ 370,832	\$ -	\$ 200,000	\$ 112,500

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

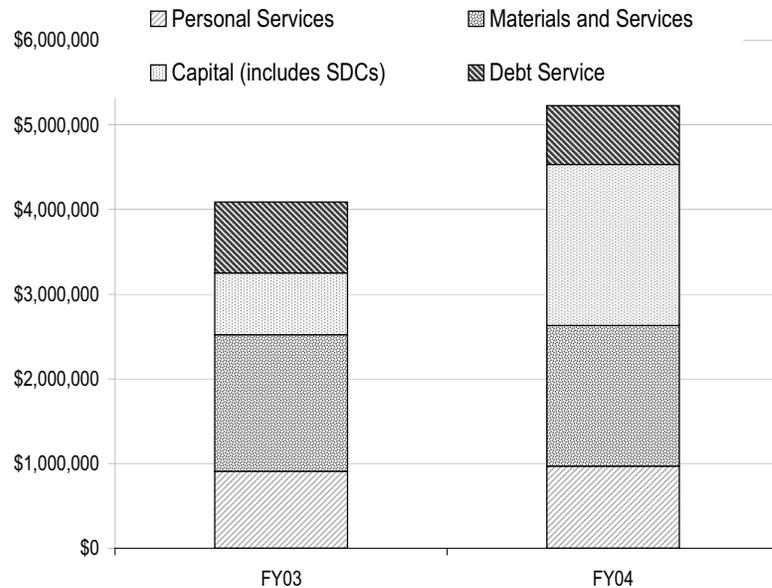
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 670					
Materials and Services					
604 Contractual Services	\$ -	\$ -	\$ 24,000	\$ -	\$ -
Total Materials and Services	-	-	24,000	-	-
Debt Service					
801 Debt Service - Principal	65,607	103,327	40,000	-	60,000
802 Debt Service - Interest	87,859	49,692	106,500	159,000	82,000
Total Debt Service	153,466	153,019	146,500	159,000	142,000
	\$ 153,466	\$ 153,019	\$ 170,500	\$ 159,000	\$ 142,000

public works department - water division

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

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 670					
Materials and Services					
604 Contractual Services	\$ 1,907	\$ 2,670	\$ -	\$ -	\$ 33,600
Total Materials and Services	1,907	2,670	-	-	33,600
Capital Outlay					
704 Improvements Other Than Bldgs.	29,768	-	129,000	360,000	402,500
Total Capital Outlay	29,768	-	129,000	360,000	402,500
Debt Service					
801 Debt Service - Principal	-	-	27,400	54,700	33,000
Total Debt Service	-	-	27,400	54,700	33,000
	\$ 31,675	\$ 2,670	\$ 156,400	\$ 414,700	\$ 469,100

Water Fund Summary



Wastewater Division

The Wastewater Division is responsible for collecting (pipes) and cleaning (treatment plant operations) all of the waste products in the city. Division staff also shares responsibilities for the maintenance of storm water pipes. The wastewater collection system includes over 105 miles of sanitary sewer lines ranging in size from 4 to 24 inches, 3,370 manholes and 8 lift stations. The City's first sewer lines were installed in the early 1900s. Division personnel continually replace old sewer lines as they fail or become undersized. Crews also install new service connections for homes and buildings. The system presently serves over 7,240 customers. Maintenance of both the sanitary and storm sewer lines is accomplished with specialized equipment: jet rodder, mechanical rodder, vacuum machines, and video inspection equipment.

The Wastewater Treatment Plant (WWTP) treats an average of 2 million gallons of waste per day and personnel are responsible for ensuring both the effluent and biosolids are treated to meet strict discharge and reuse standards. The WWTP system upgrades began in September 1998 and by June 2003, the final phase will be complete. Improvements included new Eimco Carrousel oxidation ditches, enhanced secondary clarifiers, UV disinfection (not chlorine), Zenon tertiary membrane filtration system and the recently completed biosolids centrifuge dewatering system. Effluent quality meets DEQ permitting requirements for discharge to Ashland Creek and all reuse standards. The completion of the centrifuge biosolids facility will complete all of the planned plant improvements under the revised Facilities Plan. The biosolids dewatering facility will reduce the landfill costs and hauling costs for disposal.

The Division is responsible for all wastewater testing to ensure total compliance with various regulatory requirements. The Wastewater Division has 12 full time employees with staff evenly split between the plant and the collection system. The Wastewater Division will continue cross-training employees to meet plant operations and collection system needs, as well as storm drain cleaning. Emphasis this year is on the maintenance side and developing the newly required CMOM (Capacity, Management, Operation and Maintenance) program check lists. Division personnel have all moved to the WWTP facilities to make more efficient use of shared equipment and training facilities.

Strategic Plan Goals

- Develop a wastewater pre-treatment ordinance with standards and a consistent monitoring program for the discharge of chemicals, greases, etc. from commercial establishments (continued from FY03 and made a part of the Collection System Master Plan).

Division Goals

- Provide high quality treated wastewater effluent and biosolids product that meets or exceeds required state permit requirements.

- Optimize wastewater collection and maintenance operations to minimize service disruptions.
- Develop a temperature management plan to meet DEQ's requirements yet maintain creek flows per Council desires.
- Optimize and minimize chemical use. Minimize, but continue to utilize foaming agents in sewer lines to kill roots that grow into the cracks of pipes and grow into main lines from service lines. The primary source of claims and service lateral plugs are from roots that grow and feed off the water in the lines. Use of foaming agents stops the root growth and does not affect the trees or plants.
- Continue the review of illegal cross-connections to remove rain water and storm water drainage from the sewer system. This is accomplished by smoke testing the collection system.

Significant Budget Changes

- Increases in electrical costs are expected with the membrane and centrifuge facilities coming on line. Chemical costs have not been as high as projected.
- Collection system construction activities increase as we complete the Bear Creek Interceptor from N. Mountain Park to Walker (\$210K); replace the line in Walnut from Granite to Wimer; replace and repair the N. Main Pump Station; and complete needed telemetry upgrades to the Pump Stations.

Performance Measures

- Wastewater quality; fully meet DEQ's NPDES permit requirements with no violations and continue to evaluate the impacts of temperature standards on effluent reuse and creek benefits.
- Wastewater quantity; maintain wastewater treatment capacity above 20% of annual average (ratio of capacity, 2.35 mgd to average annual flow; currently 1.92 mgd – ratio is currently 22.4%).
- System efficiency; evaluate the cost to collect and treat sewage per 1,000 gal and take appropriate measures to favorably compare to industry standards; reduce the cost of biosolids disposal by 5% of the 2002 costs.
- Reduce the costs of sewer claims due to controllable backups (roots, grease, etc).
- Distribution system; by December 2003, develop a rolling 5 year plan for system maintenance and repairs, and a strategy and implementation plan to reduce leaks and water loss by 10% of the 2000 records.

public works department - wastewater division

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
COLLECTION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 675					
Personal Services					
510 Salaries and Wages	\$ 210,023	\$ 239,628	\$ 252,500	\$ 261,000	\$ 230,400
520 Fringe Benefits	85,600	108,560	127,200	132,000	126,100
Total Personal Services	295,623	348,188	379,700	393,000	356,500
Materials and Services					
601 Supplies	28,919	41,154	71,550	74,000	71,750
602 Rental, Repair, Maintenance	141,503	118,845	175,050	181,000	195,150
603 Communications	8,361	2,286	8,400	9,000	6,880
604 Contractual Services	8,383	10,183	13,500	14,000	13,500
605 Misc. Charges and Fees	306,733	445,448	423,920	439,000	429,800
606 Other Purchased Services	2,131	2,343	7,300	8,000	7,100
610 Programs	-	75	600	1,000	400
612 Franchises	172,253	119,699	162,000	168,000	125,000
Total Materials and Services	668,283	740,033	862,320	894,000	849,580
Capital Outlay					
703 Equipment	-	20,738	12,000	10,000	10,000
704 Improvements Other Than Bldgs.	112,375	71,989	137,000	21,767	150,500
Total Capital Outlay	112,375	92,727	149,000	31,767	160,500
	\$ 1,076,281	\$ 1,180,948	\$ 1,391,020	\$ 1,318,767	\$ 1,366,580

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
CONSTRUCTION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 675					
Materials and Services					
604 Contractual Services	\$ 1,969	\$ -	\$ -	\$ -	\$ -
605 Misc. Charges and Fees	-	-	-	-	-
Total Materials and Services	1,969	-	-	-	-
Capital Outlay					
704 Improvements Other Than Bldgs.	3,919,405	4,909,893	3,300,000	-	265,000
Total Capital Outlay	3,919,405	4,909,893	3,300,000	-	265,000
	\$ 3,921,374	\$ 4,909,893	\$ 3,300,000	\$ -	\$ 265,000

public works department - wastewater division

**WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
TREATMENT DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 675					
Personal Services					
510 Salaries and Wages	\$ 218,083	\$ 231,655	\$ 262,500	\$ 272,000	\$ 280,600
520 Fringe Benefits	77,775	95,192	123,100	127,000	147,100
Total Personal Services	295,858	326,847	385,600	399,000	427,700
Materials and Services					
601 Supplies	66,812	99,344	164,950	171,000	175,300
602 Rental, Repair, Maintenance	290,897	324,588	406,250	420,000	416,000
603 Communications	2,910	2,183	3,400	4,000	3,400
604 Contractual Services	743	2,924	1,000	1,000	8,500
605 Misc. Charges and Fees	316,372	192,209	220,080	225,000	260,500
606 Other Purchased Services	18,255	17,593	26,200	27,000	27,550
610 Programs	-	1,629	500	1,000	500
612 Franchises	-	-	-	-	-
Total Materials and Services	695,989	640,470	822,380	849,000	891,750
Capital Outlay					
704 Improvements Other Than Bldgs.	13,921	5,488	4,000	-	-
Total Capital Outlay	13,921	5,488	4,000	-	-
Debt Service					
801 Debt Service - Principal	-	-	427,000	471,821	894,311
802 Debt Service - Interest	-	-	2,824,500	782,000	912,908
Total Debt Service	-	-	3,251,500	1,253,821	1,807,219
	\$ 1,005,768	\$ 972,805	\$ 4,463,480	\$ 2,501,821	\$ 3,126,669

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

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 675					
Capital Outlay					
704 Improvements Other Than Bldgs.	\$ 269,800	\$ 2,323,555	\$ -	\$ 516,000	\$ -
Total Capital Outlay	\$ 269,800	\$ 2,323,555	\$ -	\$ 516,000	\$ -

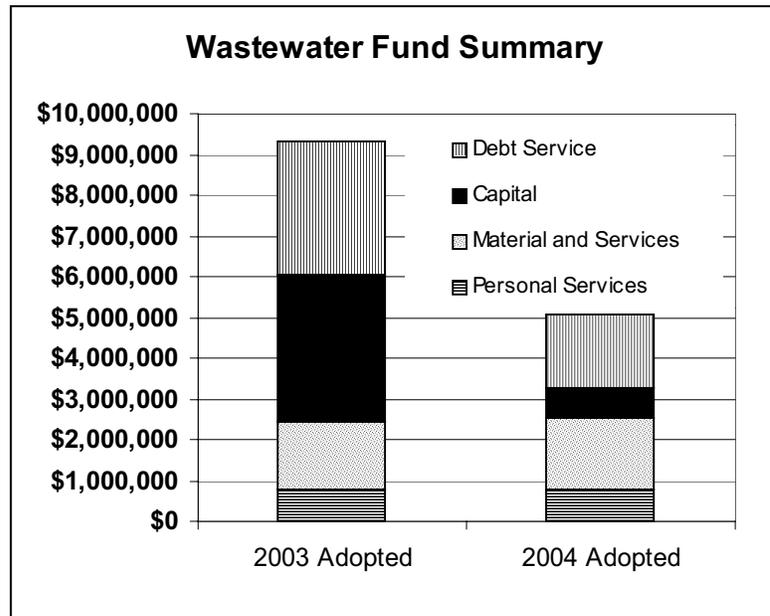
public works department - wastewater division

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

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 675					
Capital Outlay					
704 Improvements Other Than Bldgs.	\$ 123,407	\$ 84,293	\$ 148,000	\$ 305,000	\$ 324,500
Total Capital Outlay	\$ 123,407	\$ 84,293	\$ 148,000	\$ 305,000	\$ 324,500

WASTEWATER FUND
PUBLIC WORKS DEPARTMENT
FLOOD RESTORATION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 675					
Capital Outlay					
700 Capital Outlay					
704 Improvements Other Than Bldgs.	\$ 1,209,754	\$ 1,050	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 1,209,754	\$ 1,050	\$ -	\$ -	\$ -



Administration and Engineering

The Public Works Administration and Engineering Divisions have two distinct functions: (1) overall public works administration, which includes GIS and operations and (2) related city engineering and surveying work.

Administration Division

This portion of the Public Works program houses the functions that encompass overall PW activities; the Director provides direct management and administration of various commissions, long range maintenance and master planning projects and a variety of construction projects within the City. This Division is responsible for completing construction of a \$32 million upgrade to the Wastewater Treatment Plant, construction of the new Community Development and PW Engineering Building, and construction of several street projects including Siskiyou Blvd., Ashland Street, 3rd/Gresham, Strawberry Lane, Tolman Creek Road and others. We are completing analyses of the Water Distribution System and Sewage Collection system. The Department provides direct support for the formation of Local Improvement Districts (Strawberry Lane and Tolman Creek Road). The Division houses the Geographic Information Systems (GIS) program that has mapped utilities within the City's infrastructure and add specialty data layers through coordination with other departments.

Staff supports the Airport, Forest, and Traffic Safety Commissions and provides various liaison functions for the Jackson/Josephine Transportation Committee (JJTC), Rogue Valley Area Commission on Transportation (RVACT), Metropolitan Planning Organization, TAP Water Intertie Committee, and others.

Engineering Division

The Engineering Division provides the City's engineering and surveying services and technical support to the Ashland community as a whole, as well as to other city departments. Staff provides direction, plan review services, and valuable infrastructure coordination to consulting engineers, surveyors, and developers within the City. Staff is also responsible for managing projects, project design, survey, and construction for all public works projects.

The Engineering Division also maintains and updates utility locations; rights-of-way and easement locations; boundary surveys; land divisions; changes to maps, roads and property addresses; traffic volumes, accident data and traffic speed analysis.

Strategic Plan Goals

- Manage the City's Capital Improvement Plan (CIP) and provide updates to the City Council. Complete construction of Siskiyou Blvd., 3rd and Gresham Intersection, Ashland Street, Strawberry Lane and Tolman Creek Road projects. Complete the Waste water Treatment Plant (WWTP) construction.

- Develop a preliminary engineering design and plan for scheduling the future extension of the TAP pipeline to Ashland.

Division Goals

- Continue the use of the GIS program for utility and infrastructure mapping.
- Complete safety improvements of existing at-grade RR crossings (specifically Helman and Laurel).
- Implement the strategies for improved pedestrian and traffic safety; the "3-Es" Education, Enforcement and Engineering (Traffic Safety Commission).
- Explore and develop ways to increase use and available options for alternative transportation within the City and regionally.
- Provide effective project management for design consultants, surveying, construction and general project management.
- Implement the City's revised engineering design standards.
- Provide effective review, inspection services on all public works projects.
- Ensure our staff is trained to meet the needs of a changing technological and environmentally proactive community and that staff is recognized for quality services.

Significant Budget Changes

- Additional temporary staff for the GIS database update (second year).

Performance Measures

- Provide high quality and consistent engineering design, review and administration for all City and related projects that minimizes rework.
- Maintain construction budgets and track the number of projects completed within budget and within 5% of change orders.
- Maximize funding opportunities and leveraging capabilities by increasing the amount of grant funds from outside sources; ODOT, DEQ, FAA, etc.

public works department - administration & engineering

**CENTRAL SERVICES FUND
PUBLIC WORKS DEPARTMENT
SUPPORT AND ADMINISTRATION DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 267,092	\$ 274,114	\$ 346,500	\$ 360,000	\$ 380,600
520 Fringe Benefits	93,791	108,376	136,400	141,000	170,800
Total Personal Services	360,883	382,490	482,900	501,000	551,400
Materials and Services					
601 Supplies	13,897	8,535	45,950	47,000	41,900
602 Rental, Repair, Maintenance	20,934	25,328	26,850	27,500	11,500
603 Communications	2,395	3,160	8,430	9,000	6,750
604 Contractual Services	6,900	4,475	10,000	9,500	15,000
605 Misc. Charges and Fees	31	20,000	25,000	26,000	34,200
606 Other Purchased Services	6,252	2,673	9,500	10,000	9,750
Total Materials and Services	50,409	64,171	125,730	129,000	119,100
	\$ 411,292	\$ 446,661	\$ 608,630	\$ 630,000	\$ 670,500

**CENTRAL SERVICES FUND
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 234,409	\$ 260,629	\$ 274,900	\$ 285,000	\$ 291,000
520 Fringe Benefits	80,316	106,910	122,600	127,000	143,400
Total Personal Services	314,725	367,539	397,500	412,000	434,400
Materials and Services					
601 Supplies	18,986	14,106	18,000	19,000	20,800
602 Rental, Repair, Maintenance	34,110	41,621	30,800	31,000	15,000
603 Communications	2,031	1,945	7,800	8,000	8,300
604 Contractual Services	8,081	17,867	30,000	31,000	25,000
605 Misc. Charges and Fees	1,600	2,000	2,000	2,000	34,200
606 Other Purchased Services	6,063	3,136	12,300	13,000	12,500
Total Materials and Services	70,871	80,675	100,900	104,000	115,800
Capital Outlay					
703 Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
	\$ 385,596	\$ 448,214	\$ 498,400	\$ 516,000	\$ 550,200

Facilities Maintenance Division

The Facilities Maintenance Division has two areas of responsibility: city facilities and cemeteries. The City facilities include the maintenance, improvements, and janitorial services for all city owned buildings. The City has well over 100 facilities, of which 55 are under this division. These include major buildings such as City Hall, Community Development and Engineering (old Hillah Building), Police Station, Council Chambers, Pioneer Hall, Band Shell, airport hangars and the information kiosk. The enterprise funds that have their own facilities (water and sewer), the Fire Station facilities and the Parks facilities are managed within their respective budgets.

Division Goals

- Ensure our community and employees have safe, efficient, clean and contemporary city facilities.
- Address facilities concerns in a timely manner.
- Encourage water and energy conservation techniques are in place and that all furnishings are replaced with energy / water efficient items.

Significant Budget Changes

- Budget for the facilities maintenance portion is higher in materials and services, which reflects anticipated increases in utility costs and janitorial services to improve the condition of our buildings. The janitorial services contract is out for bid and new costs are unknown. There are new facilities that have been added to our inventory (Community Development and Engineering building and the new Fire Station).
- All of the facilities maintenance costs are in this budget with the exception of unique items for the Fire Station, Water Treatment Plant and the Wastewater Treatment Plant.
- All of the utility costs (water, sewer, electric, gas) are included in this budget for each facility with exception of the Water Treatment and the Wastewater Treatment Plants.

Significant Budget Changes

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

public works department - facilities maintenance & cemeteries

**CENTRAL SERVICES FUND
PUBLIC WORKS DEPARTMENT
MAINTENANCE - PROPERTY DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 80,740	\$ 83,583	\$ 86,000	\$ 89,000	\$ 88,500
520 Fringe Benefits	31,503	37,190	41,900	43,000	49,700
Total Personal Services	112,243	120,773	127,900	132,000	138,200
Materials and Services					
601 Supplies	7,249	3,303	5,900	6,000	6,500
602 Rental, Repair, Maintenance	187,568	209,176	264,500	274,000	274,100
603 Communications	6,905	11,670	2,220	2,000	2,200
604 Contractual Services	205	409	3,000	3,000	5,000
605 Misc. Charges and Fees	2,700	3,000	3,000	4,000	7,000
606 Other Purchased Services	307	461	5,900	6,000	4,850
610 Programs	12,273	5,170	20,500	21,000	23,000
Total Materials and Services	217,207	233,189	305,020	316,000	322,650
	\$ 329,450	\$ 353,962	\$ 432,920	\$ 448,000	\$ 460,850

Cemetery Maintenance

The Facilities Maintenance Division has two areas of responsibility: city facilities and cemeteries.

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

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

Division Goals

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

Significant Budget Changes

- Proposed budget for the cemeteries is slightly less than the approved FY03 budget.
- The use of temporary employees has been reduced as we no longer perform the Siskiyou Boulevard maintenance. Instead, in anticipation of maintenance requirements on bike paths and hand labor maintenance in and around the cemetery headstones, we have added funding for the Jackson County work release crews.

Performance Measures

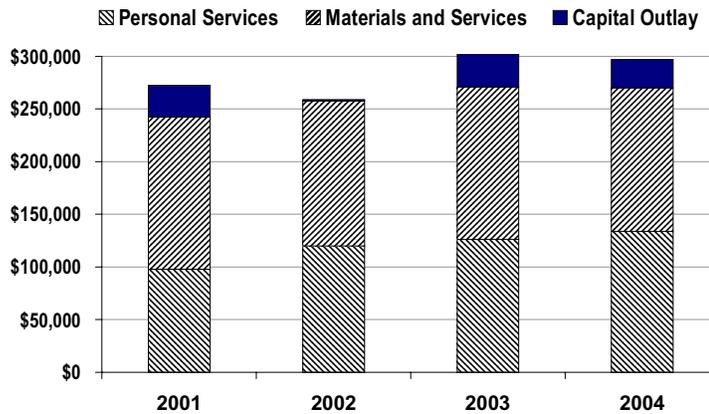
- Ensure the cemeteries are cost effective.

public works department - facilities maintenance & cemeteries

GENERAL FUND
PUBLIC WORKS DEPARTMENT
CEMETERY DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 71,654	\$ 82,047	\$ 85,000	\$ 88,000	\$ 85,900
520 Fringe Benefits	26,384	37,827	41,200	43,000	48,100
Total Personal Services	98,038	119,874	126,200	131,000	134,000
Materials and Services					
601 Supplies	11,236	20,704	18,600	19,000	22,460
602 Rental, Repair, Maintenance	65,849	46,566	64,950	66,000	72,500
603 Communications	2,842	1,117	1,400	1,000	1,530
604 Contractual Services	-	2,336	-	-	-
605 Misc. Charges and Fees	63,595	65,425	57,000	58,000	36,800
606 Other Purchased Services	808	1,629	2,700	3,000	2,600
Total Materials and Services	144,330	137,777	144,650	147,000	135,890
Capital Outlay					
701 Land	-	960	-	-	-
703 Equipment	30,203	-	16,500	35,000	12,000
704 Improvements Other Than Bldgs.	-	-	15,000	-	15,000
Total Capital Outlay	30,203	960	31,500	35,000	27,000
	\$ 272,571	\$ 258,611	\$ 302,350	\$ 313,000	\$ 296,890

Cemetery Maintenance Expenditures Over Time



Fleet Maintenance Division

The Fleet Maintenance Division is divided into two areas of responsibility: equipment replacement and equipment shop and vehicle maintenance. The equipment replacement portion includes a fund to “lease” vehicles and equipment to other divisions and departments that establishes a fund for future replacement purchases. The equipment maintenance and repair function provides for staff time to perform routine maintenance, preventive maintenance, and both major and minor repairs of city vehicles, pumps, equipment and other rolling stock.

Division Goals

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

Significant Budget Changes

- The FY04 budget includes three vehicles that will likely slip from last year due to purchasing requirements and time frames; electric’s bucket and chipper truck; and a backhoe for the water division and the new biosolids hauling vehicle for the Wastewater Division. The carry forward represents \$215,000 of the \$941,000 (28.8%).
- The FY04 equipment list has no new additions to the fleet.
- All of the other vehicles are replacements or “trades” for other vehicles that were in stock.

Performance Measures

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

Equipment Replacement List

• Electric Meter Test Equipment	\$ 30,000
• Electric 5 - Van	20,000
• Electric 1 - SUV	28,000
• AFN - Pickup (Used)	18,000
• AFN - Bucket Van	35,000
• Police Patrol Sedan	22,000
• Police Patrol SUV	26,000
• Street 28 1 Ton 4X4 Pickup	26,000
• Street 127 3/4 Ton 4X2 w/utility bed	26,000
• Street 12 10 Yard Dump Truck	105,000
• PW Locate mini-pickup 4X4	22,000
• Sewer 2 - SUV	26,000
• Water 3 - Backhoe	85,000
• Detective Car (Used)	15,000
• Sewer 6 - (300)	30,000
• Conservation - Stationwagon or minivan	<u>17,000</u>
TOTAL REPLACEMENT	\$531,000

New Acquisitions 0

FY03 Carry Forward

• Electric 55’ Tree/37’ Bucket Truck	140,000
• Water Division Backhoe	<u>75,000</u>
Total Carry Forward	\$215,000

Software Programs

• EDEN Programs	<u>50,000</u>
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Total Replacement and Acquisitions **\$796,000**

public works department - fleet maintenance division

EQUIPMENT FUND
PUBLIC WORKS DEPARTMENT
PURCHASING AND ACQUISITION DIVISION

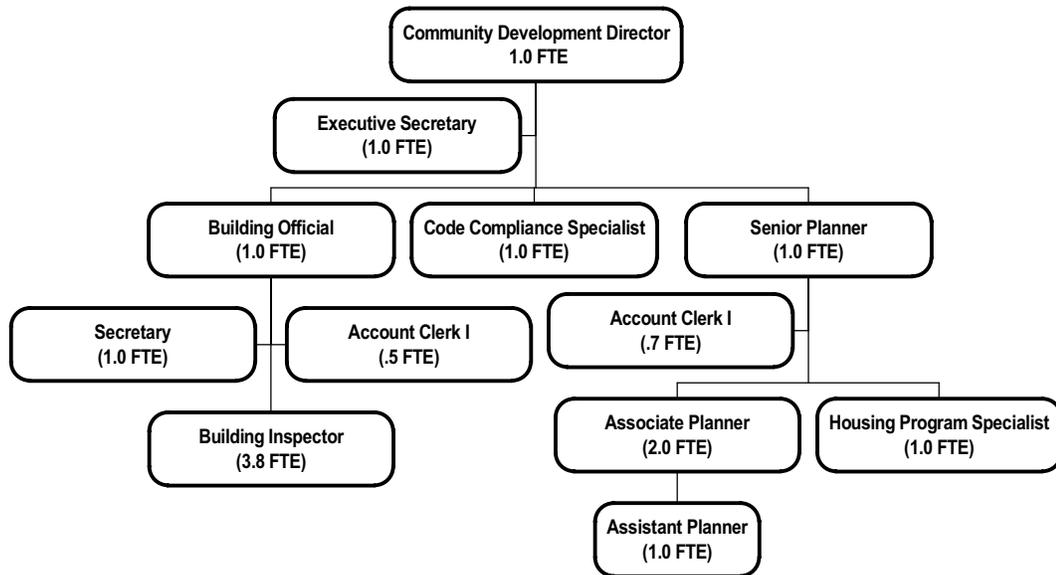
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 730					
Materials and Services					
605 Misc. Charges and Fees	\$ 890	\$ -	\$ -	\$ -	\$ -
606 Other Purchased Services	-	2,074	-	-	-
Total Materials and Services	890	2,074	-	-	-
Capital Outlay					
703 Equipment	398,071	822,603	1,136,000	630,000	746,000
704 Improvements Other Than Bldgs.	-	21,420	-	-	50,000
Total Capital Outlay	398,071	844,023	1,136,000	630,000	796,000
	\$ 398,961	\$ 846,097	\$ 1,136,000	\$ 630,000	\$ 796,000

EQUIPMENT FUND
PUBLIC WORKS DEPARTMENT
MAINTENANCE - EQUIPMENT DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 730					
Personal Services					
510 Salaries and Wages	\$ 137,639	\$ 141,386	\$ 152,500	\$ 157,000	\$ 161,000
520 Fringe Benefits	49,634	55,646	73,000	76,000	83,900
Total Personal Services	187,273	197,032	225,500	233,000	244,900
Materials and Services					
601 Supplies	36,128	34,293	44,350	46,000	44,350
602 Rental, Repair, Maintenance	158,139	226,900	220,500	227,000	232,000
603 Communications	5,219	5,053	5,500	6,000	5,450
605 Misc. Charges and Fees	156,146	156,701	171,500	177,000	212,500
606 Other Purchased Services	9,565	2,557	6,260	6,000	6,260
Total Materials and Services	365,197	425,504	448,110	462,000	500,560
Capital Outlay					
702 Buildings	12,701	18,056	-	-	-
704 Improvements Other Than Bldgs.	65,238	158,676	35,000	-	-
Total Capital Outlay	77,939	176,732	35,000	-	-
	\$ 630,409	\$ 799,268	\$ 708,610	\$ 695,000	\$ 745,460



community development department 15.0 FTE



Overview

The Community Development Department is comprised of two divisions: Planning and Building. The Planning Division is responsible for the maintenance and updating of the Comprehensive Plan, developing and implementing new planning programs, and the administration of the land use ordinance, an important component of the Ashland Municipal Code. New this budget year will be an increased emphasis on housing, with a new Housing Program Specialist formulating a housing plan addressing affordability issues in the community. The Building Division provides a full-inspection program for all building related needs: electrical, mechanical, plumbing, structural, and plan review. Also included within Community Development is the administration of the Community Development Block Grant (CDBG) program and Code Compliance.

Community Development Mission Statement

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

Strategic Plan Goals

- Develop riparian and wetland inventories and ordinances.
- Improve coordination of the management of natural resources (coordinated with other departments).
- Develop standards/incentives, which will encourage the paving of unpaved parking lots and driveways (both public and private). Also, continue efforts to ensure that unpaved streets are paved through methods such as local improvement districts (LIDs) as identified in the Capital Improvement Program (CIP), (coordinated with Public Works).
- Adopt a process to improve citizen participation and compliance with LCDC Goal 1.
- Evaluate the appropriateness of an ordinance for a hearings officer to handle land use appeals.
- Develop an urban forestry plan.
- Develop and implement a long-range fundable affordable housing program.

- Revise the density bonus program to provide improved incentives for developing affordable housing units.
- Finalize the update of the Open Space Plan with the Parks Department.
- Complete the update to the City's Economic element of the Comprehensive Plan. Develop written materials that outline the City's policies and philosophies on economic development issues. Advance economic development strategies with community. Focus on appropriateness of industrial development goals.
- Continue to work on the master planning of large undeveloped mixed-use properties such as the Railroad Area.
- Develop resources for proactive land use planning.
- Evaluate the Transportation, Transit and Parking Committee plan and develop action plan for items adopted.
- Explore the possibility of acquiring land near the Railroad District for the future development of a transit station.
- Explore and develop ways to increase use and available options for alternative transportation within the City.
- Consider modifying the Super Good Cents and density bonus programs to expand and improve incentives for efficient use of all resources.
- Improve public trail system with the Parks Department by developing a comprehensive trails master plan, which minimizes public/private conflicts. Plan should include the Bear Creek Greenway (Dog Park to Mountain Avenue Park).
- Continue to provide information to the community on growth and planning issues with the Administration Department.
- Complete the master overlay plan for the undeveloped railroad property. Work to resolve the Brownfield clean-up.
- Complete the update to the Downtown Plan.
- Collaborate with other cities for improved regional public transit and methods for encouraging the provision of affordable housing.

Significant Budget Changes

- Increased benefit costs.

COMMUNITY DEVELOPMENT DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 826,861	\$ 899,709	\$ 973,600	\$ 1,038,000	\$ 1,126,265
600 Materials and Services	559,634	544,213	1,077,400	788,000	1,250,965
	\$ 1,386,495	\$ 1,443,922	\$ 2,051,000	\$ 1,826,000	\$ 2,377,230

Department Total By Fund					
110 General Fund	\$ 1,223,629	\$ 1,321,031	\$ 1,551,000	\$ 1,605,000	\$ 1,720,415
250 CD Block Fund	162,866	122,891	500,000	221,000	656,815
	\$ 1,386,495	\$ 1,443,922	\$ 2,051,000	\$ 1,826,000	\$ 2,377,230

Position Profile	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
110 Community Development Director	1.00	1.00	1.00	1.00	1.00
110 Senior Planner	1.00	1.00	1.00	1.00	1.00
110 Building Official	1.00	1.00	1.00	1.00	1.00
110 Executive Secretary	1.00	1.00	1.00	1.00	1.00
110 Associate Planner	2.00	2.00	2.00	2.00	2.00
110 Building Inspector	2.40	3.80	3.80	3.80	3.80
110 Assistant Planner	-	1.00	1.00	1.00	1.00
110 Code Compliance Specialist	-	-	-	1.00	1.00
110 Code Enforcement Specialist	1.00	1.00	1.00	-	-
110 Housing Program Specialist	-	-	-	-	1.00
110 Secretary	1.50	1.25	1.00	1.00	1.00
110 Account Clerk I	-	-	-	1.20	1.20
110 Clerk II	0.75	1.00	1.00	-	-
110 Account Clerk	-	-	0.20	-	-
	11.65	14.05	14.00	14.00	15.00

Building Division

The Building Division provides a full-service building inspection program for the development community. Responsibilities for inspection plan review, enforcement, and code interpretation for structural, mechanical, plumbing, and electrical installations are included in the program.

Building code compliance is now provided and coordinated with the Oregon Building Codes Division Compliance Section. Intergovernmental agreements augment the state program with the City of Ashland. The division provides educational forums on a timely basis to update both compliance and code related topics to the developing public. This role is accomplished through continuing education opportunities and Ashland's long standing involvement with state boards affecting, energy conservation, structural/mechanical and electrical construction.

In addition to building inspection the division staffs the Ashland Appeals Board which combines the appeals process with forums for code interpretation through decisions of the building official. This board also functions as the Demolition Review Committee with staff support from the division as liaison.

Significant Budget Changes

- The increase in commercial and municipal construction continues to reflect need for contracted services for plan review. This has successfully allowed existing staff to man all inspection programs and provide the majority of program requirements. To complete the maximum utilization of staff, inhouse certification programs are currently underway for structural plan review and one and two family dwelling plumbing inspection.
- The City of Talent has undergone significant start-up volume in construction activity ending several years of moratorium. Ashland staff has provided all program components during the water moratorium and has recently transferred accounting responsibilities back to Talent.
- The Division is currently upgrading fee structures for electrical, mechanical, and plumbing in conjunction with recent changes to reflect accurate valuation for cost of construction.

community development department - building division

GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 285,719	\$ 305,136	\$ 323,000	\$ 328,000	\$ 336,000
520 Fringe Benefits	88,785	119,621	137,700	140,000	161,175
Total Personal Services	374,504	424,757	460,700	468,000	497,175
Materials and Services					
601 Supplies	7,499	8,971	13,250	13,000	9,750
602 Rental, Repair, Maintenance	26,630	24,983	33,400	34,000	27,500
603 Communications	5,421	4,425	8,100	8,000	5,550
604 Contractual Services	47,897	52,085	40,000	55,000	35,000
605 Misc. Charges and Fees	99,842	108,659	127,500	129,000	161,100
606 Other Purchased Services	6,636	4,911	9,150	9,000	8,300
Total Materials and Services	193,925	204,034	231,400	248,000	247,200
	\$ 568,429	\$ 628,791	\$ 692,100	\$ 716,000	\$ 744,375

Planning Division

The Ashland 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 component of the Ashland Municipal Code.

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

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

A new program within the Planning Division has been developed to address the housing issues of the community. A new position, Housing Program Specialist, has been added that will develop an overall housing program for Ashland, partner with public and private developers, coordinate housing efforts, and work towards developing a long-term funding source for affordable housing.

Significant Budget Changes

- Addition of 1.0 FTE - Housing Program Specialist and associated program support.

Service Levels

- Planning Revenues.
- Planning Actions processed.
- Major Long-Range Planning projects.

community development department - planning division

GENERAL FUND
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

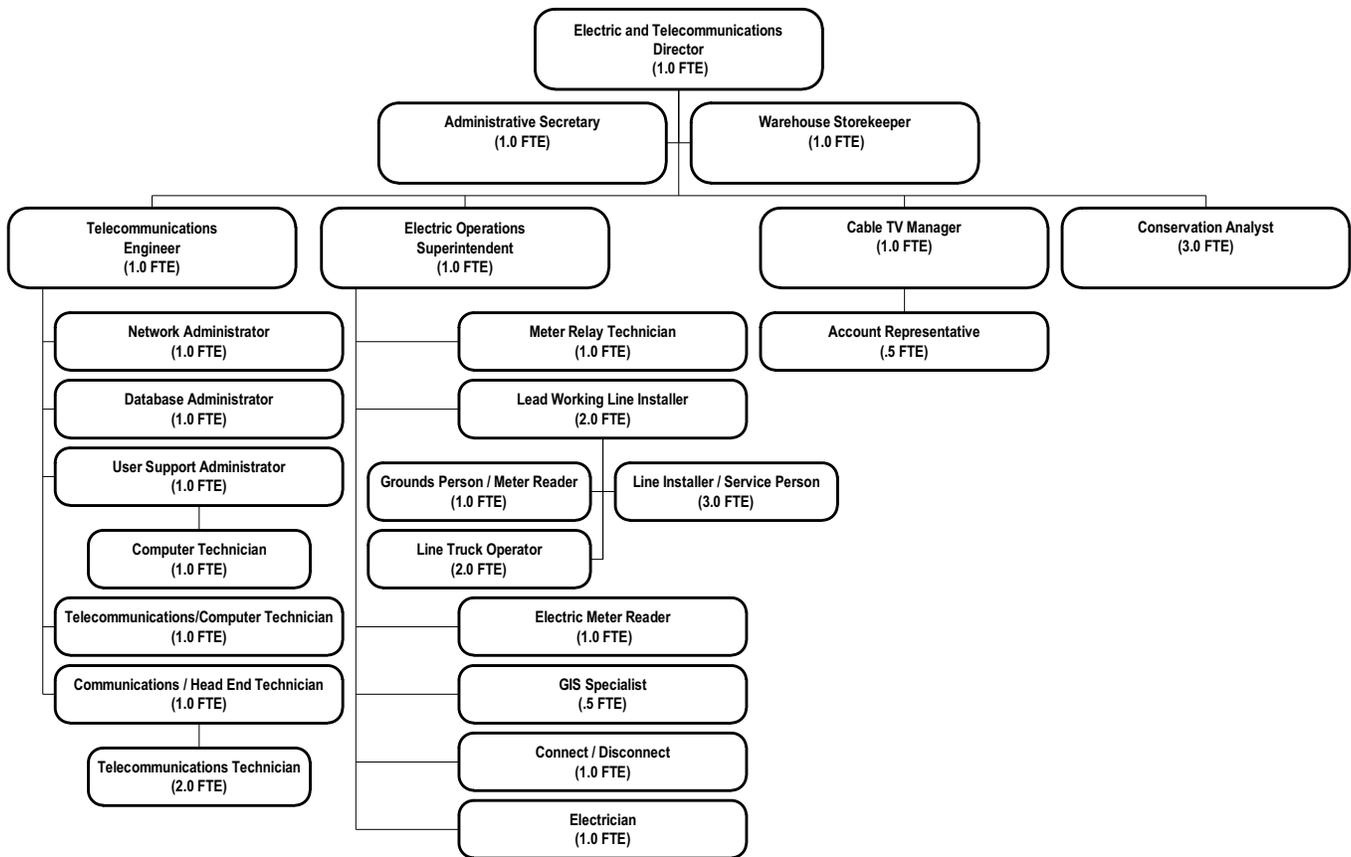
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 110					
Personal Services					
510 Salaries and Wages	\$ 301,029	\$ 303,786	\$ 323,450	\$ 363,000	\$ 379,500
520 Fringe Benefits	110,935	128,051	148,350	163,000	204,290
Total Personal Services	411,964	431,837	471,800	526,000	583,790
Materials and Services					
601 Supplies	20,531	13,491	17,500	18,000	14,900
602 Rental, Repair, Maintenance	12,299	12,162	5,000	5,000	5,000
603 Communications	2,679	2,131	3,500	4,000	5,550
604 Contractual Services	22,686	8,889	97,500	99,000	92,000
605 Misc. Charges and Fees	169,281	173,415	192,600	195,000	208,000
606 Other Purchased Services	11,450	14,505	22,950	23,000	24,750
608 Commissions	4,310	31,033	3,750	4,000	3,750
610 Programs	-	4,777	44,300	15,000	38,300
Total Materials and Services	243,236	260,403	387,100	363,000	392,250
	\$ 655,200	\$ 692,240	\$ 858,900	\$ 889,000	\$ 976,040

COMMUNITY DEVELOPMENT BLOCK GRANT FUND
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 250					
Personal Services					
510 Salaries and Wages	\$ 30,030	\$ 30,620	\$ 28,600	\$ 31,000	\$ 30,000
520 Fringe Benefits	10,363	12,495	12,500	13,000	15,300
Total Personal Services	40,393	43,115	41,100	44,000	45,300
Materials and Services					
601 Supplies	-	13	-	-	1,000
602 Rental, Repair, Mtc.	3,685	11,668	11,150		-
604 Contractual Services	-	19			
606 Other Purchased Services	431	502			5,120
609 Grants	118,357	67,574	447,750	177,000	605,395
Total Materials and Services	122,473	79,776	458,900	177,000	611,515
	\$ 162,866	\$ 122,891	\$ 500,000	\$ 221,000	\$ 656,815



electric department 31.0 FTE



Overview

The Electric Department is composed of four divisions: Electric Utilities, Telecommunications, Computer Services and Conservation.

Electric Division

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

Some of those additional services are:

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

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

The Electric Division operates the Reeder Gulch Hydro generator. This generator offsets our wholesale purchases from BPA by approximately \$110,000 a year.

Strategic Plan Goals

- Complete Electric System Study and work on funding and a work plan for the Study's recommendation.
- Implement a PUC (Public Utility Commission) utility line inspection and correction program.

- Continue to upgrade and improve the City's GIS mapping process for Electric facilities.
- Work to better integrate the undergrounding of Electric and AFN facilities as a part of the City's LID process.
- Continue to work on pole attachment requirements and fees for the City's pole inventory.
- Work on the "Dark Sky" Initiative.

Significant Budget Changes

- Increased BPA (Bonneville Power Administration) wholesale power costs effective October 2003.
- The return of 1.50 FTE from the Ashland Fiber Network back to the Electric Utility.
- Additional Estimator/Lineperson position. Loss of .50 FTE Mapping Specialist that will be partially funded (.50 FTE) by Public Works.
- Increased benefit costs.

ELECTRIC DEPARTMENT

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Department Total By Function					
500 Personal Services	\$ 2,204,535	\$ 2,407,653	\$ 2,565,514	\$ 2,604,000	\$ 2,779,690
600 Materials and Services	8,543,868	9,321,207	10,927,167	10,933,093	11,669,357
700 Capital Outlay	2,546,432	2,029,361	1,100,900	874,000	847,100
800 Debt Service	1,635,829	3,664,184	5,920,300	7,677,750	7,228,100
	\$ 14,930,664	\$ 17,422,405	\$ 20,513,881	\$ 22,088,843	\$ 22,524,247

Department Total By Fund

670 Water Fund	\$ 106,761	\$ 121,916	\$ 139,500	\$ 144,000	\$ 169,015
690 Electric Fund	8,720,107	9,484,803	11,056,267	10,944,093	11,841,137
691 Telecommunications Fund	5,586,995	7,230,777	8,567,964	10,224,750	9,741,090
710 Central Services	516,801	584,909	750,150	776,000	773,005
	\$ 14,930,664	\$ 17,422,405	\$ 20,513,881	\$ 22,088,843	\$ 22,524,247

Position Profile

	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
690 Electric & Telecommunications Director	1.00	1.00	1.00	1.00	1.00
690 Electric Op. Superintendent	1.00	1.00	1.00	1.00	1.00
691 Leadworking Line Installer	2.00	2.00	2.00	2.00	2.00
691 Line Installer/Service Person	3.00	3.00	3.00	3.00	4.00
691 Line Truck Driver	2.00	2.00	2.00	2.00	2.00
690 Meter Repair	1.00	1.00	1.00	1.00	1.00
690 Electrician	1.00	1.00	1.00	1.00	1.00
690 Meter Relay Technician	-	-	-	1.00	1.00
690 Electric Meter Reader	1.00	1.00	1.00	-	-
690 Connect/Disconnect	1.00	1.00	1.00	1.00	1.00
690 Grounds Person/Meter Reader	2.00	2.00	1.00	1.00	1.00
690 GIS Specialist	-	-	-	0.50	0.50
690 Mapping Technician	1.00	1.00	1.00	-	-
690 Administrative Assistant	1.00	-	-	-	-
690 Telecommunications Engineer	0.20	0.20	-	-	-
690 Clerk II	0.50	1.00	-	-	-
690 Warehouse/Storekeeper	-	0.40	0.75	0.75	0.75
690 Administrative Secretary	-	-	1.25	1.00	1.00
691 Telecommunications Engineer	0.80	0.60	0.75	0.75	0.75
691 Communications Head End Tech	1.00	1.00	1.00	1.00	1.00
691 Cable TV Manager	1.00	1.00	1.00	1.00	1.00
691 Account Representative	-	0.50	0.50	0.50	0.50
691 Network Administrator	-	1.00	1.00	1.00	1.00
691 Warehouse/Storekeeper	-	0.40	0.25	0.25	0.25
691 Telecommunications Technician	3.00	3.00	3.00	2.00	2.00
710 Data Base Administrator	-	1.00	1.00	1.00	1.00
710 User Support Administrator	-	1.00	1.00	1.00	1.00
710 Telecommunications Engineer	-	0.20	0.25	0.25	0.25
710 Warehouse/Storekeeper	-	0.20	-	-	-
710 Computer Technician	-	1.00	1.00	1.00	1.00
710 Telecommunications/Computer Tech	-	-	1.00	1.00	1.00
670 Conservation Analyst	-	-	-	1.50	1.50
690 Conservation Analyst	-	-	-	1.50	1.50
670 Conservation Analyst & Inspector	-	-	1.00	-	-
690 Conservation Analyst & Inspector	-	-	2.00	-	-
	23.50	28.50	31.75	30.00	31.00

electric department

ELECTRIC FUND
ELECTRIC DEPARTMENT
SUPPLY DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 690					
Personal Services					
510 Salaries and Wages		\$ 3,507			
520 Fringe Benefits		297			
Total Personal Services	-	3,804	-	-	-
Materials and Services					
602 Rental, Repair, Maintenance	\$ 17,620	\$ 18,758	\$ 24,088	\$ 24,800	\$ 24,000
605 Misc. Charges and Fees			180,000		246,000
606 Other Purchased Services	3,957,569	4,501,298	5,285,000	5,266,800	5,801,300
Total Materials and Services	3,975,189	4,520,056	5,489,088	5,291,600	6,071,300
Capital Outlay					
704 Improvements Other Than Bldgs.		20,147			
Total Capital Outlay	-	20,147	-	-	-
Debt Service					
801 Debt Service - Principal	62,350	65,250	72,500	20,500	23,000
802 Debt Service - Interest	9,735	6,576	3,100	2,500	3,100
Total Debt Service	72,085	71,826	75,600	23,000	26,100
	\$ 4,047,274	\$ 4,615,833	\$ 5,564,688	\$ 5,314,600	\$ 6,097,400

ELECTRIC FUND
ELECTRIC DEPARTMENT
TRANSMISSION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 690					
Materials and Services					
602 Rental, Repair, Maintenance	\$ 6,865	\$ 62,844	\$ 4,500	\$ 5,000	\$ 4,500
606 Other Purchased Services	569,325	696,172	966,010	1,018,493	1,026,824
Total Materials and Services	576,190	759,016	970,510	1,023,493	1,031,324
	\$ 576,190	\$ 759,016	\$ 970,510	\$ 1,023,493	\$ 1,031,324

ELECTRIC FUND
ELECTRIC DEPARTMENT
DISTRIBUTION DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 690					
Personal Services					
510 Salaries and Wages	\$ 655,942	\$ 816,160	\$ 883,800	\$ 915,000	\$ 1,003,400
520 Fringe Benefits	230,417	327,581	385,300	399,000	488,000
Total Personal Services	886,359	1,143,741	1,269,100	1,314,000	1,491,400
Materials and Services					
601 Supplies	37,527	34,795	31,751	33,000	32,953
602 Rental, Repair, Maintenance	180,396	289,449	301,455	312,000	306,685
603 Communications	14,778	10,658	15,686	16,000	14,000
604 Contractual Services	21,697	50,821	30,908	32,000	44,500
605 Misc. Charges and Fees	635,645	652,217	705,513	730,000	729,775
606 Other Purchased Services	67,486	78,504	71,051	74,000	75,000
610 Programs	16,694	3,347	4,500	5,000	5,000
612 Franchises	832,287	864,358	983,300	1,018,000	1,030,100
Total Materials and Services	1,806,510	1,984,149	2,144,164	2,220,000	2,238,013
Capital Outlay					
702 Buildings	-	-	-	-	-
703 Equipment	-	-	-	-	-
704 Improvements Other Than Bldgs.	505,742	585,660	520,700	518,000	530,000
Total Capital Outlay	505,742	585,660	520,700	518,000	530,000
	\$ 3,198,611	\$ 3,713,550	\$ 3,933,964	\$ 4,052,000	\$ 4,259,413

Telecommunications Division

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

AFN offers the following services:

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

Strategic Plan Goals

- Continue to provide the City with an advanced telecommunications infrastructure capable of interacting with and supporting private enterprise.
- Evaluate and implement other telecommunication services to our residents, businesses and institutions, such as IP telephony, and video-on-demand as appropriate.
- Improve the job estimating and mapping process for Electric and AFN.
- Continue effort to improve the viability of AFN. (Review business plan; expand outside the City; continue monitoring).

Significant Budget Changes

- Decreased capital outlay.
- Increased debt service on loans.
- Reduction of staff by migrating 1.5 FTE from AFN back to the Electric Utility, and reduction from 3 installers to 2 installers as per the Business Plan.

electric department - telecommunications division

**TELECOMMUNICATIONS FUND
ELECTRIC DEPARTMENT
CUSTOMER RELATIONS/PROMOTIONS**

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 691					
Personal Services					
510 Salaries and Wages	\$ 34,730	\$ 24,293	\$ 11,000	\$ 10,000	\$ 11,000
520 Fringe Benefits	6,511	4,251	1,264	1,000	850
Total Personal Services	41,241	28,544	12,264	11,000	11,850
Materials and Services					
603 Communications	850	388	6,000	6,000	6,240
604 Contractual Services	89,038	43,558	50,000	52,000	52,000
605 Misc. Charges and Fees	-	-	9,000	-	7,300
606 Other Purchased Services	20,582	61,102	67,400	71,000	70,100
Total Materials and Services	110,470	105,048	132,400	129,000	135,640
	\$ 151,711	\$ 133,592	\$ 144,664	\$ 140,000	\$ 147,490

**TELECOMMUNICATIONS FUND
ELECTRIC DEPARTMENT
OPERATIONS**

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 691					
Personal Services					
510 Salaries and Wages	\$ 708,679	\$ 576,847	\$ 492,500	\$ 480,000	\$ 413,000
520 Fringe Benefits	210,528	215,758	217,700	207,000	208,200
Total Personal Services	919,207	792,605	710,200	687,000	621,200
Materials and Services					
601 Supplies	27,938	17,563	227,400	225,000	275,400
602 Rental, Repair, Maintenance	64,615	117,114	113,000	100,000	106,000
603 Communications	245,053	305,595	30,800	100,000	7,100
604 Contractual Services	37,687	60,525	57,000	90,000	42,000
605 Misc. Charges and Fees	333,988	343,410	315,000	324,000	402,700
606 Other Purchased Services	164,728	373,495	516,000	450,000	532,200
612 Franchises	37,634	91,502	163,000	170,000	205,000
Total Materials and Services	911,643	1,309,204	1,422,200	1,459,000	1,570,400
Capital Outlay					
703 Equipment	-	25,949	40,000	-	60,000
704 Improvements Other Than Bldgs.	2,040,690	1,377,069	406,200	284,000	140,000
Total Capital Outlay	2,040,690	1,403,018	446,200	284,000	200,000
Debt Service					
801 Debt Service - Principal	1,195,589	3,150,661	5,355,000	6,925,000	6,568,000
802 Debt Service - Interest	368,155	441,697	489,700	729,750	634,000
Total Debt Service	1,563,744	3,592,358	5,844,700	7,654,750	7,202,000
	\$ 5,435,284	\$ 7,097,185	\$ 8,423,300	\$ 10,084,750	\$ 9,593,600

Computer Services Division

The Computer Services Division is responsible for citywide computer operations, including hardware and software purchasing, support, repair and maintenance. This division is housed in the Electric Department, which also runs the AFN network. This allows efficient use of resources for computing support and the melding of AFN's network into use for citywide applications such as access to Fire Station 2, Parks and the Senior Center.

Strategic Plan Goals

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

Significant Budget Changes

- None

electric department - computer services division

CENTRAL SERVICE FUND
ELECTRIC DEPARTMENT
COMPUTER SERVICES DIVISION

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Fund# 710					
Personal Services					
510 Salaries and Wages	\$ 154,802	\$ 205,311	\$ 255,000	\$ 264,000	\$ 305,500
520 Fringe Benefits	48,698	74,920	101,750	105,000	128,225
Total Personal Services	203,500	280,231	356,750	369,000	433,725
Materials and Services					
601 Supplies	36,155	5,197	11,900	12,000	12,100
602 Rental, Repair, Maintenance	-	353	-	67,000	-
603 Communications	156,876	209,575	55,000	57,000	58,580
604 Contractual Services	107,677	65,802	95,000	98,000	55,000
605 Misc. Charges and Fees	11,510	-	88,000	91,000	86,000
606 Other Purchased Services	1,083	3,215	9,500	10,000	10,500
Total Materials and Services	313,301	284,142	259,400	335,000	222,180
Capital Outlay					
703 Equipment	-	20,536	134,000	72,000	117,100
Total Capital Outlay	-	20,536	134,000	72,000	117,100
	\$ 516,801	\$ 584,909	\$ 750,150	\$ 776,000	\$ 773,005

Conservation Division

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

Strategic Plan Goals

- Consider a city-facilitated program, which encourages homeowners to invest in alternative means of power generation.
- Successfully launch and implement the City's new "Earth Advantage" program.

Significant Budget Changes

- None

electric department - conservation division

**WATER FUND
ELECTRIC DEPARTMENT
CONSERVATION DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 670					
Personal Services					
510 Salaries and Wages	\$ 44,955	\$ 46,999	\$ 45,750	\$ 46,000	\$ 69,700
520 Fringe Benefits	17,153	20,723	23,150	24,000	41,015
Total Personal Services	62,108	67,722	68,900	70,000	110,715
601 Supplies	406	814	400	1,000	500
602 Rental, Repair, Maintenance	104	47	10,100	10,000	5,600
603 Communications	-	13	550	1,000	500
605 Misc. Charges and Fees	27,000	31,000	34,000	35,000	28,000
606 Other Purchased Services	3,893	5,482	3,550	4,000	3,600
610 Programs	13,250	16,838	22,000	23,000	20,100
Total Materials and Services	44,653	54,194	70,600	74,000	58,300
	\$ 106,761	\$ 121,916	\$ 139,500	\$ 144,000	\$ 169,015

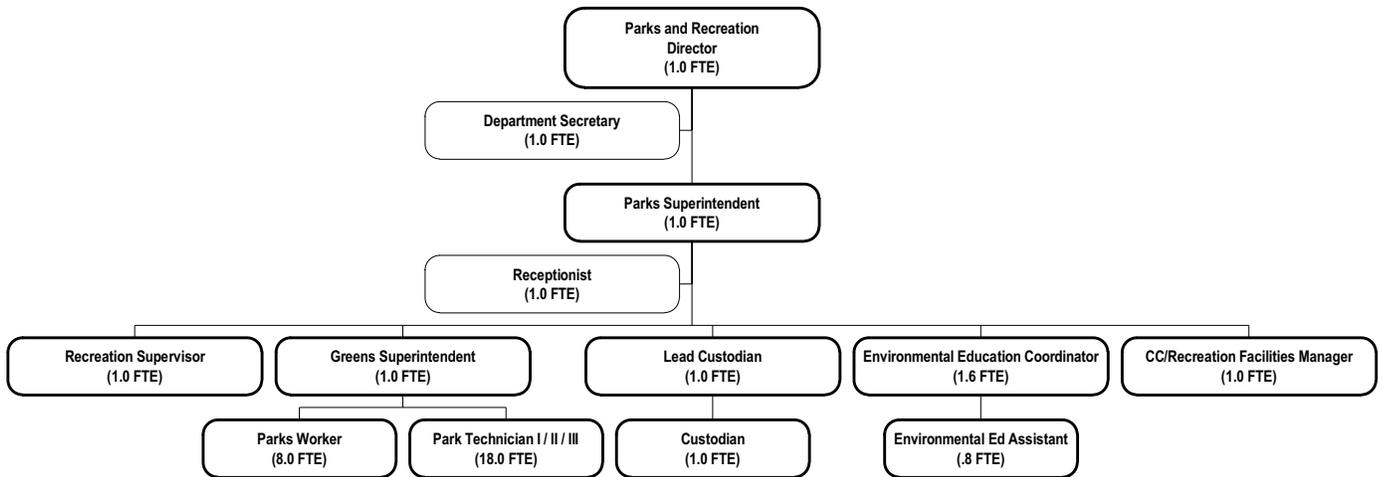
**ELECTRIC FUND
ELECTRIC DEPARTMENT
CONSERVATION DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Fund# 690					
Personal Services					
510 Salaries and Wages	\$ 64,806	\$ 60,683	\$ 100,500	\$ 104,000	\$ 70,000
520 Fringe Benefits	27,314	30,323	47,800	49,000	40,800
Total Personal Services	92,120	91,006	148,300	153,000	110,800
Materials and Services					
601 Supplies	2,642	7,191	1,700	2,000	1,900
602 Rental, Repair, Maintenance	3,000	3,296	7,305	8,000	7,400
603 Communications	3,131	991	1,700	2,000	1,900
605 Misc. Charges and Fees	91,000	97,000	92,000	95,000	44,100
606 Other Purchased Services	10,830	15,190	10,900	11,000	11,600
610 Programs	695,309	181,730	325,200	283,000	275,300
Total Materials and Services	805,912	305,398	438,805	401,000	342,200
	\$ 898,032	\$ 396,404	\$ 587,105	\$ 554,000	\$ 453,000



parcs and recreation department

37.4 FTE



Overview

Ashland's Parks and Recreation system is comprised of 643 acres of parkland and a variety of recreational facilities. The Parks and Recreation Department is comprised of three divisions: the Parks Division, the Recreation Division, and the Golf Division. The Department's budgets are accounted for in three funds: the Parks and Recreation Fund, the Youth Activities Levy Fund, and the Parks Capital Improvement Fund.

In preparing the budget, the Department examines and makes decisions on ways to reduce costs and to improve efficiency in a manner that will not detract from core goals. The budget outlines the resources and expenditures that will be needed to accomplish these goals.

Parks and Recreation Mission Statement

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

Core Goals

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

Budget Assumptions

- Budget will implement goals set by the Parks and Recreation Commission.
- The same level of service will be maintained related to performance measures.
- Tax revenue distribution between the City and Parks will be consistent with prior years.
- The Department will pay its full contribution to PERS.
- User fees will be used to help offset the cost of certain services provided.
- The Department will comply with all federal and state requirements.

- The goal of transferring the accounting function of the Department to the City Finance Department in 2002-03 is completed. In 2003-04, the accounting functions of the Department will be under the management of the City Finance Department.

PARKS & RECREATION DEPARTMENT

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2003 Baseline</u>	<u>2004 Adopted</u>
Department Totals by Function					
500 Personal Services	\$ 2,006,215	\$ 2,132,746	\$ 2,534,550	\$ 2,497,000	\$ 2,424,982
600 Materials and Services	2,682,715	2,929,877	3,266,600	2,927,000	3,453,000
700 Capital Outlay	2,290,338	91,106	413,000	342,000	526,325
800 Debt Service	8,497	21,550	32,000	19,000	32,000
	\$ 6,987,765	\$ 5,175,279	\$ 6,246,150	\$ 5,785,000	\$ 6,436,307

Department Total by Fund					
Parks and Recreation Fund	\$ 5,035,721	\$ 3,288,703	\$ 4,123,150	\$ 3,933,000	\$ 4,191,107
Youth Activities Levy Fund	1,645,999	1,845,025	1,899,000	1,752,000	1,975,200
Parks Capital Improvements Fund	306,045	41,551	224,000	100,000	270,000
	\$ 6,987,765	\$ 5,175,279	\$ 6,246,150	\$ 5,785,000	\$ 6,436,307

<u>Position Profile</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2003 Baseline</u>	<u>2004 Adopted</u>
Director	1.00	1.00	1.00	1.00	1.00
Parks Superintendent	1.00	1.00	1.00	1.00	1.00
Greens Superintendent	1.00	1.00	1.00	1.00	1.00
Business Manager	1.00	1.00	1.00	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00
CC/Recreation Facilities Manager	1.00	1.00	1.00	1.00	1.00
Environmental Education Coordinator	1.00	1.00	1.60	1.60	1.60
Clerk Specialists	1.00	1.00	1.00	-	-
Receptionist	1.50	1.50	1.00	1.00	1.00
Environmental Ed Assistant	-	-	0.80	0.80	0.80
Department Secretary	1.00	1.00	1.00	1.00	1.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00	1.00
Park Worker	9.00	9.00	9.00	8.00	7.00
Park Technician I	8.00	8.00	8.00	7.00	6.00
Park Technician II	6.00	6.00	7.00	8.00	8.00
Park Technician III	3.00	3.00	3.00	3.00	3.00
	38.50	38.50	40.40	37.40	35.40

Parks Division

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

Division Goals

- Improve water quality in Lithia Park ponds.
- Complete the Calle Stairway project.
- Resurface tennis courts.
- Extend Ashland Bear Creek Greenway.
- Meet ADA requirements.

Significant Budget Changes

The goal of transferring the Parks and Recreation accounting system to the City is completed, resulting in changes to personnel and in the Miscellaneous Charges and Fees category.

- Moved 2.0 FTE accounting positions to Finance.
- Miscellaneous charges and fees increased 70.59% due to the City charge for accounting functions and central service fee increase.
- Increased benefit costs.

Future Budget Consideration

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

Park Police / Patrol Section

PERSONNEL: 2.0 FTE / 3.0 Seasonal Positions

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

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

RESOURCES PROVIDED

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

INPUTS

- Number of citations
- Incidents of vandalism

PERFORMANCE MEASURES

- Public comments
- Number of compliments. Receive numerous compliments about the way the Park Patrol provides a safe environment for park users.

EFFICIENCY BUDGET – IMPACT

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

PROGRAM / DIVISION SUMMARY

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

parks and recreation department - parks division

**PARKS & RECREATION FUND
PARKS & RECREATION DEPARTMENT
PARKS DIVISION**

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Personal Services					
510 Salaries and Wages	\$ 1,147,424	\$ 1,179,322	\$ 1,397,000	\$ 1,261,000	\$ 1,255,782
520 Fringe Benefits	463,124	548,669	680,000	720,000	717,600
Total Personal Services	1,610,548	1,727,991	2,077,000	1,981,000	1,973,382
Materials and Services					
601 Supplies	21,664	24,155	45,000	43,000	42,000
602 Rental, Repair, Maintenance	449,921	433,980	589,000	519,000	567,500
603 Communications	37,953	44,325	29,000	18,000	17,500
604 Contractual Services	50,473	44,360	53,000	51,000	89,500
605 Misc. Charges and Fees	154,600	173,600	221,000	214,000	362,000
606 Other Purchased Services	131,363	151,685	163,000	153,000	151,500
609 Grants	44,232	56,287	89,600	40,000	60,000
606 Programs	8,326		21,800	23,000	24,800
Total Materials and Services	898,532	928,392	1,211,400	1,061,000	1,314,800
Capital Outlay					
702 Buildings	-	8,177	-	-	-
703 Equipment	603,408	19,998	-	-	-
704 Improvements	1,296,821	21,380	168,000	222,000	240,000
Total Capital Outlay	1,900,229	49,555	168,000	222,000	240,000
Debt Service					
801 Debt Service - Principal	2,128	12,681	15,000	9,000	22,000
802 Debt Service - Interest	513	3,312	10,000	4,000	3,000
Total Debt Service	2,641	15,993	25,000	13,000	25,000
	\$ 4,411,950	\$ 2,721,931	\$ 3,481,400	\$ 3,277,000	\$ 3,553,182

Forestry, Trails, and Natural Resources

GOALS

- ◆ To manage forest lands and natural resources using a multi-purpose approach that provide for a healthy ecosystem.
- ◆ To provide and manage a network of trails for recreational opportunities.
- ◆ To ensure that citizens are consistently satisfied with products and services provided.

DESIRED OUTCOMES

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

RESOURCES PROVIDED

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

INPUTS

- Acres of forest land managed by department: 448
- Miles of trails maintained by department: 10+

DIVISION PERFORMANCE MEASURES

	Actual 2001	Actual 2002	Targeted 2003	Targeted 2004
Acres treated for fuel reduction	33.5	33.5	33.5	40
Number of piles burned	833	1,115	1,100+	1,100+
Acreage of trail maintained	10	10	10+	10+
Number of reported injuries	0	0	0	0

Acreage of new trail construction:

- 2001 – Addition to trail links
- 2002 – Addition to trail links
- 2003 – Addition to trail links
- 2004 – Addition to trail links

- Response time to problems – within 48 hours
- Customer satisfaction – Received positive feedback with many compliments and very few complaints

EFFICIENCY BUDGET – IMPACT

2001 – 3.5 FTE
 2002 – 3.5 FTE
 2003 – 3.5 FTE
 2004 – 3.5 FTE

DIVISION SUMMARY

Key performance indicators are expected to increase over the next several years due to the availability of grants, the emphasis on reducing fire danger within the forestry interface, and on the development of new trails. Current performance standards are being met. In future years, a reduction in resources or the addition of future trails or forest interface lands added to the system without additional resources would create an inability to maintain the current level of services provided.

Horticulture

PERSONNEL: 2.0 FTE

Urban Forestry

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

DESIRED OUTCOMES

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

RESOURCES PROVIDED

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

INPUTS

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

Environmental Horticulture

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

DESIRED OUTCOMES

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

RESOURCES PROVIDED

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

INPUTS

- New plants
- Restored areas

Turf – Athletic and Park

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

DESIRED OUTCOMES

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

RESOURCES PROVIDED

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

INPUTS

- Regularly scheduled maintenance
- Mowing
- Inspections

Ornamental Horticulture

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

DESIRED OUTCOMES

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

RESOURCES PROVIDED

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

INPUTS

- Number of beds maintained
- Number of plants planted

DIVISION PERFORMANCE MEASURES:

	2001	2002	2003	2004
Trees maintained	5000	5000	5000	5000
Contract pruning & removal	50	50	50	50
In-house pruning & removal	50	50	50	50
Number of new trees planted	100	100	100	100
Ornamental beds maintained	40	40	40	40
Number of plants planted	15000	15000	15000	15000
Acres mowed – athletic areas	44	44	44	44

** Note: Above numbers are approximate **

- Inspections / Assessments
- Routine Maintenance Scheduling

Recreation Division

The Recreation Division provides a variety of recreational and educational opportunities for all ages including aquatics and environmental education programs.

Division Goals

- To provide high quality recreation programs for the community at an affordable cost.
- To expand opportunities for recreational and educational activities.

Significant Budget Changes

- There are no significant budget changes.

Parks and Recreation Community Facilities

PERSONNEL: 1.0 FTE

PROGRAM: Community Center Facilities

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

DESIRED OUTCOMES/OBJECTIVES

- ◆ Provide facilities for community use
- ◆ Provide excellent customer service
- ◆ Provide clean and attractive facilities

RESOURCES PROVIDED

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

INPUTS:

- Building usage

PERFORMANCE MEASURES:

- Community Center Regular Groups 20
- Community Center One-Time Users 115
- Pioneer Hall Regular Groups 14
- Pioneer Hall One-Time Users 99
- Hunter Park Building Regular Groups 4
- Hunter Park Building One-Time Users 20

PROGRAM SUMMARY:

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

parcs and recreation department - recreation division

**PARKS & RECREATION FUND
PARKS & RECREATION DEPARTMENT
RECREATION DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Personal Services					
510 Salaries and Wages	\$ 144,015	\$ 133,662	\$ 158,050	\$ 154,000	\$ 152,000
520 Fringe Benefits	43,288	49,041	55,500	63,000	58,000
Total Personal Services	187,303	182,703	213,550	217,000	210,000
Materials and Services					
601 Supplies	5,837	5,967	6,000	6,000	6,000
602 Rental, Repair, Maintenance	11,030	10,423	11,000	11,000	11,000
603 Communications	1,785	3,013	3,000	3,000	3,000
605 Misc. Charges and Fees	1,000	1,000	1,000	1,000	1,000
606 Other Purchased Services	3,921	2,140	4,000	4,000	4,000
606 Programs	26,999	30,739	52,200	54,000	54,000
Total Materials and Services	50,572	53,282	77,200	79,000	79,000
	\$ 237,875	\$ 235,985	\$ 290,750	\$ 296,000	\$ 289,000

Aquatics Facilities

PERSONNEL: 15 Seasonal

GOALS

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

DESIRED OUTCOMES

- To teach children to swim
- To provide an alternative form of exercising that is safe and fun
- To provide the number of lifeguards required to meet safety standards
- To reduce or eliminate accidents
- To provide a clean and attractive facility
- High customer satisfaction
- To achieve a passage rate of 70% or better

RESOURCES PROVIDED

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

INPUTS

- 25-yard outdoor swimming pool
- Open water swimming reservoir

PERFORMANCE MEASURES

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

Pool	2001	2002	Targeted 2003	Targeted 2003
Recreational Swimmers	15,992*	19,907	18,000	17,500
Lesson Participants	880	775	750	725
% Passing Lessons	75%	76%	75%	75%
Accidents per Season	2	1	2	2
Complaints per Season	3	2	2	2
# of Seasonal Employees	20	16	15	15

* Reservoir closed in 2001

PROGRAM / DIVISION SUMMARY:

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

Ice Rink Facilities

PERSONNEL: 8 Seasonal

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

DESIRED OUTCOMES

- ◆ To provide a clean and attractive facility
- ◆ To reduce or eliminate accidents
- ◆ To provide a high level of customer satisfaction
- ◆ To provide an alternative form of exercising that is safe and fun
- ◆ To provide the appropriate number of rink guards to ensure patron safety

RESOURCES PROVIDED

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

Rink	2001	2002	Targeted 2003	Targeted 2003
# of Admissions	15,842	15,685	15,500	15,250
Accidents per Season	4	4	2	2
Complaints per Season	3	2	2	2
# of Seasonal Employees	6	6	6	6

INPUTS

- 60' x 120' outdoor skating rink

PERFORMANCE MEASURES

- Number of admissions
- Accidents per season
- Complaints per season
- Compliments per season

PROGRAM / DIVISION SUMMARY

Key performance indicators for the program are expected to remain constant over the next several budget years. Standards are currently being met. A reduction in resources would reduce the ability for the program to maintain its standards, resulting in lower customer satisfaction and a potential for an unsafe recreational facility.

Golf Division

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

Division Goals

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

Significant Budget Changes

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

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

PERSONNEL: 2.0 FTE

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

DESIRED OUTCOMES

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

RESOURCES PROVIDED

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

Golf	2001	2002
Total Rounds of Golf	24,848	22,375

INPUTS

- Rounds played
- Course revenues

PERFORMANCE MEASURES

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

EFFICIENCY BUDGET - IMPACT

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

DIVISION SUMMARY

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

parks and recreation department - golf division

**PARKS & RECREATION FUND
PARKS & RECREATION DEPARTMENT
GOLF DIVISION**

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Personal Services					
510 Salaries and Wages	\$ 98,891	\$ 102,199	\$ 108,000	\$ 108,000	\$ 105,600
520 Fringe Benefits	32,041	35,900	49,000	51,000	49,000
Total Personal Services	130,932	138,099	157,000	159,000	154,600
Materials and Services					
601 Supplies		8,482	5,000	5,000	7,000
602 Rental, Repair, Maintenance	76,719	83,660	66,300	73,000	70,300
603 Communications	814	2,094	700	1,000	700
604 Contractual Services	71,076	76,401	78,000	80,000	78,000
605 Misc. Charges and Fees	16,435	15,000	12,000	12,000	12,000
606 Other Purchased Services	-	1,494	4,000	4,000	3,000
Total Materials and Services	165,044	187,131	166,000	175,000	171,000
Capital Outlay					
Buildings	8,817	-	-		
Improvements	75,247	-	21,000	20,000	16,325
Total Capital Outlay	84,064	-	21,000	20,000	16,325
Debt Service					
801 Debt Service - Principal	4,290	4,290	5,000	4,000	5,000
802 Debt Service - Interest	1,566	1,267	2,000	2,000	2,000
Total Debt Service	5,856	5,557	7,000	6,000	7,000
	\$ 385,896	\$ 330,787	\$ 351,000	\$ 360,000	\$ 348,925

Youth Activities Levy Fund

By contractual agreement with the Ashland School District, provides monies for a wide variety of extra-curricular activities for students in the district's elementary, middle, and high schools. Of the fund's resources, \$119,000 is used to enhance recreational opportunities throughout the community.

Fund Goals

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

Significant Budget Changes

- Fiscal year 2002-2003 is the final year of the levy. In May voters will decide on a 5-year levy. If the levy is not renewed, the \$119,000 that it provides to enhance community programs will need to come from another source or the services provided by the money will need to be reduced.

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

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Personal Services					
510 Salaries and Wages	\$ 64,284	\$ 66,257	\$ 81,800	\$ 131,000	\$ 81,800
520 Fringe Benefits	13,148	17,696	5,200	9,000	5,200
Total Personal Services	77,432	83,953	87,000	140,000	87,000
Materials and Services					
601 Supplies	27,567	34,902	32,000	43,000	32,000
604 Contractual Services	1,541,000	1,726,170	1,780,000	1,569,000	1,856,200
Total Materials and Services	1,568,567	1,761,072	1,812,000	1,612,000	1,888,200
	\$ 1,645,999	\$ 1,845,025	\$ 1,899,000	\$ 1,752,000	\$ 1,975,200

Parks Capital Improvement Fund

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

Fund Goals

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

Significant Budget Changes

- There are no significant budget changes.

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

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Capital Outlay					
Buildings	\$ 285,879	\$ -	\$ -	\$ -	\$ -
Equipment	-	41,551	50,000	50,000	135,000
Improvements	20,166	-	174,000	50,000	135,000
Total Capital Outlay	<u>306,045</u>	<u>41,551</u>	<u>224,000</u>	<u>100,000</u>	<u>270,000</u>
	<u>\$ 306,045</u>	<u>\$ 41,551</u>	<u>\$ 224,000</u>	<u>\$ 100,000</u>	<u>\$ 270,000</u>

Interfund Loans

All interfund operating loans, which are not paid back by the end of the fiscal year, are budgeted in the following fiscal year. The loans shown here are for the operations of the Telecommunication Fund.

INTERFUND LOANS

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
Other Financing Uses					
901 Electric Fund	\$ 592,571	\$ 725,000	\$ -	\$ -	\$ 400,000
Water Fund	-	2,000,000	2,000,000	2,500,000	2,275,000
Wastewater Fund	1,458,091	1,400,000	4,625,000	5,000,000	4,275,000
Equipment Fund	1,000,000	500,000	-	-	-
Cemetery Trust Fund	-	600,000	-	-	-
Total City	\$ 3,050,662	\$ 5,225,000	\$ 6,625,000	\$ 7,500,000	\$ 6,950,000

Operating Transfer Out

Transfers from one fund to another are shown on this page as expenditures and also in each fund as revenues. The 2004 proposed column represents the normal recurring transfers.

OPERATING TRANSFERS OUT

Description		2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Other Financing Uses						
902	General Fund	\$ 500	\$ 267,500	\$ 201,000	\$ 201,000	\$ 133,500
	Street Fund:					
	General Operations	13,480	-	-	-	-
	S.D.C. - Storm Drains	11,000	-	-	-	-
	S.D.C. - Transportation	20,000	-	-	-	-
	Capital Improvements Fund:					
	S.D.C. - Parks	214,000	268,000	429,000	211,000	311,000
	LID's and Transportation	-	360,908	-	-	-
	Affordable Housing	-	30,000	30,000	30,000	30,000
	Debt Service Fund	40,000	40,000	40,000	-	-
	Central Services Fund			205,000		-
	Cemetery Trust Fund	43,000	26,863	41,000	23,000	23,000
	Total City	341,980	993,271	946,000	465,000	497,500
	Parks and Recreation Funds					
	Parks Division	65,000	120,000	120,000	100,000	70,000
	Golf Division	-	-	-	20,000	-
	Total Parks	65,000	120,000	120,000	120,000	70,000
		\$ 406,980	\$ 1,113,271	\$ 1,066,000	\$ 585,000	\$ 567,500

Operating Contingencies

In general, operating contingencies meet policy requirements. Overall the contingencies have decreased \$200,000 from the previous year recognizing anticipated project completion in capital intensive enterprises. During 2001 and 2002 no monies are shown as being spent from the contingencies. Instead, a transfer of appropriations by resolution moves the contingency to the appropriation category where actual expenditures are incurred.

non-departmental activities

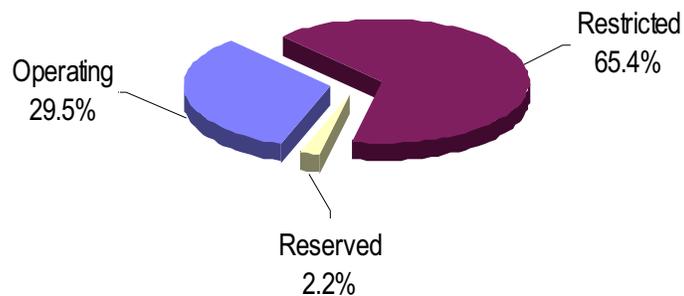
OPERATING CONTINGENCIES

<u>Description</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Baseline</u>	<u>2004 Adopted</u>
909 General Fund	\$ -	\$ -	\$ 335,000	\$ 353,000	\$ 350,000
Street Fund	-	-	120,000	120,000	142,000
Airport Fund	-	-	5,000	5,000	5,000
Capital Improvements Fund	-	-	100,000	40,000	-
Water Fund	-	-	100,000	-	180,000
Wastewater Fund	-	-	318,000	282,000	154,000
Electric Fund	-	-	500,000	500,000	350,000
Telecommunications Fund	-	-	75,000	50,000	75,000
Central Services Fund	-	-	130,000	150,000	140,000
Insurance Services Fund	-	-	-	-	112,000
Equipment Fund	-	-	200,000	200,000	175,000
Total City	-	-	1,883,000	1,700,000	1,683,000
Parks and Recreation Fund	-	-	35,000	35,000	35,000
Total Parks	-	-	35,000	35,000	35,000
Total	\$ -	\$ -	\$ 1,918,000	\$ 1,735,000	\$ 1,718,000

Unappropriated Ending Fund Balance

Budgeted Unappropriated Ending Fund Balance is down \$1,220,430 or 9.5% which is consistent with overall changes in operating costs and revenues. Additionally, the “mix” has changed between revenues or restricted and operating amounts. As capital projects are completed, revenues held for construction are reduced. This can be seen by the \$4.3 million drop in resources compared \$3.1 million decrease in requirements. The decreasing trend in actual balances will stabilize with the completion of capital projects.

The Makeup of Unappropriated Ending Fund Balance



non-departmental activities

UNAPPROPRIATED ENDING FUND BALANCE

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
909 General Fund	\$ 1,962,295	\$ 1,865,212	\$ 1,238,814	\$ 1,039,000	\$ 1,315,669
Community Block Grant Fund	(142,463)	(35,904)	-	-	-
Street Fund:					
General Operations	1,080,274	1,436,880	291,454	(315,994)	414,912
S.D.C. - Storm Drain	333,859	317,286	295,387	621,594	415,805
S.D.C. - Transportation	745,925	1,030,858	1,177,949	1,028,190	234,873
Airport Fund	16,844	22,560	6,140	1,690	4,000
Capital Improvements Fund:					
S.D.C. - Parks	102,392	(15,964)	175,000	(203,000)	(48,981)
Affordable Housing	88,448	58,448	-	-	-
L.I.D.'S And Transportation	84,992	-	-	-	-
Public Buildings	8,426,016	2,791,122	975,300	969,300	477,981
Debt Service Fund	103,883	136,978	540,000	518,500	264,900
Water Fund:					
Construction	340,000	334,214	2,341,200	333,897	2,371,400
S.D.C. - Supply	(716,407)	(977,932)	(306,759)	(777,920)	(989,021)
S.D.C. - Treatment	145,503	108,316	78,830	34,031	(55,737)
S.D.C. - Distribution	2,096,996	3,227,787	2,768,583	2,936,031	2,469,221
General Operations	2,039,060	(707,087)	(403,174)	(112,959)	(1,011,738)
Wastewater Fund:					
S.D.C. - Treatment	1,674,334	(466,459)	324,057	389,364	2,026,924
S.D.C. - Collection	597,271	1,078,410	1,769,175	999,170	623,110
General Operations	6,926,616	8,578,994	(1,338,432)	(842,322)	(923,783)
Electric Fund	1,249,048	1,069,861	443,533	593,640	763,763
Telecommunications Fund	119,745	1,982,175	97,036	135,186	269,910
Central Services Fund	436,624	823,405	142,675	93,675	145,824
Insurance Services Fund	299,415	204,263	91,500	102,500	156,500
Equipment Fund	526,894	783,340	452,640	538,640	908,740
Cemetery Trust Fund	669,517	72,823	653,000	669,000	684,500
Total City	29,207,081	23,719,586	11,813,908	8,751,213	10,518,772
Parks & Recreation Fund	1,023,774	1,168,934	782,294	813,000	815,000
Ashland Youth Activities Fund	125,706	36,341	9,000	9,000	2,000
Parks Capital Improvement Fund	151,955	280,337	185,000	275,000	234,000
Golf Course Fund	-	-	-	-	-
Total Parks and Recreation Funds	1,301,435	1,485,612	976,294	1,097,000	1,051,000
	\$ 30,508,516	\$ 25,205,198	\$ 12,790,202	\$ 9,848,213	\$ 11,569,772
Reserved or Restricted	\$ 6,338,673	\$ 5,073,124	\$ 9,907,922	\$ 6,651,357	\$ 8,153,494
Operating	24,169,843	20,132,074	2,882,280	3,196,856	3,416,278
	\$ 30,508,516	\$ 25,205,198	\$ 12,790,202	\$ 9,848,213	\$ 11,569,772



Resources and Long-Term Plan

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resources summary long-term plan

RESOURCE SUMMARY	2001	2002	2003	2003	2004	2004
	Actual	Actual	Adopted	Estimate	Baseline	Adopted
Revenues:						
Taxes	\$ 12,545,394	\$ 13,495,214	\$ 14,654,244	\$ 14,208,822	\$ 13,538,300	\$ 15,346,933
Licenses and Permits	865,019	1,256,617	1,203,100	1,421,267	1,345,000	1,505,000
Intergovernmental Revenues	8,010,323	2,499,118	3,439,900	2,189,517	3,062,000	3,511,415
Charges for Services	24,996,541	26,965,094	30,848,355	32,229,666	32,032,600	32,468,928
Fines and Forfeitures	121,919	188,006	108,000	117,440	112,000	115,000
Assessment Payments	164,263	193,999	150,200	222,987	449,000	210,000
Interest on Investments	2,311,832	876,143	909,400	528,893	865,050	428,200
Miscellaneous Revenues	1,056,238	739,796	430,125	403,170	531,000	322,600
Total Revenues	50,071,529	46,213,987	51,743,324	51,321,762	51,934,950	53,908,076
Budgetary Resources:						
Working Capital Carryover	28,673,355	30,508,514	23,723,190	25,205,231	14,633,094	19,519,629
Other Financing Sources	3,178,874	8,321,913	3,643,000	5,064,875	-	586,900
Interfund Loan	4,246,250	8,276,144	11,850,000	11,115,000	14,125,000	12,850,000
Operating Transfers In	406,980	1,113,271	816,000	938,047	630,000	567,500
Total Budgetary Resources	36,505,459	48,219,842	40,032,190	42,323,153	29,388,094	33,524,029
Total Resources	\$ 86,576,988	\$ 94,433,829	\$ 91,775,514	\$ 93,644,915	\$ 81,323,044	\$ 87,432,105

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget
\$ 15,888,860	\$ 16,464,570	\$ 17,441,500	\$ 18,241,750	\$ 16,749,950
1,650,000	1,699,000	1,750,000	1,802,000	1,856,000
2,857,000	2,446,000	2,767,000	2,655,000	3,894,000
35,582,510	37,023,390	38,433,310	39,904,180	41,601,690
118,000	122,000	126,000	130,000	134,000
183,000	495,000	323,400	326,400	320,400
563,870	580,530	582,270	585,150	626,090
371,300	356,300	366,300	378,300	384,300
57,214,540	59,186,790	61,789,780	64,022,780	65,566,430
13,238,203	12,686,476	11,934,498	12,199,223	13,594,583
2,500,000	-	-	-	-
14,550,000	15,600,000	16,250,000	16,425,000	16,175,000
634,500	349,500	321,500	308,500	303,500
30,922,703	28,635,976	28,505,998	28,932,723	30,073,083
\$ 88,137,243	\$ 87,822,766	\$ 90,295,778	\$ 92,955,503	\$ 95,639,513

long-term plan fund totals

FUND TOTALS	2001	2002	2003	2003	2004	2004
	Actual	Actual	Adopted	Estimate	Baseline	Adopted
General Fund	\$ 10,976,688	\$ 12,034,578	\$ 12,969,300	\$ 12,835,891	\$ 13,341,000	\$ 13,627,133
Community Development Block Grant Fund	20,403	86,987	500,000	(35,904)	221,000	656,815
Street Fund	4,129,688	5,637,607	7,993,450	9,682,599	5,813,790	6,697,900
Airport Fund	89,580	93,470	233,290	233,070	670,690	468,550
Capital Improvements Fund	10,213,569	11,427,353	5,221,300	5,268,930	2,066,300	1,288,300
Debt Service Fund	944,840	893,048	1,362,000	1,114,402	1,539,500	1,442,900
Water Fund	8,955,712	7,769,670	11,048,980	10,981,277	10,648,480	11,061,000
Wastewater Fund	18,262,696	20,063,489	15,000,300	15,677,323	10,469,800	11,238,000
Electric Fund	10,561,725	11,279,663	11,999,800	12,248,975	12,037,733	13,354,900
Telecommunications Fund	5,706,739	9,212,952	8,740,000	9,795,816	10,269,936	10,086,000
Central Services Fund	4,126,194	4,751,945	5,322,900	5,530,289	5,258,675	5,572,600
Insurance Services Fund	1,010,414	773,785	815,500	835,292	803,500	1,013,000
Equipment Fund	2,556,264	2,928,705	2,497,250	2,543,639	2,063,640	2,625,200
Cemetery Trust Fund	712,517	699,686	694,000	691,854	692,000	707,500
Total by Fund	78,267,029	87,652,938	84,398,070	87,403,453	75,896,044	79,839,798
Parks and Recreation Fund	6,080,254	4,577,637	5,060,444	4,285,528	4,901,000	5,111,107
Ashland Youth Activities Levy Fund	1,771,705	1,881,366	1,908,000	1,673,545	151,000	1,977,200
Parks Capital Imp Fund	458,000	321,888	409,000	282,389	375,000	504,000
Total Parks	8,309,959	6,780,891	7,377,444	6,241,462	5,427,000	7,592,307
Grand total	\$ 86,576,988	\$ 94,433,829	\$ 91,775,514	\$ 93,644,915	\$ 81,323,044	\$ 87,432,105

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget
\$ 13,873,460	\$ 13,961,170	\$ 14,199,200	\$ 14,654,750	\$ 15,370,950
221,000	221,000	221,000	221,000	221,000
4,615,590	5,121,590	5,703,350	5,812,840	6,940,440
686,100	239,250	247,450	255,850	264,350
3,660,000	3,119,000	2,481,000	1,864,000	2,289,000
1,305,900	1,324,900	1,582,900	1,620,900	1,643,900
9,798,605	7,198,825	6,326,765	6,073,335	5,791,745
11,225,251	11,772,984	12,481,984	13,212,984	14,103,984
14,052,863	14,791,063	15,669,563	16,732,163	18,050,763
10,976,010	11,688,020	12,174,702	12,557,117	12,718,817
5,971,824	6,270,824	6,581,824	6,904,824	7,364,824
1,082,500	1,170,500	1,279,500	1,412,500	1,571,500
2,679,740	2,924,740	3,176,740	3,429,740	3,653,740
723,000	738,500	754,000	769,500	785,000
80,871,843	80,542,366	82,879,978	85,521,503	90,770,013
4,804,000	4,761,000	4,790,500	4,745,000	4,460,500
2,055,400	2,113,400	2,207,300	2,274,000	2,000
406,000	406,000	418,000	415,000	407,000
7,265,400	7,280,400	7,415,800	7,434,000	4,869,500
\$ 88,137,243	\$ 87,822,766	\$ 90,295,778	\$ 92,955,503	\$ 95,639,513



General Fund Narrative

Ashland's diverse tax revenues are emphasized in this General Fund budget with five classifications of taxes, none bearing more than 16.2% of total resources. Taxes represent 57% of the proposed revenues, with property taxes and electrical utility users tax each comprising less than 16% of total resources. Highlighted below are significant resource items.

Current Property Taxes. This is the City portion of the City of Ashland's permanent tax rate as defined by Measure 50. The permanent tax rate is split between the General fund and the Parks fund. The General fund tax rate remains at \$1.47170 with revenues increasing \$167,000 over FY02 due to higher assessed property values and growth.

Electric Utility Users Tax. The Electric Utility Users Tax is equal to 25% of the electric bill. This line item's increase was held to 4.4% over the present budget by excluding most of the purchased power cost related increases from calculations.

Cable TV Franchise. The 5 percent franchise tax on cable TV is split, with 70% 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. This fee is dedicated to the public access channel and it is scheduled to go to 75-cents per account this year.

Natural Gas Franchise. The total franchise fee as shown in this budget is 5% of the gas utility's gross receipts. The fee is projected to increase with growth.

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

Water Occupation Tax. The Water Occupation Tax is equal to 5% of water revenues. Water revenues are expected to stabilize after FY02's shortage and conservation and FY03's increased sales. Water sales are expected to return to a 3% per year increase in 2004.

Hotel-Motel Tax. Included in this document is a 12% increase in the total Hotel-Motel Tax over the present budget due to large increases in FY02 and YTD in FY03. Hotel-Motel Tax collections are projected to stabilize in 2005.

Building Permits. The present year actual is above budget. Increased building fees are being considered and have been budgeted accordingly. Building activity is expected exceed the \$700,000 level.

Planning and Zoning Fees. The proposed budget

includes increased planning fees to better balance the costs associated with development with those planning costs that should be paid for by users other than the general property tax payer. The 2003 budget generates an additional \$200,000 in planning fees.

State Liquor Tax, Cigarette Tax, and State Revenue Sharing. Estimates are based on per capita information compiled by the League of Oregon Cities. Total Intergovernmental Revenues have leveled off and are trending downward due to changes in the State's allocation methodology.

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

Long-Term Assumptions

- Property assessed valuation growth will be 3% plus new construction of 3%.
- Property tax rate will not exceed \$1.47 City, \$2.09 Parks, \$3.56 combined. (Total authorized is \$4.29). * Parks anticipates \$.21 increase over long-term.
- Electric Utility Users Tax and Utility Franchise revenue will increase an average of 1.5% in addition to applicable rate increases.
- Natural gas franchise revenue will increase 3% on average.
- Telephone Franchise revenue will increase 3% on average.
- Water franchise revenue will increase an average of 3% above applicable rate increases after 2003.
- Wastewater franchise revenue will increase 5-10% due to rate increases by 2006, then will follow the average.
- Transit occupancy revenue will increase 6% on average in 2004, then return to 3%.
- Planning fees will increase to provide approximately 75% of Planning Department related costs.
- Building permits and fees will fund division activities.
- Intergovernmental revenues will grow at 2% on average.
- The City will comply with Federal and State requirements.

general fund resources

GENERAL FUND

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 1,888,103	\$ 1,962,295	\$ 1,825,000	\$ 1,574,000	\$ 1,797,800
Taxes					
Property Taxes					
Current	1,729,211	1,846,526	1,980,000	2,012,000	2,047,000
Prior	91,855	98,924	181,000	206,000	105,000
Electric Utility User Tax	1,648,327	1,769,922	2,075,000	2,137,000	2,165,583
Franchises	1,385,299	1,498,297	1,747,300	2,090,000	2,203,150
Hotel/Motel Tax	1,039,121	1,167,655	1,163,000	1,198,000	1,312,000
410 Total Taxes	5,893,813	6,381,324	7,146,300	7,643,000	7,832,733
Licenses and Permits					
License	145,331	160,963	168,000	173,000	168,000
Planning and Zoning Fees	138,524	591,437	334,000	344,000	596,000
Building Permits	581,164	504,217	701,100	828,000	741,000
420 Total Licenses and Permits	865,019	1,256,617	1,203,100	1,345,000	1,505,000
Intergovernmental Revenues					
Federal	3,256	30,800	384,500	390,000	409,600
State	410,215	432,975	439,000	446,000	294,000
430 Total Intergovernmental	413,471	463,775	823,500	836,000	703,600
Charges for Services					
Police	199,754	224,042	201,000	201,000	139,000
Court	314,727	410,542	480,000	510,100	428,000
Fire and Rescue	789,833	801,674	796,000	820,000	770,000
Cemetery	33,837	48,284	45,000	45,000	57,000
Planning Division Services	90,543	106,000	129,500	133,000	75,000
Building Division Services	14,590	1,950	-	-	50,000
Rent	2,091	355	900	900	4,000
Parking Utility Fee	-	-	-	-	-
440 Total Charges for Services	1,445,375	1,592,847	1,652,400	1,710,000	1,523,000
Fines					
Court Fines	121,919	188,006	108,000	112,000	115,000
450 Total Fines	121,919	188,006	108,000	112,000	115,000
Interest on Investments					
Interest on Pooled Investments	176,712	53,482	49,000	47,000	31,000
470 Total Interest on Investments	176,712	53,482	49,000	47,000	31,000

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Miscellaneous Revenues					
Donations	5,233	3,459	2,000	2,000	2,000
Miscellaneous Income	35,071	(13,062)	-	-	15,000
Notes Receivable Payments	48,972	48,972	49,000	49,000	49,000
480 Total Miscellaneous Revenues	89,276	39,369	51,000	51,000	66,000
Other Financing Sources					
Operating Transfers In					
From Capital Improvements	-	30,000	30,000	-	30,000
From Debt Service Fund	40,000	40,000	40,000	-	
From Cemetery Trust	43,000	26,863	41,000	23,000	23,000
490 Total Other Financing Sources	83,000	96,863	111,000	23,000	53,000
Total General Fund	\$ 10,976,688	\$ 12,034,578	\$ 12,969,300	\$ 13,341,000	\$ 13,627,133

general fund long-term plan

GENERAL FUND #110	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Taxes	\$ 5,893,813	\$ 6,381,324	\$ 7,146,300	\$ 7,264,232	\$ 7,643,000	\$ 7,832,733
Licenses and Permits	865,019	1,256,617	1,203,100	1,421,267	1,345,000	1,505,000
Intergovernmental Revenue	413,471	463,775	823,500	392,783	836,000	703,600
Charges for Services	1,445,375	1,592,847	1,652,400	1,517,808	1,710,000	1,523,000
Court Fines and Forfeitures	121,919	188,006	108,000	117,440	112,000	115,000
Interest on Investments	176,712	53,482	49,000	32,000	47,000	31,000
Miscellaneous Revenues	89,276	39,369	51,000	171,602	51,000	66,000
Operating Transfers In	83,000	96,863	111,000	53,547	23,000	53,000
Total Revenues	9,088,585	10,072,283	11,144,300	10,970,679	11,767,000	11,829,333
Expenditures						
Administration	87,825	158,565	94,000	91,752	97,000	97,000
Band	46,112	47,942	59,225	54,962	61,000	56,750
Social Services Grant	94,595	98,574	111,000	109,213	105,000	132,400
Economic and Cultural Grants	372,455	384,000	388,000	388,000	399,000	436,900
Miscellaneous	6,247	5,313	8,000	5,000	8,000	6,000
Municipal Court	216,467	231,938	271,300	256,323	281,000	296,000
Police	3,409,015	3,774,335	4,244,566	4,217,532	4,445,000	4,179,470
Fire	3,198,046	3,507,619	4,056,845	3,839,095	4,322,000	4,489,004
Public Works	-	-	-	-	-	-
Cemetery	272,571	258,611	302,350	303,818	313,000	296,890
Planning Division	655,200	692,240	858,900	817,848	889,000	976,040
Building Division	568,429	628,791	692,100	652,489	716,000	744,375
Senior Program	86,931	113,938	108,200	101,624	112,000	117,135
Operating Transfers Out	500	267,500	201,000	200,500	201,000	133,500
Operating Contingency	-	-	335,000	-	353,000	350,000
Total Expenditures	9,014,393	10,169,366	11,730,486	11,038,156	12,302,000	12,311,464
Excess (Deficiency) of Revenues over Expenditures	74,192	(97,083)	(586,186)	(67,477)	(535,000)	(482,131)
Working Capital Carryover	1,888,103	1,962,295	1,825,000	1,865,212	1,574,000	1,797,800
Ending Fund Balance	\$ 1,962,295	\$ 1,865,212	\$ 1,238,814	\$ 1,797,735	\$ 1,039,000	\$ 1,315,669
Fund Balance Policy Requirement	909,000	1,007,000	1,114,000	1,097,000	1,116,000	1,183,000
Fund Balance and Contingency	1,962,295	1,865,212	1,573,814	1,797,735	1,485,000	1,665,669
Excess (deficiency)	1,053,295	858,212	459,814	700,735	369,000	482,669

general fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 8,035,460	\$ 8,378,170	\$ 8,807,200	\$ 9,365,750	\$ 9,965,950	Calculated	
1,650,000	1,699,000	1,750,000	1,802,000	1,856,000	Calculated	
714,000	724,000	735,000	746,000	758,000	Calculated	
1,567,000	1,612,000	1,659,000	1,707,000	1,756,000	Calculated	
118,000	122,000	126,000	130,000	134,000		103.0%
32,000	33,000	34,000	35,000	36,000		103.0%
68,000	70,000	72,000	74,000	76,000		103.0%
23,000	23,000	23,000	23,000	23,000	Flat	
12,207,460	12,661,170	13,206,200	13,882,750	14,604,950		
100,000	103,000	106,000	109,000	112,000		103.0%
58,000	60,000	62,000	64,000	66,000		103.0%
136,000	140,000	144,000	148,000	152,000		103.0%
450,000	464,000	478,000	492,000	507,000	Calculated 33.34% of Hotel Tax	
6,000	6,000	6,000	6,000	6,000	Flat	
305,000	314,000	323,000	333,000	343,000		103.0%
4,365,000	4,519,000	4,725,000	4,927,000	5,135,000	Add 0.5 -1.0 FTE each year starting 2005	103.0%
4,753,000	5,096,000	5,249,000	5,406,000	5,568,000	Add 3 Firefighter/Paramedics in 2006	103.0%
-	-	-	-	-		103.0%
306,000	315,000	324,000	334,000	344,000		103.0%
1,005,000	1,035,000	1,066,000	1,098,000	1,131,000		103.0%
767,000	790,000	814,000	838,000	863,000		103.0%
121,000	125,000	129,000	133,000	137,000		103.0%
201,000	1,000	1,000	1,000	1,000		
366,000	380,000	396,000	416,000	438,000		
12,939,000	13,348,000	13,823,000	14,305,000	14,803,000		
(731,540)	(686,830)	(616,800)	(422,250)	(198,050)		
1,666,000	1,300,000	993,000	772,000	766,000	Assumes contingency is not used	
\$ 934,460	\$ 613,170	\$ 376,200	\$ 349,750	\$ 567,950		
1,221,000	1,266,000	1,321,000	1,388,000	1,460,000		
1,300,460	993,170	772,200	765,750	1,005,950		
79,460	(272,830)	(548,800)	(622,250)	(454,050)		

CDBG Narrative

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

This year's budget is approximately \$656,815 reflecting unspent monies from the prior year. The funds are used for a variety of purposes that include administration, architectural barrier removal to comply with the Americans with Disabilities Act, and public facilities such as sidewalks in qualifying neighborhoods.

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

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

Long-Term Assumptions

The Community Development Block Grant is expected to remain constant.

Fund Balance

There is no fund balance policy.

community development block grant fund resources

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 3,744	\$ (142,463)	\$ -	\$ -	\$ -
Intergovernmental Revenues					
Federal:	16,659	229,450	500,000	221,000	656,815
430 Total Intergovernmental	16,659	229,450	500,000	221,000	656,815
Interest on Investments					
Interest on Pooled Investments	-	-	-	-	-
470 Total Interest on Investments	-	-	-	-	-
Total Community Development Block Grant Fund	\$ 20,403	\$ 86,987	\$ 500,000	\$ 221,000	\$ 656,815

community development block grant fund long-term plan

COMMUNITY DEVELOPMENT BLOCK GRANT FUND #250	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Intergovernmental Revenue	\$ 16,659	\$ 229,450	\$ 500,000	\$ -	\$ 221,000	\$ 656,815
Interest on Investments	-	-	-	-	-	-
Total Revenues	16,659	229,450	500,000	-	221,000	656,815
Expenditures						
Personal Services	40,393	43,115	41,100	45,418	44,000	45,300
Materials and Services	122,473	79,776	458,900	2,692	177,000	611,515
Capital Outlay	-	-	-	-	-	-
Total Expenditures	162,866	122,891	500,000	48,110	221,000	656,815
Excess (Deficiency) of Revenues over Expenditures	(146,207)	106,559	-	(48,110)	-	-
Working Capital Carryover	3,744	(142,463)	-	(35,904)	-	-
Ending Fund Balance	\$ (142,463)	\$ (35,904)	\$ -	\$ (84,014)	\$ -	\$ -

No Fund Balance Policy

community development block grant fund long-term plan

2005	2006	2007	2008	2009	Assumptions	Percent
Budget	Budget	Budget	Budget	Budget		
\$ 221,000	\$ 221,000	\$ 221,000	\$ 221,000	\$ 221,000	Assumed flat	
-	-	-	-	-		
221,000	221,000	221,000	221,000	221,000		
44,000	44,000	44,000	44,000	44,000		
177,000	177,000	177,000	177,000	177,000		
-	-	-	-	-		
221,000	221,000	221,000	221,000	221,000		
-	-	-	-	-		
-	-	-	-	-		
\$ -						

Street Fund Narrative

Taxes-Cable TV Franchise. The 5 percent cable TV franchise fee is split, with 30 percent placed in the Street Fund and the balance in the General Fund. It is expected to be stable.

Taxes-Electric Utility Franchise. A portion of the Electric Utility Franchise Fee is used to fund street maintenance in the Street Fund. Budgeted at \$300,000 in FY03-04, an additional \$100,000 was allocated here as needed in prior years to fund needed projects.

Intergovernmental Revenues. The primary source of Intergovernmental Revenue, the State Gasoline Tax is budgeted at approximately \$37.34 per capita, a decrease of \$.25 over the prior year, and resulting in approximately \$40,000 less revenues. 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.

Charges for Service-Storm Drain Utility Fee. This fee is calculated on the impervious area for commercial customers. Residential customers pay a flat fee per month. The City updated the storm drain data and adopted a rate design in 1994.

Charges for services-Transportation Utility Fee. The Transportation Utility fee was last increased on April 1, 1999.

Long-Term Assumptions

- Transportation Utility fees and Storm Drain fees are expected to increase by 1.5% annually based on growth.
- A review of Transportation Utility and Storm Drain fees is scheduled for FY 03-04.
- Transportation Utility Fees and Storm Drain fees may increase by 6 % in July 1, 2003.
- May require debt financing on future large projects.

Fund Balance

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

Description	STREET FUND				
	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 1,176,078	\$ 2,160,057	\$ 2,645,050	\$ 1,884,790	\$ 2,925,000
Taxes					
Franchises:	335,426	427,082	448,000	410,000	245,000
410 Total Taxes	335,426	427,082	448,000	410,000	245,000
Intergovernmental Revenues					
Federal:	-	-	-	-	-
State:	1,038,237	890,669	3,085,400	1,328,000	1,451,000
County and Other:	-	-	-	-	-
430 Total Intergovernmental	1,038,237	890,669	3,085,400	1,328,000	1,451,000
Charges for Services					
Public Works Services	32,498	45,473	-	8,000	1,000
System Development Charges:	443,034	498,216	579,000	599,000	360,000
Sales:	-	-	-	-	-
Storm Drain Utility	251,409	255,882	260,000	284,000	285,000
Transportation Utility Fee	745,080	763,816	814,000	860,000	835,000
440 Total Charges for Services	1,472,021	1,563,387	1,653,000	1,751,000	1,481,000
Assessments and Consortiums					
UnBonded Assessments					10,000
UnAssessed Principal					120,000
Developer Co-involvement	-	133,335	90,000	350,000	20,000
460 Total Assessments and Consortiums	-	133,335	90,000	350,000	150,000
Interest on Investments					
Interest on Pooled Investments	106,116	61,091	72,000	57,000	58,000
Interest on Proprietary	1,485	650	-	-	-
470 Total Interest on Investments	107,601	61,741	72,000	57,000	58,000
Miscellaneous Revenues					
Miscellaneous Income	326	40,428	-	33,000	1,000
480 Total Miscellaneous Revenues	326	40,428	-	33,000	1,000
Other Financing Sources					
Other					386,900
Operating Transfers In	-	360,908	-	-	-
490 Total Other Financing Sources	-	360,908	-	-	386,900
Total Street Fund	\$ 4,129,689	\$ 5,637,607	\$ 7,993,450	\$ 5,813,790	\$ 6,697,900

street fund long-term plan

STREET FUND #260	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Taxes	\$ 335,426	\$ 427,082	\$ 448,000	\$ 331,555	\$ 410,000	\$ 245,000
Intergovernmental Revenue	845,721	812,448	795,000	835,000	866,000	811,000
Intergovernmental Revenue Grants	192,516	78,221	975,400	725,292	462,000	640,000
Charges for Services	1,028,986	1,065,171	1,074,000	1,360,232	1,090,000	1,059,000
Rate Increase TUF, Storm Dr	-	-	-	-	62,000	62,000
Jurisdictional exchange	-	-	1,315,000	3,150,000	-	-
Charges for services SDC	443,034	498,216	579,000	289,517	599,000	360,000
Assessment Revenues	-	133,335	90,000	152,258	350,000	150,000
Interest on Investments	107,601	61,741	72,000	47,502	57,000	58,000
Miscellaneous Revenues	326	40,428	-	6,186	33,000	1,000
Other Financing Sources	-	-	-	-	-	386,900
Operating Transfers In	-	360,908	-	-	-	-
Total Revenues	2,953,610	3,477,550	5,348,400	6,897,542	3,929,000	3,772,900
Expenditures						
Street Operations	1,410,445	1,916,025	4,602,010	4,927,433	2,921,000	3,399,560
Storm Water Operations	498,899	708,308	1,021,850	943,303	936,000	786,250
Storm Drains - SDC	11,402	76,296	171,900	240,000	86,000	92,400
Transportation - SDC	3,274	151,921	267,900	560,000	362,000	481,400
Transportation - LID	-	-	45,000	86,887	55,000	730,700
Debt Service	1,131	-	-	-	-	-
Operating Transfers Out	44,480	-	-	-	-	-
Operating Contingency	-	-	120,000	-	120,000	142,000
Total Expenditures	1,969,631	2,852,550	6,228,660	6,757,623	4,480,000	5,632,310
Excess (Deficiency) of Revenues over Expenditures	983,979	625,000	(880,260)	139,919	(551,000)	(1,859,410)
Working Capital Carryover	1,176,078	2,160,057	2,645,050	2,785,057	1,884,790	2,925,000
Ending Fund Balance	\$ 2,160,057	\$ 2,785,057	\$ 1,764,790	\$ 2,924,976	\$ 1,333,790	\$ 1,065,590
SDC Transportation Balance	745,925	1,030,858	1,177,949	709,769	1,028,190	234,873
SDC Storm Balance	333,859	317,286	295,387	127,892	621,594	415,805
Operations Fund Balance	1,080,273	1,436,913	291,454	2,087,315	(315,994)	414,912
Total Fund Balance	2,160,057	2,785,057	1,764,790	2,924,976	1,333,790	1,065,590
Fund Balance Policy Requirement	243,000	243,000	477,000	237,000	403,000	341,000
Excess (deficiency)	837,273	1,193,913	(185,546)	1,850,315	(433,784)	73,912

street fund long-term plan

	2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$	452,000	\$ 466,000	\$ 580,000	\$ 597,000	\$ 615,000		103.0%
	835,000	860,000	886,000	913,000	940,000		103.0%
	462,000	466,000	750,000	600,000	1,800,000		
	1,138,000	1,155,000	1,290,000	1,309,000	1,329,000		101.5%
		116,000		-	-	6% in 2004; 10% in 2006	
	-	-	-	-	-		
	400,000	412,000	424,360	437,090	450,200		103.0%
	84,000	363,000	125,400	128,400	122,400	Calculated for projects	
	36,000	37,000	48,000	53,000	49,000		103.0%
	1,000	1,000	1,000	1,000	1,000	Flat	
	-	-	-	-	-		
	3,408,000	3,876,000	4,104,760	4,038,490	5,306,600		
	2,025,000	1,553,000	2,581,000	2,578,000	4,095,000	Calculated for projects	
	810,000	834,000	859,000	885,000	912,000		103.0%
	95,000	98,000	101,000	104,000	107,000		103.0%
	300,000	309,000	318,000	328,000	338,000		103.0%
	140,000	729,000	70,000	284,000	204,000		
	-	-	-	-	-		
	-	-	-	-	-		
	120,000	120,000	120,000	120,000	150,000		
	3,490,000	3,643,000	4,049,000	4,299,000	5,806,000		
	(82,000)	233,000	55,760	(260,510)	(499,400)		
	1,207,590	1,245,590	1,598,590	1,774,350	1,633,840	Assumes contingency is not used	
\$	1,125,590	\$ 1,478,590	\$ 1,654,350	\$ 1,513,840	\$ 1,134,440		
	202,873	169,913	136,233	101,083	64,713		
	658,594	453,765	697,634	494,005	739,204		
	264,123	854,912	820,483	918,752	330,523		
	1,125,590	1,478,590	1,654,350	1,513,840	1,134,440		
	301,000	346,000	368,000	360,000	486,000		
	(36,877)	508,912	452,483	558,752	(155,477)		

Airport Fund Narrative

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

Intergovernmental Revenues. This budget shows FAA grants for improvements to the airport of \$400,000. The soft match of \$30,000 will come from the Public Works Central Services Fund.

Rental Income. The 2004 budget calls for an increase in lease and rental fees of 5% in 2005 and 2007, plus additional miscellaneous income to generate the necessary revenues for operations.

Long-Term Assumptions

- Rental rates will increase in 2005 and 2007 in the Long-term.
- Operational expenses will increase at 3.5% per year.

Fund Balance

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

AIRPORT FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 22,292	\$ 16,844	\$ 14,640	\$ 11,140	\$ 12,950
Intergovernmental Revenues					
Federal:	-	-	145,000	585,000	370,000
430 Total Intergovernmental	-	-	145,000	585,000	370,000
Charges for Services					
Rent:	64,065	72,758	69,825	71,400	81,400
440 Total Charges for Services	64,065	72,758	69,825	71,400	81,400
Interest on Investments					
Interest on Pooled Investments	1,223	204	500	150	200
470 Total Interest on Investments	1,223	204	500	150	200
Miscellaneous Revenues					
Miscellaneous Income	2,000	3,664	3,325	3,000	4,000
480 Total Miscellaneous Revenues	2,000	3,664	3,325	3,000	4,000
Other Financing Sources					
490 Total Other Financing Sources	-	-	-	-	-
Total Airport Fund	\$ 89,580	\$ 93,470	\$ 233,290	\$ 670,690	\$ 468,550

airport fund long-term plan

AIRPORT FUND #280	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Intergovernmental Revenue	\$ -	\$ -	\$ 145,000	\$ 145,000	\$ 585,000	\$ 370,000
Charges for Services	64,065	72,758	66,500	63,400	68,000	81,400
Rate Increase	-	-	3,325	-	3,400	-
Interest on Investments	1,223	204	500	110	150	200
Miscellaneous	2,000	3,664	3,325	2,000	3,000	4,000
Total Revenues	67,288	76,626	218,650	210,510	659,550	455,600
Expenditures						
Personal Services	-	-	-	-	-	-
Materials and Services	67,804	70,910	77,150	75,234	79,000	89,550
Capital Outlay	4,932	-	160,000	145,000	650,000	400,000
Capital soft match	-	-	(15,000)	-	(65,000)	(30,000)
Operating Contingency	-	-	5,000	-	5,000	5,000
Total Expenditures	72,736	70,910	227,150	220,234	669,000	464,550
Excess (Deficiency) of Revenues over Expenditures	(5,448)	5,716	(8,500)	(9,724)	(9,450)	(8,950)
Working Capital Carryover	22,292	16,844	14,640	22,560	11,140	12,950
Ending Fund Balance	\$ 16,844	\$ 22,560	\$ 6,140	\$ 12,836	\$ 1,690	\$ 4,000
Fund Balance Policy Requirement	11,000	12,000	35,000	34,000	43,000	73,000
Excess (deficiency)	5,844	10,560	(28,860)	(21,164)	(32,000)	(69,000)

	2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$	585,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		
	84,000	91,000	94,000	102,000	105,000		103.0%
	4,000	-	5,000			5% in 2005 & 2007	
	100	150	200	400	500		
	4,000	4,000	4,000	4,000	4,000	Flat	
	677,100	230,150	238,200	241,400	244,500		
	-	-	-	-	-		
	92,000	95,000	98,000	101,000	104,000		103.0%
	650,000	150,000	150,000	150,000	150,000	Soft Match in Central Service Charges	
	(65,000)	(15,000)	(15,000)	(15,000)	(15,000)		
	5,000	5,000	5,000	5,000	5,000		
	682,000	235,000	238,000	241,000	244,000		
	(4,900)	(4,850)	200	400	500		
	9,000	9,100	9,250	14,450	19,850		
\$	4,100	\$ 4,250	\$ 9,450	\$ 14,850	\$ 20,350		
	108,000	37,000	38,000	39,000	39,000		
	(103,900)	(32,750)	(28,550)	(24,150)	(18,650)		

CIP Fund Narrative

Prepared Food and Beverage Tax. In March of 1993 the citizens approved a prepared food and beverage tax. One percent (1/5 of the revenues) of the tax (\$340,000) is dedicated to purchasing park and open space properties. The other 4% of the tax is dedicated to the Wastewater Treatment Plant upgrade and debt are shown in the Wastewater Fund. The current year is consistent with FY03 with a stable growth.

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 Service Fund. Property owners pay for the improvements upon completion of the project either over time or in full.

Long-Term Assumptions

- Food and Beverage Taxes will increase at 3% annually
- System Development Charges will rise and fall with construction trends.
- Construction of Fire station #1 will be completed during the summer and \$300,000 has been rebudgeted for carry-over work.
- Opens Space land acquisition of \$200,000

Fund Balance

There is no fund balance policy for this fund.

capital improvements plan fund resources

CAPITAL IMPROVEMENTS FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 3,600,676	\$ 8,701,848	\$ 4,300,000	\$ 1,250,300	\$ 383,000
Taxes					
Franchises:	19,130	36,787	36,000	36,000	-
Food and Beverage Tax	307,179	317,069	327,000	338,000	340,000
410 Total Taxes	326,309	353,856	363,000	374,000	340,000
Intergovernmental Revenues					
Federal:	-	-	-	-	-
State:	-	600,000	-	-	-
Local:	5,236,000	-	-	-	-
430 Total Intergovernmental	5,236,000	600,000	-	-	-
Charges for Services					
Rent:	6,600	4,675	-	-	-
System Development Charges:	201,122	195,990	251,000	251,000	190,000
Use of Facilities Fee	105,000	127,000	144,000	156,000	150,000
440 Total Charges for Services	312,722	327,665	395,000	407,000	340,000
Assessments					
Unbonded Assessments:	88,973	-	-	-	-
460 Total Assessment Payments	88,973	-	-	-	-
Interest on Investments					
Interest on Pooled Investments	515,103	187,654	141,000	35,000	8,000
470 Total Interest on Investments	515,103	187,654	141,000	35,000	8,000
Miscellaneous Revenues					
Donations:	43,966	2,567	-	-	-
Loan Proceeds:	15,620	329,674	15,000	-	10,000
Miscellaneous Income	4,708	-	-	-	-
Notes Receivable Payments	-	24,089	7,300	-	7,300
480 Total Miscellaneous Revenues	64,294	356,330	22,300	-	17,300
Other Financing Sources					
Proceeds from Debt Issuance	25,012	900,000	-	-	200,000
Operating Transfers In:	-	-	-	-	-
From Street Fund	44,480	-	-	-	-
From Parks and Recreation	-	-	-	-	-
490 Total Other Financing Sources	69,492	900,000	-	-	200,000
Total Capital Improvements Fund	\$ 10,213,569	\$ 11,427,353	\$ 5,221,300	\$ 2,066,300	\$ 1,288,300

capital improvements plan fund long-term plan

CAPITAL IMPROVEMENTS FUND #410	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Taxes	\$ 326,309	\$ 353,856	\$ 363,000	\$ 404,359	\$ 374,000	\$ 340,000
Intergovernmental Revenues	5,236,000	600,000	-	-	-	-
Charges for Services	312,722	327,665	395,000	349,561	407,000	340,000
Assessment Payments	88,973	-	-	-	-	-
Interest on Investments	515,103	187,654	141,000	42,679	35,000	8,000
Miscellaneous Revenues	64,294	356,330	22,300	16,850	-	17,300
Other Financing Sources	25,012	900,000	-	1,621,875	-	200,000
Operating Transfers In	44,480	-	-	-	-	-
Total Revenues	6,612,893	2,725,505	921,300	2,435,324	816,000	905,300
Expenditures						
Personal Services	-	-	1,000	-	1,000	-
Materials and Services	41,333	38,523	41,000	48,965	43,000	18,300
Capital Outlay	1,256,388	7,896,316	3,470,000	4,407,812	975,000	500,000
Operating Transfers Out	214,000	658,908	459,000	429,000	241,000	341,000
Operating Contingency	-	-	100,000	-	40,000	-
Total Expenditures	1,511,721	8,593,747	4,071,000	4,885,777	1,300,000	859,300
Excess (Deficiency) of Revenues over Expenditures	5,101,172	(5,868,242)	(3,149,700)	(2,450,453)	(484,000)	46,000
Working Capital Carryover	3,600,676	8,701,848	4,300,000	2,833,606	1,250,300	383,000
Ending Fund Balance	\$ 8,701,848	\$ 2,833,606	\$ 1,150,300	\$ 383,153	\$ 766,300	\$ 429,000

No Fund Balance required

capital improvements plan fund long-term plan

	2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$	350,000	\$ 361,000	\$ 372,000	\$ 383,000	\$ 394,000	Food & Beverage tax ends Dec 2010	103.0%
	-	-	-	-	-		
	350,000	361,000	372,000	383,000	394,000		103.0%
	-	-	-	-	-		
	13,000	68,000	49,000	30,000	42,000		
	18,000	19,000	20,000	21,000	22,000		103.0%
	2,500,000	-	-	-	-		
	-	-	-	-	-		
	3,231,000	809,000	813,000	817,000	852,000		
	1,000	1,000	1,000	1,000	1,000		
	43,000	44,000	45,000	46,000	47,000		103.0%
	1,065,000	1,200,000	1,200,000	200,000	200,000	Per CIP	
	241,000	206,000	188,000	180,000	180,000		
	40,000	25,000	45,000	45,000	15,000		
	1,390,000	1,476,000	1,479,000	472,000	443,000		
	1,841,000	(667,000)	(666,000)	345,000	409,000		
	429,000	2,310,000	1,668,000	1,047,000	1,437,000		
\$	2,270,000	\$ 1,643,000	\$ 1,002,000	\$ 1,392,000	\$ 1,846,000		

Debt Service Fund Narrative

This fund accounts for most long-term indebtedness, both bonded and unbonded. The Bancroft bond fund, General Obligation Bond Fund were merged with the Debt service fund. All enterprise debt is found in the appropriate fund.

Property Taxes. The proposed budget calls for the following property tax levies:

1997 Flood Restoration Bond issue	\$ 97,000
2000 Fire Station Bond issue	<u>285,000</u>
Total	\$382,000

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

Operating Transfers In. This budget proposes a transfer of up to \$311,000 from open space monies and Parks SDC for the notes on the Siskiyou Mountain, Mountain Avenue, and Strawberry Lane parks. The Food and Beverage Tax and Parks System Development Charges are the resources for these land payments.

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

debt service fund resources

DEBT SERVICE FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Total Working Capital Carryover	\$ 225,841	\$ 103,883	\$ 472,000	\$ 540,000	\$ 344,000
Taxes					
Property Taxes:					
Current	374,290	381,827	377,000	345,000	382,000
Prior	5,134	14,421	25,000	29,000	21,000
410 Total Taxes	379,424	396,248	402,000	374,000	403,000
Charges for Services					
Rent:	42,213	56,877	76,500	76,500	289,600
440 Total Charges for Services	42,213	56,877	76,500	76,500	289,600
Assessments					
Principle Assessments:	75,290	60,664	60,200	99,000	60,000
Interest Assessments:	-	-	-	-	-
460 Total Assessment Payments	75,290	60,664	60,200	99,000	60,000
Interest on Investments					
Interest on Pooled Investments	8,072	7,304	13,000	30,000	6,000
470 Total Interest on Investments	8,072	7,304	13,000	30,000	6,000
Miscellaneous Revenues					
Miscellaneous Income	-	72	-	-	-
Notes Receivable Payments	-	-	29,300	179,000	29,300
480 Total Miscellaneous Revenues	-	72	29,300	179,000	29,300
490 Other Financing Sources					
Operating Transfers In:					
From Capital Improvements Fund	214,000	268,000	309,000	241,000	311,000
From General Bond Fund	-	-	-	-	-
From Bancroft Bond Fund	-	-	-	-	-
490 Total Other Financing Sources	214,000	268,000	309,000	241,000	311,000
Total Debt Service Fund	\$ 944,840	\$ 893,048	\$ 1,362,000	\$ 1,539,500	\$ 1,442,900

debt service fund long-term plan

DEBT SERVICE FUND #530	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Taxes	\$ 379,424	\$ 396,248	\$ 402,000	\$ 408,029	\$ 374,000	\$ 403,000
Charges for Services	42,213	56,877	36,500	154,189	36,500	289,600
Assessment Payments	75,290	60,664	60,200	70,729	99,000	60,000
Interest on Investments	8,072	7,304	13,000	6,175	30,000	6,000
Miscellaneous Revenues	-	72	29,300	29,302	179,000	29,300
Additional Parking Related fees	-	-	40,000	-	40,000	-
Operating Transfers In	214,000	268,000	309,000	309,000	241,000	311,000
Total Revenues	718,999	789,165	890,000	977,424	999,500	1,098,900
Expenditures						
Bancroft	113,806	133,498	60,000	58,031	99,000	200,000
General Obligation	353,153	335,311	375,000	309,685	382,000	382,000
Notes and Contracts	333,998	247,261	347,000	402,897	540,000	596,000
Operating Transfers Out	40,000	40,000	40,000		-	-
Total Expenditures	840,957	756,070	822,000	770,613	1,021,000	1,178,000
Excess (Deficiency) of Revenues over Expenditures	(121,958)	33,095	68,000	206,811	(21,500)	(79,100)
Working Capital Carryover	225,841	103,883	472,000	136,978	540,000	344,000
Ending Fund Balance	\$ 103,883	\$ 136,978	\$ 540,000	\$ 343,789	\$ 518,500	\$ 264,900

debt service fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 374,000	\$ 374,000	\$ 555,000	\$ 555,000	\$ 555,000		
289,600	289,600	289,600	289,600	289,600	Facilities use fees for debt	
99,000	132,000	198,000	198,000	198,000		
8,000	9,000	9,000	11,000	11,000		103.0%
29,300	29,300	29,300	29,300	29,300	OSF payment on parking structure	
-	-	-	-	-		
241,000	206,000	188,000	180,000	180,000	Open Space	
1,040,900	1,039,900	1,268,900	1,262,900	1,262,900		
99,000	132,000	198,000	225,000	252,000	Estimates per	
382,000	374,000	540,000	540,000	540,000	CIP and debt schedules	
540,000	505,000	487,000	475,000	475,000		
-	-	-	-	-		
1,021,000	1,011,000	1,225,000	1,240,000	1,267,000		
19,900	28,900	43,900	22,900	(4,100)		
265,000	285,000	314,000	358,000	381,000		
\$ 284,900	\$ 313,900	\$ 357,900	\$ 380,900	\$ 376,900		

Water Fund Narrative

This enterprise fund is used to account for the income and expense related to the supply, treatment and delivery of water to our customers.

Property Taxes. Shown in this budget are the property taxes that support the general obligation water debt. The property taxes levy remained at \$168,000. This property tax levy is expected to stay at this level for several years.

Water Sales. The proposed budget shows a return in water consumption consistent with FY03 and similar to years prior due to increased conservation and a shortage in FY01.

Long-Term Assumptions

- Water revenues are expected to increase by 1.5% annually based on growth.
- Water rates are expected to increase 5% in July 2003 and July 2004 with similar increases in later years as costs require.
- Issue revenue bonds in 2005 if needed.
- Annual Interfund loan of \$2.3 million in 2004 to Telecommunications Fund, with decreasing amounts thereafter.

Fund Balance

The fund balance policy requires a balance of 20 percent of revenues. The long-term budget shows that this balance will be maintained.

Description	WATER FUND				
	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 4,708,031	\$ 3,905,152	\$ 1,991,000	\$ 4,578,680	\$ 4,457,000
Taxes					
Property Taxes					
Current	171,037	171,129	166,000	94,000	168,000
Prior	6,582	9,710	15,000	13,000	9,000
410 Total Taxes	177,619	180,839	181,000	107,000	177,000
Intergovernmental Revenues					
Federal	33,000	4,557	150,000	-	150,000
430 Total Intergovernmental	33,000	4,557	150,000	-	150,000
Charges for Services					
Public Works Services	17,046	10,989	-	126,300	-
System Development Charges	676,049	720,289	489,000	276,300	417,000
Sales	2,967,005	2,813,076	3,187,980	3,282,200	3,813,000
440 Total Charges for Services	3,660,100	3,544,354	3,676,980	3,684,800	4,230,000
Interest on Investments					
Interest on Pooled Investments	374,332	122,333	107,000	278,000	97,000
470 Total Interest on Investments	374,332	122,333	107,000	278,000	97,000
Miscellaneous Revenues					
Miscellaneous Income	2,630	12,435	-	-	-
480 Total Miscellaneous Revenues	2,630	12,435	-	-	-
Other Financing Sources					
Interfund Loans	-	-	2,000,000	2,000,000	1,950,000
Proceeds from Debt Issuance	-	-	2,943,000	-	-
Operating Transfers In					
From Debt Fund	-	-	-	-	-
490 Total Other Financing Sources	-	-	4,943,000	2,000,000	1,950,000
Total Water Fund	\$ 8,955,712	\$ 7,769,670	\$ 11,048,980	\$ 10,648,480	\$ 11,061,000

water fund long-term plan

WATER FUND	2001	2002	2003	2003	2004	2004
#670	Actual	Actual	Adopted	Estimate	Baseline	Adopted
Revenues						
Taxes	\$ 177,619	\$ 180,839	\$ 181,000	\$ 185,573	\$ 107,000	\$ 177,000
Intergovernmental Revenue	33,000	4,557	150,000	57,240	-	150,000
Charges for services non-UB	17,046	10,989	108,000	50,000	126,300	59,000
Charges for services SDC	676,049	720,289	489,000	346,405	276,300	417,000
Charges for Services	2,967,005	2,813,076	2,933,480	3,205,600	2,977,000	3,566,300
Rate increase	-	-	146,500	140,650	305,200	187,700
Interest on investments	374,332	122,333	107,000	63,801	278,000	97,000
Miscellaneous Revenues	2,630	12,435		3,710	-	
Interfund Loan	-	-	2,000,000	2,000,000	2,000,000	1,950,000
Bond Issue	-	-	2,943,000	2,943,000	-	-
Operating Transfers in	-	-			-	
Total Revenues	4,247,681	3,864,518	9,057,980	8,995,979	6,069,800	6,604,000
Expenditures						
Conservation	106,762	121,916	139,500	129,335	144,000	169,015
Supply Operations	71,408	78,812	163,500	285,583	120,000	196,100
Supply Capital not SDC	15,693	145,865	125,000		350,000	227,500
Supply Debt Service	28,625	31,995	50,400		31,200	54,100
Supply New Debt service	-	-	-		45,700	-
Distribution New Debt service	-	-	57,020		114,000	-
Distribution Operations	1,351,291	1,405,312	1,462,030	2,399,286	1,506,000	1,559,610
Distribution Franchise Fee	169,075	147,409	152,000		167,000	177,000
Distribution Capital not SDC	475,944	151,620	394,800		950,000	1,097,900
Distribution Debt Service	365,307	388,079	361,000	223,082	230,900	266,800
Treatment Plant Operations	451,067	548,489	720,950	695,860	743,000	639,350
Treatment Capital	-	1,987	80,000	-	265,000	86,000
Treatment Plant Debt not SDC	214,920	162,484	196,200	166,291	200,900	196,200
Forest Interface	82,742	73,884	241,000	277,650	94,000	428,700
SDC Supply	1,532,585	370,831		25,000	200,000	112,500
SDC Treatment			24,000			-
SDC Treatment Debt	153,466	153,019	146,500	156,605	159,000	142,000
SDC Distribution Cap	31,675	2,670	129,000	216,007	360,000	436,100
SDC Distribution Debt			27,400		54,700	33,000
Interfund Loan	-	2,000,000	2,000,000	1,950,000	2,500,000	2,275,000
Contingency			100,000			180,000
Total Expenditures	5,050,560	5,784,372	6,570,300	6,524,699	8,235,400	8,276,875
Excess (Deficiency) of Revenues over Expenditures	(802,879)	(1,919,854)	2,487,680	2,471,280	(2,165,600)	(1,672,875)
Working Capital Carryover	4,708,031	3,905,152	1,991,000	1,985,298	4,578,680	4,457,000
Ending Fund Balance	\$ 3,905,152	\$ 1,985,298	\$ 4,478,680	\$ 4,456,578	\$ 2,413,080	\$ 2,784,125
SDC Water Supply Fund Balance	(716,407)	(977,932)	(306,759)	(1,002,932)	(777,920)	(989,021)
SDC Water Treatment Fund Balance	145,503	108,316	78,830	(48,289)	34,031	(55,737)
SDC Water Distribution Fund Balance	2,096,996	3,227,787	2,768,583	3,011,780	2,936,031	2,469,221
Bond Reserves Fund Balance	334,000	333,897	333,897	334,000	333,897	333,897
Water Bond Proceeds Balance	340,000	334,214	2,341,200	2,341,200	-	2,371,400
Water Operations Fund Balance	1,705,060	(1,040,984)	(737,071)	(179,181)	(112,959)	(1,345,635)
Total Fund Balance	3,905,152	1,985,298	4,478,680	4,456,578	2,413,080	2,784,125
Fund Balance Policy Requirement	714,000	629,000	725,000	1,330,000	759,000	847,000
Excess (deficiency)	991,060	(1,669,984)	(1,362,071)	(1,509,181)	(871,959)	(2,012,635)
AFN loan		2,000,000	2,000,000	1,950,000	2,500,000	2,275,000
Adjusted Excess (Deficiency)	991,060	330,016	637,929	440,819	1,628,041	262,365

water fund long-term plan

	2005	2006	2007	2008	2009		
	Budget	Budget	Budget	Budget	Budget	Assumptions	Percent
\$	107,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	per tax summary	
	-	-	-	-	-		
	59,890	60,790	61,700	62,630	63,570		101.5%
	240,000	243,600	247,250	250,960	254,720		101.5%
	3,810,300	4,060,800	4,121,700	4,183,500	4,246,300		101.5%
	190,520	-	-	-	-	5% increase in 2004 & 2005	
	151,770	74,380	47,070	37,750	27,590		3.0%
	-	-	-	-	-		
	2,275,000	2,000,000	1,000,000	750,000	500,000		
	-	-	-	-	-		
	-	-	-	-	-		
	6,834,480	6,539,570	5,577,720	5,384,840	5,192,180		
	174,000	179,000	184,000	190,000	196,000		103.0%
	202,000	208,000	214,000	220,000	227,000		103.0%
	934,000	200,000	200,000	200,000	200,000	per CIP	
	76,900	93,200	109,300	107,900	42,700		
	1,606,000	1,654,000	1,704,000	1,755,000	1,808,000		103.0%
	211,000	210,000	212,000	214,000	217,000	calculated @ 5%	
	1,071,950	300,000	150,000	150,000	100,000	per CIP	
	344,900	345,000	394,200	393,200	392,000		
	659,000	679,000	699,000	720,000	742,000		103.0%
	355,000	116,250	40,000	40,000	40,000	per CIP	
	200,900	236,400	271,100	266,300	260,600		
	94,000	97,000	100,000	103,000	106,000		103.0%
	396,000	450,000	-	-	-	per CIP	
		348,750	120,000	120,000	120,000		
	159,000	194,080	229,270	232,970	236,770		
	600,000	26,000	90,000	90,000	60,000	per CIP	
	54,700	113,100	171,400	171,400	171,400		
	2,000,000	1,000,000	750,000	500,000	-		
	180,000	180,000	180,000	180,000	180,000		
	9,319,350	6,629,780	5,818,270	5,653,770	5,099,470		
	(2,484,870)	(90,210)	(240,550)	(268,930)	92,710		
	2,964,125	659,255	749,045	688,495	599,565	Assumes contingency is not used	
\$	479,255	\$ 569,045	\$ 508,495	\$ 419,565	\$ 692,275		
	(1,224,221)	(1,511,011)	(1,345,351)	(1,177,211)	(1,006,551)		
	(135,537)	(597,977)	(865,657)	(1,135,807)	(1,408,517)		
	1,814,521	1,675,421	1,414,021	1,152,621	921,221		
	333,897	333,897	334,000	334,000	334,000		
	-	-	-	-	-		
	(309,405)	668,715	971,482	1,245,962	1,852,122		
	479,255	569,045	508,495	419,565	692,275		
	864,000	859,000	866,000	877,000	887,000		
	(993,405)	(10,285)	285,482	548,962	1,145,122		
	2,000,000	1,000,000	750,000	500,000	-		
	1,006,595	989,715	1,035,482	1,048,962	1,145,122		

Wastewater Fund Narrative

This enterprise fund is used to account for wastewater charges, food and beverage taxes and related expenditures for personnel, materials and services, capital outlay, debt service and other expenditures.

Wastewater Sales. Charges for Wastewater services are expected to remain stable the next year. This plan reflects a series of future rate increases to cover debt service.

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 are not paying for full cost of service.

Long-Term Budget Assumptions

- Wastewater revenues are expected to increase by 1.5% annually based on growth after 2003.
- Rate increases planned in Wastewater fees for July 2004, 2006 and 2008 that prepare for Debt Service requirements upon termination of Food and Beverage Tax revenue.
- Food and Beverage taxes are expected to increase by 3% annually.
- Annual interfund loan of \$4.3 - 6.4 million to AFN as needed.

Fund Balance

The fund balance policy requires a balance of 15 % percent of revenues, but no less than required by the Wastewater Treatment Plant Upgrade loan. The long-term budget shows that this balance will be maintained

wastewater fund resources

WASTEWATER FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 10,454,701	\$ 9,198,221	\$ 8,300,000	\$ 1,072,800	\$ 3,174,000
Taxes					
Food and Beverage Tax	1,219,496	1,268,287	1,308,000	1,347,000	1,362,000
410 Total Taxes	1,219,496	1,268,287	1,308,000	1,347,000	1,362,000
Intergovernmental Revenues					
Grants:	-	-	-	-	-
430 Total Intergovernmental	-	-	-	-	-
Charges for Services					
Public Works Services	8,068	4,000	-	30,000	4,000
System Development Charges:	555,278	565,248	700,000	724,000	332,000
Sales:	2,175,066	2,168,990	2,305,700	2,310,000	2,355,000
440 Total Charges for Services	2,738,412	2,738,238	3,005,700	3,064,000	2,691,000
Interest on Investments					
Interest on Pooled Investments	696,225	247,217	278,400	161,000	61,000
470 Total Interest on Investments	696,225	247,217	278,400	161,000	61,000
Miscellaneous Revenues					
Miscellaneous Income	-	7,952	8,200	-	-
480 Total Miscellaneous Revenues	-	7,952	8,200	-	-
Other Financing Sources					
Loan Proceeds:	3,153,862	4,901,913	500,000	-	-
Flood Protection Reimbursements	-	-	200,000	-	-
Interfund Loans	-	1,451,661	1,400,000	4,625,000	3,950,000
Interfund Transfers in:					
From General Fund		200,000		200,000	-
From Parks and Recreation Fund	-	50,000	-	-	-
490 Total Other Financing Sources	3,153,862	6,603,574	2,100,000	4,825,000	3,950,000
Total Wastewater Fund	\$ 18,262,696	\$ 20,063,489	\$ 15,000,300	\$ 10,469,800	\$ 11,238,000

wastewater fund long-term plan

WASTEWATER FUND #675	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Taxes	\$ 1,219,496	\$ 1,268,287	\$ 1,308,000	\$ 1,455,234	\$ 1,347,000	\$ 1,362,000
Charges for Services other	8,068	4,000	29,400	41,570	30,000	42,000
Charges for Services SDC	555,278	565,248	700,000	325,660	724,000	332,000
Charges for Services UB	2,175,066	2,168,990	2,276,300	2,326,060	2,310,000	2,317,000
Rate Increase	-	-	-	-	-	-
Interest on Investments	696,225	247,217	278,400	185,804	161,000	61,000
Miscellaneous	-	7,952	8,200	2,050	-	-
Interfund Loan	-	1,451,661	1,400,000	1,400,000	4,625,000	3,950,000
Bond Proceeds	-	-	-	-	-	-
Other Financing Resources	3,153,862	4,901,913	700,000	500,000	-	-
Interfund Transfers in	-	250,000	-	250,000	200,000	-
Total Revenues	7,807,995	10,865,268	6,700,300	6,486,378	9,397,000	8,064,000
Expenditures						
Collection	1,076,289	1,180,949	1,391,020	1,413,141	1,318,767	1,366,580
Treatment	1,005,760	972,803	1,211,980	1,066,452	1,248,000	1,319,450
WWTP Debt Service	-	-	3,251,500	2,851,339	1,253,821	1,807,219
WWTP Construction	3,921,374	4,909,893	3,300,000	3,000,000	-	-
SDC Treatment	269,800	2,323,555	-	77,000	516,000	265,000
SDC Collection	123,407	84,294	148,000	145,000	305,000	324,500
Flood Restoration Capital	1,209,754	1,050	-	-	-	-
AFN Loan	1,458,091	1,400,000	4,625,000	3,950,000	5,000,000	4,275,000
Contingency	-	-	318,000	-	282,000	154,000
Total Expenditures	9,064,475	10,872,544	14,245,500	12,502,932	9,923,588	9,511,749
Excess (Deficiency) of Revenues over Expenditures	(1,256,480)	(7,276)	(7,545,200)	(6,016,554)	(526,588)	(1,447,749)
Working Capital Carryover	10,454,701	9,198,221	8,300,000	9,190,945	1,072,800	3,174,000
Ending Fund Balance	\$ 9,198,221	\$ 9,190,945	\$ 754,800	\$ 3,174,391	\$ 546,212	\$ 1,726,251
SDC Collection	597,271	1,078,410	1,769,175	725,170	999,170	623,110
SDC Treatment	1,674,334	(466,459)	324,057	2,182,364	389,364	2,026,924
Flood monies	-	-	-	-	-	-
Operations	6,926,616	8,578,994	(1,338,432)	266,857	(842,322)	(923,783)
Total Fund Balance	9,198,221	9,190,945	754,800	3,174,391	546,212	1,726,251
Fund Balance Policy Requirement	1,074,000	1,074,000	1,709,000	1,074,000	1,621,000	1,709,000
Excess (deficiency)	8,124,221	8,116,945	(954,200)	2,100,391	(321,000)	17,251
AFN Loan	1,458,091	1,400,000	4,625,000	3,950,000	1,800,000	4,275,000
Excess (deficiency) after AFN	9,582,312	9,516,945	3,670,800	6,050,391	1,479,000	4,292,251

wastewater fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 1,403,000	\$ 1,445,000	\$ 1,488,000	\$ 1,533,000	\$ 1,579,000	Food & Beverage tax ends Dec 2010	103.0%
43,000	44,000	45,000	46,000	47,000		101.5%
724,000	750,000	776,000	776,000	776,000		
2,352,000	2,507,000	2,545,000	2,712,000	2,753,000		101.5%
118,000	-	127,000	-	138,000	Increase of 5% In 2005, 2007 & 2009	101.5%
180,000	202,000	216,000	235,000	254,000	Assumes 3.0 %	
-	-	-	-	-		
4,275,000	5,200,000	6,200,000	6,200,000	5,675,000		
-	-	-	-	-		
250,000	-	-	-	-		
9,345,000	10,148,000	11,397,000	11,502,000	11,222,000		
1,318,767	1,358,000	1,399,000	1,441,000	1,484,000		103.0%
1,359,000	1,400,000	1,442,000	1,485,000	1,530,000		103.0%
1,700,000	1,700,000	1,700,000	1,700,000	1,700,000		
-	-	-	-	-	per CIP	
-	-	-	-	-	per CIP	
22,500	30,000	30,000	30,000	30,000	per CIP	
-	-	-	-	-		
5,200,000	6,200,000	6,200,000	5,675,000	5,000,000		
88,000	83,000	88,000	90,000	96,000		
9,688,267	10,771,000	10,859,000	10,421,000	9,840,000		
(343,267)	(623,000)	538,000	1,081,000	1,382,000		
1,880,251	1,624,984	1,084,984	1,710,984	2,881,984	Assumes contingency is not used	
\$ 1,536,984	\$ 1,001,984	\$ 1,622,984	\$ 2,791,984	\$ 4,263,984		
1,085,690	1,558,190	2,048,110	2,538,030	3,027,950		
2,265,844	2,513,344	2,769,424	3,025,504	3,281,584		
-	-	-	-	-		
(1,814,550)	(3,069,550)	(3,194,550)	(2,771,550)	(2,045,550)		
1,536,984	1,001,984	1,622,984	2,791,984	4,263,984		
1,705,000	1,701,000	1,697,000	1,697,000	1,693,000	Minimum debt requirement	
(168,016)	(699,016)	(74,016)	1,094,984	2,570,984		
5,200,000	6,200,000	6,200,000	5,675,000	5,000,000		
5,031,984	5,500,984	6,125,984	6,769,984	7,570,984		

Electric Fund Narrative

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

Electrical Sales. Electric sales are proposed to reach \$11.4 million in FY04. Rate increases remain directly related to BPA supply charges. The City minimizes customer impact by excluding surcharges from franchise and user tax calculations.

Long-Term Assumptions

- Assumes an overall rate increase of 7.5% in July 2003.
- Assumes a second surcharge increase of 30% in July 2003.
- BPA power usage is expected to increase 1.5% per year.
- BPA rate increases for energy, demand and transmission will occur each 6 months for the next 3 years.
- Annual interfund loan of \$500,000 plus to AFN needed in 2006 and after.

Fund Balance

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

ELECTRIC FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 1,560,301	\$ 1,249,047	\$ 1,190,100	\$ 943,533	\$ 1,589,000
Intergovernmental					
Federal	-	61,270	-	-	100,000
430 Total Intergovernmental	-	61,270	-	-	100,000
Charges for Services					
Sales:	8,073,960	9,087,957	9,883,000	10,914,200	11,443,900
Miscellaneous Services	33,781	-	51,300	-	125,000
440 Total Charges for Services	8,107,741	9,087,957	9,934,300	10,914,200	11,568,900
Interest on Investments					
Interest on Pooled Investments	90,551	48,319	48,000	72,000	32,000
470 Total Interest on Investments	90,551	48,319	48,000	72,000	32,000
Miscellaneous Revenues					
Donations:	3,231	5,773	5,000	5,000	5,000
Loan Proceeds:	596,054	55,120	51,300	52,000	50,000
Miscellaneous Income	8,258	106,177	46,100	51,000	10,000
480 Total Miscellaneous Revenues	607,543	167,070	102,400	108,000	65,000
Other Financing Sources					
Interfund Loans	195,589	599,000	725,000	-	-
Interfund Transfers in:					
From General Fund	-	67,000	-	-	-
490 Total Other Financing Sources	195,589	666,000	725,000	-	-
Total Electric Fund	\$ 10,561,725	\$ 11,279,663	\$ 11,999,800	\$ 12,037,733	\$ 13,354,900

electric fund long-term plan

ELECTRIC FUND #690	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Intergovernmental Revenue	\$ -	\$ 61,270	\$ -	\$ 34,202	\$ -	\$ 100,000
Charges for Services	8,107,741	7,694,106	8,339,300	8,822,276	8,412,000	9,556,300
Rate increase	-	782,965	490,000	504,000	1,380,200	659,000
Surcharge adopted July 2001	-	610,886	615,000	606,800	624,000	1,008,529
Surcharge increase (decrease)	-	-	490,000	401,729	498,000	345,071
Interest on Investments	90,551	48,319	48,000	38,340	72,000	32,000
Miscellaneous Revenues	607,543	167,070	102,400	56,767	108,000	65,000
Other Financing Sources	-	-	-	-	-	-
Operating Transfers In	-	67,000	-	-	-	-
Interfund Loan Proceeds	195,589	599,000	725,000	715,000	-	-
Total Revenues	9,001,424	10,030,616	10,809,700	11,179,114	11,094,200	11,765,900
Expenditures						
Conservation	898,032	396,404	587,105	338,033	554,000	453,000
BPA power costs	4,526,894	5,197,469	5,465,000	5,428,822	5,266,800	5,801,300
Supply	17,620	52,709	24,088	236,786	24,800	270,000
Distribution	3,198,611	3,713,550	3,933,964	3,606,514	4,052,000	4,259,413
Transmission	6,865	62,844	970,510	973,804	1,023,493	1,031,324
Debt Service	72,085	71,826	75,600	76,410	23,000	26,100
Operating Transfers Out	-	-	-	-	-	-
Interfund Loan	592,571	715,000	-	-	-	400,000
Operating Contingency	-	-	500,000	-	500,000	350,000
Telecommunications	-	-	-	-	-	-
Total Expenditures	9,312,678	10,209,802	11,556,267	10,660,369	11,444,093	12,591,137
Excess (Deficiency) of Revenues over Expenditures	(311,254)	(179,186)	(746,567)	518,745	(349,893)	(825,237)
Working Capital Carryover	1,560,301	1,249,047	1,190,100	1,069,861	943,533	1,589,000
Ending Fund Balance	\$ 1,249,047	\$ 1,069,861	\$ 443,533	\$ 1,588,606	\$ 593,640	\$ 763,763
Fund Balance Policy Requirement	1,080,000	1,204,000	1,297,000	1,341,000	1,543,000	1,412,000
Fund Balance and Contingency	1,249,047	1,069,861	943,533	1,588,606	1,412,000	1,113,763
Excess (deficiency)	169,047	(134,139)	(353,467)	247,606	(131,000)	(298,237)

electric fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ -	\$ -	\$ -	\$ -	\$ -		
10,369,000	10,946,000	11,332,000	12,307,000	13,366,000	Growth = 1.5%	
414,800	218,900	793,200	861,500	935,600	7.5% in 2004; 4% in 2005; 2% above surcharge after	
1,353,600	1,624,300	1,624,300	1,088,300	544,100		
270,700	-	(536,000)	(544,200)	(544,100)	30% in 2004; 20% in 2005; decreasing starting 2007	
23,000	29,000	30,000	32,000	33,000		103.0%
108,000	112,000	116,000	122,000	122,000		103.0%
-	-	-	-	-		
-	-	-	-	-		
400,000	400,000	800,000	1,300,000	2,000,000		
12,939,100	13,330,200	14,159,500	15,166,600	16,456,600		
467,000	481,000	495,000	510,000	525,000		103.0%
5,975,000	6,154,000	6,339,000	6,529,000	6,725,000	Calculated	103.0%
278,000	286,000	295,000	304,000	313,000		103.0%
4,387,000	4,519,000	4,655,000	4,795,000	4,939,000		103.0%
1,062,000	1,041,000	1,020,000	1,000,000	980,000	Calculated	103.0%
23,000	-	-	-	-		
-	-	-	-	-		
400,000	800,000	1,300,000	2,000,000	3,000,000		
500,000	500,000	500,000	500,000	500,000		
-	-	-	-	-		
13,092,000	13,781,000	14,604,000	15,638,000	16,982,000		
(152,900)	(450,800)	(444,500)	(471,400)	(525,400)		
1,113,763	1,460,863	1,510,063	1,565,563	1,594,163	Assumes contingency is not used	
\$ 960,863	\$ 1,010,063	\$ 1,065,563	\$ 1,094,163	\$ 1,068,763		
1,553,000	1,600,000	1,699,000	1,820,000	1,975,000		
1,460,863	1,510,063	1,565,563	1,594,163	1,568,763		
(92,137)	(89,937)	(133,437)	(225,837)	(406,237)		

Telecommunication Fund Narrative

CATV. This budget assumes that the City will have 30% of the market share or 2,953 CATV (Cable Television) customers by the end of 2004.

Internet. This budget assumes that the City will have 2,903 residential Internet customers and business Internet customers by the end of the fiscal year.

Other Services. High speed, bulk and other data services and revenues will be reviewed during 2004.

Interfund Loan. Although the most recent Ashland Fiber Network (AFN) business plan assumes that the division will be self-supporting, it will be some years before a positive cash flow is achieved. Consequently, the division will borrow \$6.55 million for operations in 2004. The internal loan will be refinanced annually until paid in full.

Long-Term Assumptions

Cable TV rates will increase 6% every other year beginning in 2004.

Fund Balance

There is no fund balance policy. Currently revenues do not support operational expenses.

telecommunication fund resources

TELECOMMUNICATION FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 1,902,118	\$ 119,745	\$ -	\$ 97,036	\$ 861,000
Charges for Services					
Sales:	721,621	1,348,102	2,110,000	2,670,000	2,270,000
440 Total Charges for Services	<u>721,621</u>	<u>1,348,102</u>	<u>2,110,000</u>	<u>2,670,000</u>	<u>2,270,000</u>
Interest on Investments					
Interest on Pooled Investments	19,966	(9,626)	5,000	2,900	5,000
470 Total Interest on Investments	<u>19,966</u>	<u>(9,626)</u>	<u>5,000</u>	<u>2,900</u>	<u>5,000</u>
Miscellaneous Revenues					
Miscellaneous Income	12,373	9,731	-	-	-
480 Total Miscellaneous Revenues	<u>12,373</u>	<u>9,731</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources					
Interfund Loans	3,050,661	5,225,000	6,625,000	7,500,000	6,950,000
Proceeds from Debt Issuance	-	2,520,000	-	-	-
490 Total Other Financing Sources	<u>3,050,661</u>	<u>7,745,000</u>	<u>6,625,000</u>	<u>7,500,000</u>	<u>6,950,000</u>
Total Telecommunications Fund	<u><u>\$ 5,706,739</u></u>	<u><u>\$ 9,212,952</u></u>	<u><u>\$ 8,740,000</u></u>	<u><u>\$ 10,269,936</u></u>	<u><u>\$ 10,086,000</u></u>

telecommunication fund long-term plan

TELECOMMUNICATIONS FUND #691	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Charges for Services	\$ 721,621	\$ 1,348,102	\$ 2,110,000	\$ 1,888,872	\$ 2,670,000	\$ 2,270,000
Interest on Investments	19,966	(9,626)	5,000	19,769	2,900	5,000
Miscellaneous Revenues	12,373	9,731		5,000	-	-
Other Financing Sources	-	2,520,000		-	-	
Interfund Loan	3,050,661	5,225,000	6,625,000	5,900,000	7,500,000	6,950,000
Total Revenues	3,804,621	9,093,207	8,740,000	7,813,641	10,172,900	9,225,000
Expenditures						
Personal Services	960,446	821,149	722,464	977,794	612,000	633,050
Materials and Services	1,022,114	1,414,252	1,554,600	1,636,373	1,680,000	1,706,040
Capital Outlay	2,040,690	1,403,019	446,200	387,055	138,000	200,000
Debt Service	298,120	395,550	585,270	592,980	831,000	702,000
Debt Service Interfund Loan	1,265,624	3,196,807	5,259,430	5,340,272	6,823,750	6,500,000
Contingency	-	-	75,000		50,000	75,000
Total Expenditures	5,586,994	7,230,777	8,642,964	8,934,474	10,134,750	9,816,090
Excess (Deficiency) of Revenues over Expenditures	(1,782,373)	1,862,430	97,036	(1,120,833)	38,150	(591,090)
Working Capital Carryover	1,902,118	119,745	-	1,982,175	97,036	861,000
Ending Fund Balance	\$ 119,745	\$ 1,982,175	\$ 97,036	\$ 861,342	\$ 135,186	\$ 269,910

No fund balance policy established.

telecommunication fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 3,031,100	\$ 3,486,400	\$ 3,833,200	\$ 4,308,800	\$ 4,648,700		
-	-	-	-	-		
-	-	-	-	-		
7,600,000	8,000,000	8,250,000	8,175,000	8,000,000		
10,631,100	11,486,400	12,083,200	12,483,800	12,648,700		
665,000	698,000	733,000	770,000	809,000		105.0%
1,757,000	1,810,000	1,864,000	1,920,000	1,978,000		103.0%
138,000	187,000	168,000	190,000	271,000		
1,055,890	1,073,518	1,096,385	1,109,500	1,142,989		
7,158,500	7,828,000	8,240,000	8,497,500	8,420,250		
50,000	50,000	50,000	50,000	50,000		
10,824,390	11,646,518	12,151,385	12,537,000	12,671,239		
(193,290)	(160,118)	(68,185)	(53,200)	(22,539)		
344,910	201,620	91,502	73,317	70,117	Assumes contingency is not used	
\$ 151,620	\$ 41,502	\$ 23,317	\$ 20,117	\$ 47,578		

Central Services Fund Narrative

The Central Services Fund is an internal service fund. Under governmental fund accounting, an internal service fund is one that provides support for other departments, which in turn provide services to the public. The City of Ashland has three internal service funds: (1) the Central Services fund, (2) the Equipment Fund, and (3) the Insurance Fund. The Central Services Fund includes five departments: Administration, Finance, City Recorder, Public Works, and Electric.

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

Central Services. The interdepartmental charge has increased by only \$46,600 or 0.67% due to an elevated balance forward and operational budget reductions.

Long-Term Assumptions

- Costs are expected to increase between 4 to 6 % each year in the future as needed for operational requirements.
- Expenditures are expected to increase between 2% to 5% each year in the future.
- Annual charges to departments will be reduced to minimize projected ending fund balance.

Fund Balance

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

CENTRAL SERVICE FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 96,609	\$ 436,625	\$ 887,000	\$ 272,675	\$ 537,000
Charges for Services					
Finance Department Services	37,550	37,239	20,000	20,000	187,000
Lien Search	17,758	14,830	20,000	20,000	20,000
Public Works Services	196,816	336,914	96,900	200,000	490,000
Interdepartmental:	3,733,660	3,903,150	4,202,000	4,660,000	4,248,600
440 Total Charges for Services	3,985,784	4,292,133	4,338,900	4,900,000	4,945,600
Interest on Investments					
Interest on Pooled Investments	36,893	21,999	22,000	8,000	15,000
470 Total Interest on Investments	36,893	21,999	22,000	8,000	15,000
Miscellaneous Revenues					
Miscellaneous Income	6,908	1,188	75,000	78,000	75,000
480 Total Miscellaneous Revenues	6,908	1,188	75,000	78,000	75,000
Total Central Services Fund	\$ 4,126,194	\$ 4,751,945	\$ 5,322,900	\$ 5,258,675	\$ 5,572,600

central services fund long-term plan

CENTRAL SERVICES FUND #710	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Charges for Services	\$ 3,985,784	\$ 4,292,133	\$ 4,338,900	\$ 4,608,435	\$ 4,900,000	\$ 4,945,600
Interest on Investments	36,893	21,999	22,000	20,781	8,000	15,000
Miscellaneous Revenues	6,908	1,188	75,000	77,668	78,000	75,000
Operating Transfers In	-	-			-	
Total Revenues	4,029,585	4,315,320	4,435,900	4,706,884	4,986,000	5,035,600
Expenditures						
Administration	624,804	657,072	610,200	681,973	632,000	1,131,131
Administrative Services	266,493	149,929	362,150	249,087	375,000	-
Finance	1,041,975	1,154,406	1,420,585	1,323,967	1,470,000	1,541,355
City Recorder	113,158	133,387	162,190	153,141	168,000	159,735
Public Works	796,888	894,874	1,107,030	1,270,649	1,146,000	1,220,700
Facilities and Safety	329,450	353,963	432,920	392,339	448,000	460,850
Computer Services	516,802	584,909	750,150	732,086	776,000	773,005
Transfers			205,000	205,000		-
Contingency	-	-	130,000		150,000	140,000
Total Expenditures	3,689,570	3,928,540	5,180,225	5,008,242	5,165,000	5,426,776
Excess (Deficiency) of Revenues over Expenditures	340,015	386,780	(744,325)	(301,358)	(179,000)	(391,176)
Working Capital Carryover	96,609	436,625	887,000	823,405	272,675	537,000
Ending Fund Balance	\$ 436,624	\$ 823,405	\$ 142,675	\$ 522,047	\$ 93,675	\$ 145,824
Fund Balance Policy Requirement	121,000	129,000	133,000	141,000	150,000	151,000
Fund Balance and Contingency	436,624	823,405	272,675	522,047	243,675	285,824
Excess (deficiency)	315,624	694,405	139,675	381,047	93,675	134,824

central services fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 5,600,000	\$ 5,768,000	\$ 5,941,000	\$ 6,119,000	\$ 6,425,000		103.0%
9,000	12,000	16,000	20,000	25,000		103.0%
77,000	79,000	81,000	83,000	85,000		103.0%
-	-	-	-	-		
5,686,000	5,859,000	6,038,000	6,222,000	6,535,000		
1,165,000	1,200,000	1,236,000	1,273,000	1,311,000		103.0%
-	-	-	-	-		103.0%
1,648,000	1,697,000	1,748,000	1,800,000	1,854,000	Add Clerk in 2005	103.0%
165,000	170,000	175,000	180,000	185,000		103.0%
1,257,000	1,295,000	1,334,000	1,374,000	1,415,000		103.0%
475,000	489,000	504,000	519,000	535,000		103.0%
850,000	876,000	902,000	929,000	957,000	Add Network Administrator in 2005	103.0%
171,000	176,000	181,000	187,000	196,000	3% of revenue	
5,731,000	5,903,000	6,080,000	6,262,000	6,453,000		
(45,000)	(44,000)	(42,000)	(40,000)	82,000		
285,824	411,824	543,824	682,824	829,824	Assumes contingency is not used	
\$ 240,824	\$ 367,824	\$ 501,824	\$ 642,824	\$ 911,824		
171,000	176,000	181,000	187,000	196,000		
411,824	543,824	682,824	829,824	1,107,824		
240,824	367,824	501,824	642,824	911,824		

Insurance Services Fund Narrative

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

Long-Term Assumptions

Charges for services. Charges are estimated to increase at 6% in the future years to pay for increased claims activity and higher premiums.

Fund Balance

The proposed 2004 budgeted fund balance is \$156,500, well below policy level. Increased internal charges over the Long-Term will be needed to return to a minimum fund balance as required by policy.

insurance services fund resources

INSURANCE SERVICE FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 502,000	\$ 299,415	\$ 213,000	\$ 91,500	\$ 242,000
Charges for Services					
Interdepartmental:	456,866	446,203	577,500	681,000	748,000
Rebates	60	496	10,000	10,000	10,000
440 Total Charges for Services	456,926	446,699	587,500	691,000	758,000
Interest on Investments					
Interest on Pooled Investments	51,050	26,958	15,000	21,000	13,000
470 Total Interest on Investments	51,050	26,958	15,000	21,000	13,000
Miscellaneous Revenues					
Miscellaneous Income	438	713	-	-	-
480 Total Miscellaneous Revenues	438	713	-	-	-
Total Insurance Services Fund	\$ 1,010,414	\$ 773,785	\$ 815,500	\$ 803,500	\$ 1,013,000

insurance services fund long-term plan

INSURANCE SERVICES FUND #720	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Charges for Services	\$ 456,926	\$ 446,699	\$ 577,500	\$ 596,330	\$ 691,000	\$ 758,000
Interest on Investments	51,050	26,958	15,000	26,589	21,000	13,000
Miscellaneous Revenues	438	713	10,000	8,110	-	-
Total Revenues	508,414	474,370	602,500	631,029	712,000	771,000
Expenditures						
Personal Services	-	-	1,000	-	1,000	1,000
Materials and Services	710,999	569,522	723,000	593,777	700,000	743,500
Transfers	-	-	-	-	-	-
Operating Contingency	-	-	-	-	-	112,000
Total Expenditures	710,999	569,522	724,000	593,777	701,000	856,500
Excess (Deficiency) of Revenues over Expenditures	(202,585)	(95,152)	(121,500)	37,252	11,000	(85,500)
Working Capital Carryover	502,000	299,415	213,000	204,263	91,500	242,000
Ending Fund Balance	\$ 299,415	\$ 204,263	\$ 91,500	\$ 241,515	\$ 102,500	\$ 156,500
Fund Balance Policy Requirement	419,000	419,000	438,000	431,000	453,000	462,000
Fund Balance and Contingency	299,415	204,263	91,500	241,515	375,000	268,500
Excess (deficiency)	(119,585)	(214,737)	(346,500)	(189,485)	(78,000)	(193,500)

insurance services fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 803,000	\$ 851,000	\$ 902,000	\$ 956,000	\$ 1,013,000		106.0%
11,000	11,000	12,000	14,000	16,000		103.0%
-	-	-	-	-		
814,000	862,000	914,000	970,000	1,029,000		
1,000	1,000	1,000	1,000	1,000	Flat	
773,000	804,000	836,000	869,000	904,000	Estimated on claims projected and trended.	104.0%
-	-	-	-	-		
100,000	100,000	100,000	100,000	100,000	Flat	
874,000	905,000	937,000	970,000	1,005,000		
(60,000)	(43,000)	(23,000)	-	24,000		
268,500	308,500	365,500	442,500	542,500	Assumes contingency is not used	
\$ 208,500	\$ 265,500	\$ 342,500	\$ 442,500	\$ 566,500		
476,000	490,000	505,000	520,000	536,000		103.0%
308,500	365,500	442,500	542,500	666,500		
(167,500)	(124,500)	(62,500)	22,500	130,500		

Equipment Fund Narrative

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

Charges for Services. Represents the charges to departments for operating, maintaining, and replacement of vehicles. Budgets are estimated based on the estimated cost providing these services. All departments and divisions are billed monthly according to use.

Long-Term Assumptions

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

Fund Balance

No minimum fund balance is required.

equipment fund resources

EQUIPMENT FUND

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 253,019	\$ 526,894	\$ 650,000	\$ 652,640	\$ 1,080,000
Charges for Services					
Interdepartmental:	1,167,156	1,320,914	1,284,750	1,355,000	1,493,200
440 Total Charges for Services	1,167,156	1,320,914	1,284,750	1,355,000	1,493,200
Interest on Investments					
Interest on Pooled Investments	83,051	38,999	36,500	29,000	22,000
470 Total Interest on Investments	83,051	38,999	36,500	29,000	22,000
Miscellaneous Revenues					
Miscellaneous Income	2,747	577	-	2,000	-
Sale of Equipment	50,291	41,321	26,000	25,000	30,000
480 Total Miscellaneous Revenues	53,038	41,898	26,000	27,000	30,000
Other Financing Sources					
Interfund Loans	1,000,000	1,000,000	500,000	-	-
490 Total Other Financing Sources	1,000,000	1,000,000	500,000	-	-
Total Equipment Fund	\$ 2,556,264	\$ 2,928,705	\$ 2,497,250	\$ 2,063,640	\$ 2,625,200

equipment fund long-term plan

EQUIPMENT FUND #730	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Charges for Services	\$ 1,167,156	\$ 1,320,914	\$ 1,284,750	\$ 1,229,300	\$ 1,355,000	\$ 1,493,200
Interest on Investments	83,051	38,999	36,500	24,958	29,000	22,000
Miscellaneous Revenues	53,038	41,898	26,000	6,041	27,000	30,000
Interfund Loan	1,000,000	1,000,000	500,000	500,000	-	-
Total Revenues	2,303,245	2,401,811	1,847,250	1,760,299	1,411,000	1,545,200
Expenditures						
Personal Services	187,273	197,032	225,500	234,013	233,000	244,900
Materials and Services	366,087	427,578	448,110	399,803	462,000	500,560
Capital Outlay	476,010	1,020,755	1,171,000	830,025	630,000	796,000
Interfund Loan	1,000,000	500,000		-		
Operating Contingency	-	-	200,000	-	200,000	175,000
Total Expenditures	2,029,370	2,145,365	2,044,610	1,463,841	1,525,000	1,716,460
Excess (Deficiency) of Revenues over Expenditures	273,875	256,446	(197,360)	296,458	(114,000)	(171,260)
Working Capital Carryover	253,019	526,894	650,000	783,340	652,640	1,080,000
Ending Fund Balance	\$ 526,894	\$ 783,340	\$ 452,640	\$ 1,079,798	\$ 538,640	\$ 908,740

equipment fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 1,538,000	\$ 1,584,000	\$ 1,632,000	\$ 1,681,000	\$ 1,731,000		103.0%
27,000	32,000	38,000	44,000	49,000		103.0%
31,000	32,000	33,000	34,000	35,000		103.0%
-	-	-	-	-		
1,596,000	1,648,000	1,703,000	1,759,000	1,815,000		
257,000	270,000	284,000	298,000	313,000		105.0%
516,000	531,000	547,000	563,000	580,000		103.0%
630,000	650,000	675,000	730,000	750,000	Per replacement list	
-	-	-	-	-		
200,000	200,000	200,000	200,000	200,000		
1,603,000	1,651,000	1,706,000	1,791,000	1,843,000		
(7,000)	(3,000)	(3,000)	(32,000)	(28,000)		
1,083,740	1,276,740	1,473,740	1,670,740	1,838,740	Assumes contingency is not used	
\$ 1,076,740	\$ 1,273,740	\$ 1,470,740	\$ 1,638,740	\$ 1,810,740		

Cemetery Trust Fund Narrative

This fund accounts for trust monies derived from bequests and perpetual care given to the city for the maintenance and preservation of the cemeteries and mausoleums. By City Charter, only the interest earned on the trust may be used for the operation and maintenance of the cemeteries, and is transferred on a 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. This revenue is expected to remain stable for the near future.

Interest on Investments. Interest earnings are estimated at 3%.

Operating Transfers In. By City Charter, the Cemetery operations is required to pay an amount not less than \$500 per year to assure the perpetual continuity of the trust.

Long-Term Assumptions

- This revenue is expected to remain stable.
- Rates are expected to increase slightly at the same time as demand decreases.

Fund Balance

No minimum fund balance is required.

cemetery trust fund resources

CEMETERY TRUST FUND					
Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
400 Working Capital Carryover	\$ 663,140	\$ 669,517	\$ 65,000	\$ 653,000	\$ 678,000
Charges for Services					
Sales:	2,475	6,360	5,000	15,000	6,000
440 Total Charges for Services	2,475	6,360	5,000	15,000	6,000
Interest on Investments					
Interest on Pooled Investments	46,402	22,826	23,000	23,000	23,000
470 Total Interest on Investments	46,402	22,826	23,000	23,000	23,000
Miscellaneous Revenues					
Miscellaneous Income	-	483	-	-	-
480 Total Miscellaneous Revenues	-	483	-	-	-
Other Financing Sources					
Other Financing Sources					
Interfund loans	-	-	600,000	-	-
Operating Transfers In:					
From General Fund	500	500	1,000	1,000	500
490 Total Other Financing Sources	500	500	601,000	1,000	500
Total Cemetery Trust Fund	\$ 712,517	\$ 699,686	\$ 694,000	\$ 692,000	\$ 707,500

cemetery trust fund long-term plan

CEMETERY TRUST FUND #815	2001 Actual	2002 Actual	2003 Adopted	2003 Estimate	2004 Baseline	2004 Adopted
Revenues						
Charges for Services	\$ 2,475	\$ 6,360	\$ 5,000	\$ 4,985	\$ 15,000	\$ 6,000
Interest on Investments	46,402	22,826	23,000	13,546	23,000	23,000
Interfund Loan	-	483	600,000	600,000	-	-
Operating Transfers In	500	500	1,000	500	1,000	500
Total Revenues	49,377	30,169	629,000	619,031	39,000	29,500
Expenditures						
Interfund Loan	-	600,000	-	-	-	-
Operating Transfers Out	43,000	26,863	41,000	13,546	23,000	23,000
Total Expenditures	43,000	626,863	41,000	13,546	23,000	23,000
Excess (Deficiency) of Revenues over Expenditures	6,377	(596,694)	588,000	605,485	16,000	6,500
Working Capital Carryover	663,140	669,517	65,000	72,823	653,000	678,000
Ending Fund Balance	\$ 669,517	\$ 72,823	\$ 653,000	\$ 678,308	\$ 669,000	\$ 684,500

cemetery trust fund long-term plan

	2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$	15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	Rate review proposed in 2005	103.0%
	23,000	23,000	23,000	23,000	23,000		
	-	-	-	-	-		
	500	500	500	500	500	Per charter	
	38,500	38,500	38,500	38,500	38,500		
	23,000	23,000	23,000	23,000	23,000	Equal to interest earnings; transfer to General Fund	
	23,000	23,000	23,000	23,000	23,000		
	15,500	15,500	15,500	15,500	15,500		
	684,500	700,000	715,500	731,000	746,500		
\$	700,000	\$ 715,500	\$ 731,000	\$ 746,500	\$ 762,000		

Parks and Recreation Fund

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

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

Intergovernmental Revenues. Grants for \$80,000 are anticipated for 2004.

Charges for Services. Contract service, rents, and program fees account for \$699,778 in 2004, remaining consistent with the prior year budget.

Long-Term Assumptions

- This revenue is expected to remain stable.
- Rates are expected to increase slightly at the same time as demand decreases.

Fund Balance

A minimum of 20% of operational revenues.

parks and recreation fund resources

Description	PARKS & RECREATION FUND				
	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Working Capital Carryover	\$ 1,196,511	\$ 1,023,773	\$ 923,400	\$ 817,000	\$ 1,086,879
Taxes					
Property Taxes					
Current	2,443,226	2,593,445	2,715,944	2,889,300	2,910,000
Prior	123,567	138,473	202,000	252,000	120,000
Total Taxes	2,566,793	2,731,918	2,917,944	3,141,300	3,030,000
Intergovernmental Revenues					
FEMA	-	-	-	-	-
Grants	1,272,956	249,397	51,000	92,000	80,000
Total Intergovernmental	1,272,956	249,397	51,000	92,000	80,000
Charges for Service					
Community Center Rent	-	35,000	35,000	35,000	35,000
Contract Service Fees	-	211,000	207,000	207,000	201,500
Golf Course Fees	734,931	350,000	352,000	413,200	355,000
Park Fees	-	10,000	10,000	10,000	10,000
Recreation Program Fees	-	106,000	97,500	97,500	97,728
Total Charges for Services	734,931	471,803	701,500	762,700	699,228
Interest on Investments					
Interest on Pooled Investments	91,651	41,800	79,000	76,000	47,000
Total Interest on Investments	91,651	41,800	79,000	76,000	47,000
Miscellaneous					
Donations	217,412	-	60,600	10,000	33,000
Miscellaneous Income	-	58,946	2,000	2,000	2,000
Total Miscellaneous Income	217,412	58,946	62,600	12,000	35,000
Other Financing Sources					
Operating Transfers In					
From General Fund	-	-	205,000	-	133,000
From Capital Improvements Fund	-	-	120,000	-	-
Total Other Financing Sources	-	-	325,000	-	133,000
Total Parks & Recreation	\$ 6,080,254	\$ 4,577,637	\$ 5,060,444	\$ 4,901,000	\$ 5,111,107

parcs and recreation fund long-term plan

PARKS AND RECREATION FUND	2001	2002	2003	2003	2004	2004
	Actual	Actual	Adopted	Estimate	Baseline	Adopted
Revenues						
Taxes	\$ 2,566,793	\$ 2,731,918	\$ 2,917,944	\$ 2,522,636	\$ 3,141,300	\$ 3,030,000
Intergovernmental Revenues	1,272,956	249,397	51,000		92,000	80,000
Charges for Service	734,931	471,803	701,500	246,287	762,700	699,228
Interest on Investments	91,651	41,800	79,000	4,787	76,000	47,000
Miscellaneous	217,412	58,946	62,600	17,884	12,000	35,000
Transfers In	-	-	325,000	325,000	-	133,000
Total Revenues	4,883,743	3,553,864	4,137,044	3,116,594	4,084,000	4,024,228
Expenditures						
Personal Services	1,928,783	2,048,793	2,447,550	1,950,000	2,357,000	2,337,982
Materials and Services	1,069,907	1,168,805	1,454,600	1,194,785	1,315,000	1,564,800
Capital Outlay	1,984,293	49,555	189,000		242,000	256,325
Debt Service	8,498	21,550	32,000	3,864	19,000	32,000
Transfers Out	65,000	120,000	120,000	50,000	120,000	70,000
Contingency	-	-	35,000		35,000	35,000
Total Expenditures	5,056,481	3,408,703	4,278,150	3,198,649	4,088,000	4,296,107
Excess (Deficiency) of Revenues over Expenditures	(172,738)	145,161	(141,106)	(82,055)	(4,000)	(271,879)
Working Capital Carryover	1,196,511	1,023,773	923,400	1,168,934	817,000	1,086,879
Ending Fund Balance	\$ 1,023,773	\$ 1,168,934	\$ 782,294	\$ 1,086,879	\$ 813,000	\$ 815,000
Budget Fund Balance Policy Requirement	898,000	592,000	742,000	567,000	683,000	754,000
Fund Balance and Contingency	1,023,773	1,168,934	817,294	1,086,879	794,000	850,000
Excess (deficiency)	125,773	576,934	75,294	519,879	111,000	96,000

parks and recreation fund long-term plan

	2005	2006	2007	2008	2009	Assumptions	Percent
	Budget	Budget	Budget	Budget	Budget		
\$	3,114,000	\$ 3,229,000	\$ 3,334,000	\$ 3,436,000	\$ 3,541,000	Growth plus \$.21 increase over year 2005	
	40,000	40,000	40,000	40,000	40,000		
	725,000	735,000	747,000	761,000	773,000		
	40,000	40,000	50,000	50,000	60,000		
	35,000	10,000	10,000	10,000	10,000		
	50,000	50,000	50,000	50,000	50,000		
	4,004,000	4,104,000	4,231,000	4,347,000	4,474,000		
	2,393,000	2,511,000	2,631,000	2,796,000	2,885,000		
	1,458,000	1,501,500	1,595,500	1,651,500	1,690,000		
	110,000	55,000	55,000	205,000	200,000		
	31,000	29,000	16,000	16,000	16,000		
	120,000	70,000	60,000	55,000	50,000		
	35,000	35,000	35,000	35,000	35,000		
	4,147,000	4,201,500	4,392,500	4,758,500	4,876,000		
	(143,000)	(97,500)	(161,500)	(411,500)	(402,000)		
	800,000	657,000	559,500	398,000	(13,500)	Assumes contingency is used	
\$	657,000	\$ 559,500	\$ 398,000	\$ (13,500)	\$ (415,500)		
	719,000	737,000	774,000	840,000	862,000		
	692,000	594,500	433,000	21,500	(380,500)		
	(27,000)	(142,500)	(341,000)	(818,500)	(1,242,500)		

Parks Capital Improvement Fund

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

Transfers. Budgeted at \$70,000, remaining consistent with prior year's budget.

Interest. Interest is budgeted consistent with the prior year.

Long-Term Assumptions

- Stable funding in the long-term.
- Consistent expenditures in the long-term.

Fund Balance

No minimum fund balance policy established.

parks capital improvement fund resources

PARKS CAPITAL IMPROVEMENTS FUND

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Working Capital Carryover	\$ 295,000	\$ 151,955	\$ 227,000	\$ 185,000	\$ 332,000
Charges for Service					
Funded Depreciation	85,000	95,000	92,000	95,000	92,000
Lease Payments	-	-		-	
Total Charges for Service	85,000	95,000	92,000	95,000	92,000
Interest on Investments					
Interest on Investments	13,000	4,933	20,000	25,000	10,000
Total Interest on Investments	13,000	4,933	20,000	25,000	10,000
Transfers In					
From Parks & Recreation	65,000	70,000	70,000	70,000	70,000
Total Parks Capital Improvement	\$ 458,000	\$ 321,888	\$ 409,000	\$ 375,000	\$ 504,000

parks capital improvement fund long-term plan

PARKS CAPITAL IMPROVEMENTS FUND	2001	2002	2003	2003	2004	2004
	Actual	Actual	Adopted	Estimate	Baseline	Adopted
Revenues						
Charges for Service	\$ 85,000	\$ 95,000	\$ 92,000		\$ -	\$ 92,000
Interest on Investments	13,000	4,933	20,000	2,052	25,000	10,000
Transfers In	65,000	70,000	70,000		165,000	70,000
Total Revenues	163,000	169,933	182,000	2,052	190,000	172,000
Expenditures						
Capital Outlay	306,045	41,551	224,000	10,338	100,000	270,000
Total Expenditures	306,045	41,551	224,000	10,338	100,000	270,000
Excess (Deficiency) of Revenues over Expenditures	(143,045)	128,382	(42,000)	(8,286)	90,000	(98,000)
Working Capital Carryover	295,000	151,955	227,000	280,337	185,000	332,000
Ending Fund Balance	\$ 151,955	\$ 280,337	\$ 185,000	\$ 272,051	\$ 275,000	\$ 234,000

parks capital improvement fund long-term plan

	2005	2006	2007	2008	2009		
	Budget	Budget	Budget	Budget	Budget	Assumptions	Percent
\$	92,000	\$ 92,000	\$ 92,000	\$ 92,000	\$ 92,000		
	10,000	10,000	10,000				
	70,000	70,000	60,000	55,000	50,000		
	172,000	172,000	162,000	147,000	142,000		
	172,000	150,000	150,000	150,000	150,000		
	172,000	150,000	150,000	150,000	150,000		
	-	22,000	12,000	(3,000)	(8,000)		
	234,000	234,000	256,000	268,000	265,000		
\$	234,000	\$ 256,000	\$ 268,000	\$ 265,000	\$ 257,000		

Youth Activities Levy Fund Narrative

This fund accounts for the contractual agreement with the Ashland School District, providing monies for a wide variety of extra-curricular activities for students in the District's elementary, middle, and high schools.

Resources include property taxes authorized by the levy.

Taxes. The levy expires in 2003 with revenues trailing off through 2006. A renewed levy is proposed for 2004 - 2008.

Long-Term Assumptions

- Levy expires in 2003 and renewal has not been included in this plan.
- Activities will be consistent with revenues.

Fund Balance

No fund balance requirement.

youth activities levy fund resources

YOUTH ACTIVITIES LEVY FUND

Description	2001 Actual	2002 Actual	2003 Adopted	2004 Baseline	2004 Adopted
Working Capital Carryover	\$ 125,191	\$ 125,706	\$ 20,000	\$ 9,000	\$ 20,000
Taxes					
Property Taxes					
Current	1,589,411	1,678,313	1,788,000		1,860,200
Prior	57,103	77,347	100,000	142,000	97,000
Total Taxes	1,646,514	1,755,660	1,888,000	142,000	1,957,200
Interest on Investments					
Interest on Investments	-	-	-	-	-
Total Interest on Investments	-	-	-	-	-
Total Youth Activities Levy	\$ 1,771,705	\$ 1,881,366	\$ 1,908,000	\$ 151,000	\$ 1,977,200

youth activities levy fund long-term plan

YOUTH ACTIVITIES LEVY FUND	2001	2002	2003	2003	2004	2004
	Actual	Actual	Adopted	Estimate	Baseline	Adopted
Revenues						
Taxes	\$ 1,646,514	\$ 1,755,660	\$ 1,888,000	\$ 1,637,204	\$ 142,000	\$ 1,957,200
Charges for Service	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-
Total Revenues	1,646,514	1,755,660	1,888,000	1,637,204	142,000	1,957,200
Expenditures						
Personal Services	77,432	83,953	87,000	87,000	-	87,000
Materials and Services	1,568,567	1,761,072	1,812,000	1,566,545	142,000	1,888,200
Transfers Out	-	-	5	-	-	-
Total Expenditures	1,645,999	1,845,025	1,899,005	1,653,545	142,000	1,975,200
Excess (Deficiency) of Revenues over Expenditures	515	(89,365)	(11,005)	(16,341)	-	(18,000)
Working Capital Carryover	125,191	125,706	20,000	36,341	9,000	20,000
Ending Fund Balance	\$ 125,706	\$ 36,341	\$ 8,995	\$ 20,000	\$ 9,000	\$ 2,000

youth activities levy fund long-term plan

2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 Budget	Assumptions	Percent
\$ 2,053,400	\$ 2,111,400	\$ 2,205,300	\$ 2,272,000		YAL expires in 2008	
-	-	-	-	-		
-	-	-	-	-		
2,053,400	2,111,400	2,205,300	2,272,000	-		
87,000	87,000	87,000	87,000			105.0%
1,966,400	2,024,400	2,118,300	2,185,000			104.0%
-	-	-	-	-		
2,053,400	2,111,400	2,205,300	2,272,000	-		
-	-	-	-	-		
2,000	2,000	2,000	2,000	2,000		
\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		



Appendix

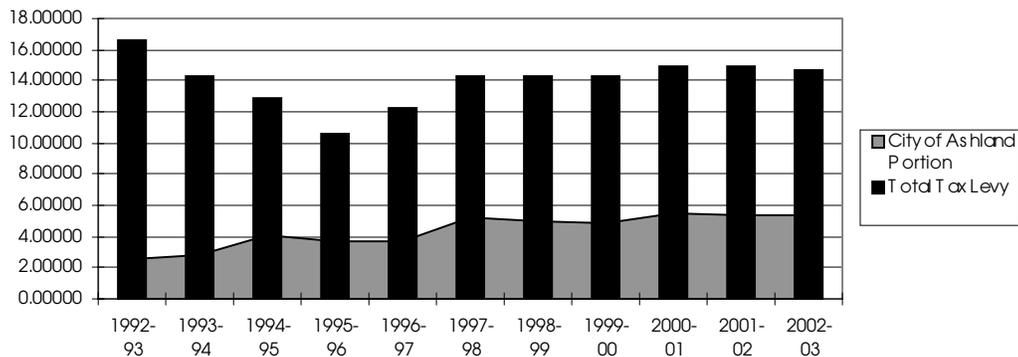
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history of combined property tax rates

The table below shows combined city and county property tax rates per thousand dollars of assessed value.

	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03
	Tax Rate						
City of Ashland	3.65863	5.18340	4.91850	4.81387	5.48310	5.37730	5.38390
County	1.90040	2.00240	2.20550	2.25340	2.55500	2.65720	2.70170
Vector	0.04250	0.04280	0.04270	0.04270	0.04290	0.04290	0.04160
RVTD	0.17590	0.17740	0.17720	0.17720	0.00000	0.17720	0.16980
Schools-ESD-Rogue	5.00000	5.00000	5.00000	5.02530	5.02530	5.02530	4.99720
School Debt	1.46970	1.94430	1.94340	1.94560	1.83760	1.66620	1.36650
Total Tax Rate	12.24713	14.35030	14.28730	14.25807	14.94390	14.94610	14.66070
Assessed Valuation	1,204,700,940	1,035,683,650	1,089,540,390	1,158,273,600	1,227,000,000	1,333,040,730	1,511,613,496

Combined Property Tax Rates



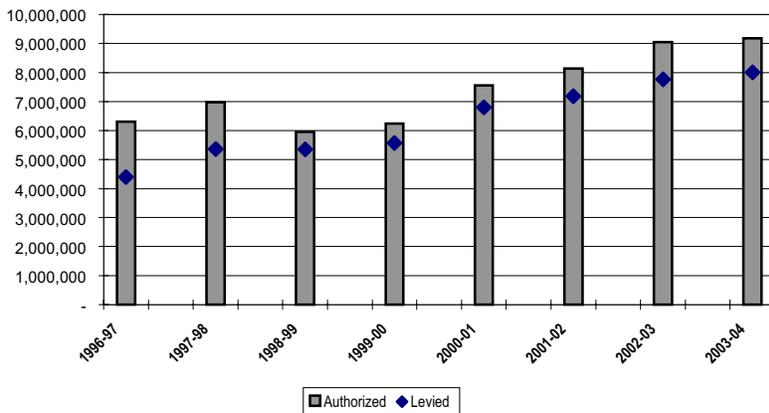
This chart shows the combined property tax rates per thousand dollars of assessed valuation from fiscal year 1992-93 through fiscal year 2002-2003.

The table below shows the total property taxes levied from 1996-97 fiscal year through the adopted 2003-04.

	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	Adopted 2002-03	Adopted 2003-04
	Tax Levy							
General Fund	\$ 1,145,956	\$ 1,215,059	\$ 1,583,000	\$ 1,740,000	\$ 1,862,656	\$ 1,997,793	\$ 2,152,000	\$ 2,225,000
Parks Continuing Levy	1,826,100	2,316,029	2,458,000	2,458,000	2,631,773	2,758,856	3,041,000	3,163,000
Ashland Youth Activity	970,000	1,100,000	1,100,000	1,100,000	1,712,104	1,841,695	1,977,000	2,022,000
Recreation Serial Levy	56,800	112,623	-	-	-	-	-	-
Cemetery Continuing Levy	173,904	251,404	-	-	-	-	-	-
Band Continuing Levy	41,300	69,999	-	-	-	-	-	-
1982 Water Bond Levy	52,200	53,291	53,000	53,000	83,000	83,000	83,000	83,000
1992 Water Bond Levy	79,300	187,968	50,000	100,000	100,000	100,000	100,000	100,000
Hydro Bond Levy	62,000	-	-	-	-	-	-	-
1997 Flood Restoration Bonds	-	61,989	115,000	125,000	100,000	95,000	105,000	105,000
2000 Fire Station/ Flood Restoration Bonds	-	-	-	-	311,000	310,388	304,000	310,000
2000 Fire Station Bonds	-	-	-	-	-	-	-	-
	\$ 4,407,560	\$ 5,368,362	\$ 5,359,000	\$ 5,576,000	\$ 6,800,533	\$ 7,186,732	\$ 7,762,000	\$ 8,008,000
Authorized	6,310,856	6,974,228	5,963,000	6,239,000	7,557,000	8,142,000	9,046,000	9,176,000

Authorized Property Tax Levies

The graph to the right that while the City levies Ad-Valorem Taxes sufficient to meet it's economic requirements, during the period reflected in this chart and at no time previously has the authorized constitutional limit been reached.



The above graph shows that the City does not levy property taxed to the extent of its authority.

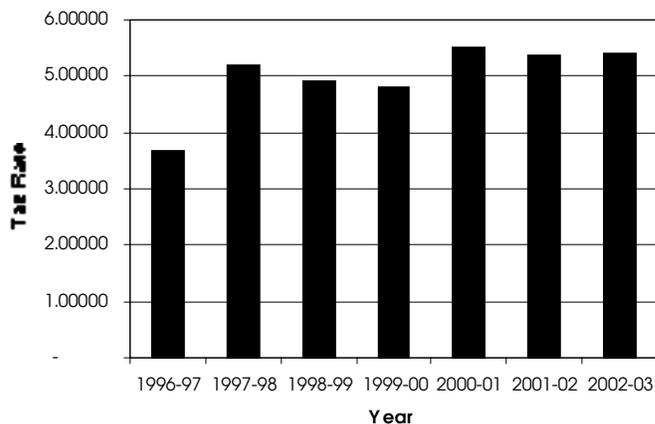
history of property tax rates

The table below shows the property tax rates per thousand dollars of assessed value from fiscal year 1996-97 through the adopted rates for 2003-04.

	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04
	Tax Rate							
General Fund	0.95124	1.17320	1.45290	1.50224	1.47170	1.47170	1.47170	1.47194
Parks	1.51581	2.23623	2.25600	2.12202	2.15250	2.09250	2.09250	2.09247
Ashland Youth Activities Levy	0.80518	1.06210	1.00960	0.94960	1.38000	1.38000	1.38000	1.38000
Recreation Serial Levy	0.04715	0.10874	-	-	-	-	-	-
Cemetery Continuing Levy	0.14435	0.24274	-	-	-	-	-	-
Band Continuing Levy	0.03428	0.06759	-	-	-	-	-	-
1982 Water Bond Levy	0.04333	0.05145	0.04860	0.04576	0.06760	0.06230	0.06310	0.05491
1992 Water Bond Levy	0.06583	0.18149	0.04590	0.08634	0.08150	0.07100	0.07610	0.06615
Hydro Bond Levy	0.05147	-	-	-	-	-	-	-
1997 Flood Restoration Bonds	-	0.05985	0.10550	0.10792	0.08150	0.07100	0.07230	0.06946
2000 Flood Restoration Bonds	-	-	-	-	0.01300	-	-	-
2000 Flood and Fire Station Bonds	-	-	-	-	0.23530	0.22880	0.22820	0.20508
	3.65863	5.18340	4.91850	4.81387	5.48310	5.37730	5.38390	5.34001
Assessed Valuation	1,204,700,940	1,035,683,650	1,089,540,390	1,158,273,600	1,227,000,000	1,333,040,730	1,365,663,845	1,511,613,496

History of Property Taxes

The graph to the right that while the City levies Ad-Valorem Taxes sufficient to meet it's economic requirements, during the period reflected in this chart and at no time previously has the authorized constitutional limit been reached.



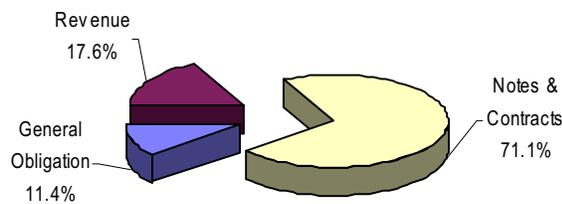
The proposed property tax rate for fiscal year 2003-04 decreased to 5.38 dollars per thousand of assessed value.

future debt requirements

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

	Joint Revenue & Tax Supported		Revenue Supported		Joint Revenue & Tax Supported	
	General Obligation		Revenue		Notes and Contracts	
	Bonds		Bonds		Payable	
	Interest	Principal	Interest	Principal	Interest	Principal
2003-04	\$ 260,643	\$ 405,000	\$ 440,565	\$ 733,000	\$ 1,398,959	\$ 1,802,925
2004-05	243,214	340,000	402,020	769,000	1,340,275	1,058,259
2005-06	227,168	355,000	361,357	815,000	1,286,154	1,908,086
2006-07	210,272	370,000	317,904	854,000	1,228,630	1,976,512
2007-08	192,575	390,000	272,129	893,000	783,729	2,013,759
2008-09	174,378	385,000	224,165	934,000	1,170,578	1,137,216
2009-10	155,675	405,000	173,571	982,000	2,075,603	2,075,603
2010-11	135,703	430,000	99,772	1,035,000	1,055,098	2,150,095
2011-12	114,267	455,000	63,688	260,000	994,977	2,230,729
2012-13	98,460	180,000	46,831	275,000	843,360	1,402,117
2013-14	88,560	190,000	28,892	290,000	622,262	1,448,563
2014-15	78,110	200,000	9,842	310,000	562,891	1,302,818
2015-16	66,910	210,000	-	-	509,621	1,369,582
2016-17	55,150	220,000	-	-	452,496	1,387,675
2017-18	42,720	235,000	-	-	403,099	1,430,373
2018-19	29,325	250,000	-	-	338,070	1,488,471
2019-20	14,948	260,000	-	-	277,741	1,541,632
2020-21	-	-	-	-	150,461	1,596,721
2021-22	-	-	-	-	147,881	1,656,396
2022-23	-	-	-	-	80,623	1,715,707
2023-24	-	-	-	-	16,077	51,542
2024-25	-	-	-	-	13,201	54,418
2025-26	-	-	-	-	10,165	57,455
2026-27	-	-	-	-	6,959	60,661
2027-28	-	-	-	-	3,574	64,046
Totals	\$ 2,188,075	\$ 5,280,000	\$ 2,440,736	\$ 8,150,000	\$ 15,772,484	\$ 32,981,361

2003-2004 Debt Requirements



This graph shows principal debt by type of debt service as a percentage of total debt.

Scope

The Financial Management Policies apply to fiscal activities of the City of Ashland.

Objectives

The objectives of Ashland's financial policies are as follows:

- To enhance the City Council's decision-making ability by providing accurate information on program and operating costs.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To protect and enhance the City's credit rating.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.

Investments

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

Accounting

- The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law. The City will issue a Comprehensive Annual Financial Report (Audit report) each fiscal year. The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP and budget basis for comparison purposes.
- An independent annual audit will be performed by a certified public accounting firm that will issue an official opinion on the annual financial statements and a management letter detailing areas that need improvement.
- Full disclosure will be provided in financial statements and bond representations.

- The accounting systems will be maintained to monitor expenditures and revenues on a monthly basis with thorough analysis and adjustment of the annual budget as appropriate.
- The accounting system will provide monthly information about cash position and investment performance.
- Annually, the City will submit documentation to obtain the Certificate of Achievement for Excellence in financial reporting from the Government Finance Officers Association (GFOA).

Operating Budgetary Policies

- The budget committee will be appointed in conformance with state statutes. The budget committee's chief purpose is to review the city administrator's proposed budget and approve a budget and maximum tax levy for city council consideration. The budget committee may consider and develop recommendations on other financial issues as delegated by the city council.
- The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources.
- The City budget will support city council goals and priorities and the long-range needs of the community.
- In contrast to the line-item budget that focuses exclusively on items to be purchased (such as supplies and equipment), the City will use a *program/objectives* format that is designed to:
 - 1) Structure budget choices and information in terms of programs and their related work activities,
 - 2) Provide information on what each program is committed to accomplish in long-term goals and in short-term objectives, and
 - 3) Measure the degree of achievement of program objectives (performance measures).
- The City will include multi-year projections in the annual budget.
- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.

- The City will allocate direct and administrative costs to each fund based upon the cost of providing these services. The City will recalculate the cost of administrative services each year to identify the impact of inflation and other cost increases.
- The City will submit documentation annually to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association.

Fund Balance Policy

General Fund

The General Fund accounts for all financial resources not accounted for in other funds. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Social Services, Economic and Cultural Development, Police Department, Municipal Court Department, Fire and Rescue Department, Senior Program, City Band, Cemeteries, and the Department of Community Development. This fund uses the modified accrual method of accounting.

- The General Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 10 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the General fund balance is restricted for specific uses.
- The General fund was pledged in the issuance of the 1996 Limited Tax Improvement Bonds. Bond and interest payments may be paid from this fund or an additional tax levy imposed, provided assessment payments were inadequate.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific sources that are legally restricted to expenditures for specified purposes. Special Revenue Funds account for transactions using the modified accrual method of accounting.

Community Development Block Grant Fund. This fund was established in 1994-95. The fund accounts for the Block Grant and related expenditures.

- A fund balance policy is not needed since this fund works on a reimbursement basis.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Street Fund. Revenues are from the state road tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as the maintenance, repair and construction of storm drains.

- The Street Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 10 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The System Development Charges for Transportation and Storm Drains are included in the Street Fund balance. This portion of the Street Fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Airport Fund. Revenues are from airport leases, and fuel sales. Expenditures are for airport operations.

- The Airport Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 16 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Airport fund balance is restricted for specific uses.
- Many of the Airport assets have restrictions placed on them by the Federal Aviation Administration. None of the current revenues are pledged to outside lenders. Over the next 20 years, the Airport Fund is obligated to repay the Equipment Fund for the installation of fuel tanks through an equipment rental fee.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Capital Projects Funds

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds, Internal Service Funds, Special Assessment Funds, and Trust Funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, unbonded assessment payments, and other sources, and will account for the construction of special local improvements, usually streets, with revenues from short term borrowing and unbonded assessments. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes, and the repayment of short-term debt principal and interest incurred in financing improvements.

- The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum fund balance.
- The System Development Charges (SDCs) for Parks are included in the Capital Improvement fund balance. This portion of the Capital Improvements fund balance is legally restricted and shall not be used in determining the minimum fund balance. The city council has established other restrictions on this fund, such as affordable housing and office space needs.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Debt Service Funds

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Expenditures and revenues are accounted for using the modified accrual method of accounting. All bond issues and notes are separated in the accounting system.

- All of the monies within the Debt Service fund are restricted for Debt service until the specific debt is repaid in full. ORS prohibits cities from borrowing this money for any other purpose.
- The Debt Service Fund will maintain an unrestricted and undesignated balance of annual revenue as required by the specific debt instrument. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

Enterprise Funds

Enterprise funds account for the following operations: (a) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, and miscellaneous sources. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

- The Water Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 20 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The Water System Development Charges and reserved debt service fund balances are included in the Water Fund balance. These portions of the Water Fund balance are restricted and shall not be used in determining the minimum fund balance.

- The net revenues of the Water Fund were pledged in the issuance of the 1994 Water Revenue Bonds used to finance the upgrade to the water treatment plant.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.
- No portion of the Electric Fund balance is restricted for specific uses.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

- The Wastewater Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 15 percent, but no less than required by the Wastewater Treatment Plant loan. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The Wastewater System Development Charges are included in the Wastewater Fund balance. This portion of the Wastewater Fund balance is restricted and shall not be used in determining the minimum fund balance.
- The net revenues of the Wastewater Fund that were pledged in the issuance of the 1998 Clean Water State Revolving Fund (CWSRF) Loan used to finance the upgrade to the treatment plant are included in this fund.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Electric Fund. The Electric Fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and intergovernmental grants. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, franchise tax, and related purposes.

- The Electric Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 12 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

Telecommunications Fund. The Telecommunications Fund accounts for the revenues and expenditures of the Ashland Fiber Network.

- No fund balance policy has been established.

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Central Services Fund. This fund is divided into Administration, Computer Services, Finance, City Recorder, and Public Works Administration/Engineering, and Maintenance. Expenditures are for personnel, materials and services and capital outlay for these departments. These functions are supported by charges for services by all direct service departments and divisions.

- The Central Services Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 3 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Central Services Fund balance is restricted for specific purposes.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

- The Insurance Services Fund will maintain an unrestricted and undesignated balance of \$350,000 as recommended in the June 1993 Risk Financing Study. This balance will be increased annually by the Consumer Price Index (CPI) to account for inflation. This is the minimum needed to maintain the City's insurance programs and provide for uninsured exposures.
- No portion of the Insurance Services Fund balance is legally restricted for specific uses.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Equipment Fund. This fund is used to account for the maintenance and replacement of the City fleet of vehicles. Revenues are from equipment rental charges. Expenditures are for personnel, materials and services, and capital outlay. This fund is divided into two functions: equipment maintenance and equipment replacement. The purpose of the equipment replacement function is to accumulate adequate funds to replace equipment. This replacement schedule is updated annually.

- No minimum fund balance is recommended.
- No portion of the Equipment fund balance is legally restricted for specific uses. The City has a policy of renting equipment at rates that include the replacement cost of the specific piece of equipment.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 3 percent of annual revenues.

Trust and Agency Funds

Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of

accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the cemetery fund for operations.

- No minimum fund balance policy is recommended.

Discrete Components Unit

Parks

Parks and Recreation Fund. (Special Revenue Fund) Revenues are from property taxes, charges for services, and miscellaneous sources. Expenditures are for parks, recreational, and golf course operations.

Parks Capital Improvements Fund. (Capital Projects Fund) This fund is used to account for resources from grants and inter-fund transfers that are to be expended for equipment purchases and major park renovations.

Revenues

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.
- The City will make every effort to maintain a diversified and stable revenue base to protect its operation from short-term fluctuations in any one revenue source.
- With the exception of grants, charges for services, and earmarked donations, the City will not earmark revenue for specific purposes in the General Fund.
- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually. Rates will be adjusted as needed to account for major changes in consumption and cost increases.
- The City will charge user fees to the direct beneficiaries of City services to recover some or all of the full cost of providing that service. All user fees will be reviewed biannually to insure that direct and overhead costs are recovered in the percentage approved by City Council.
- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.

- The City will work aggressively to collect all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

Expenditures

- The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area.
- Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personal Services.
- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.
- A Social Service appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall General Fund revenues.
- An Economic and Cultural Development appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall Transient Occupancy Tax Revenues.

Purchasing

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.

Capital

- The City will provide for adequate maintenance of equipment and capital assets. The City will make regular contributions to the Equipment Replacement Fund and the City Future General Capital Improvements Account to ensure that monies will be available as needed to replace City vehicles and facilities.
- The City will update its five-year Capital Improvements Program biannually, identifying capital needs and potential capital funding sources. The Capital Improvements Program will reflect the priorities of

the City Council and the long-range needs of the community.

- Future operating costs associated with new capital improvements will be projected and included in the long-term budget forecast.
- The City will determine and use the most appropriate method for financing all new capital projects.
- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.
- The Capital Improvement Plan will encourage a level capital replacement schedule.

Debts

- The City will not use long-term borrowing to finance current operations.
- Capital projects, financed through bond proceeds, will be financed for a period not to exceed the useful life of the project.
- Whenever possible, enterprise debt will be self-supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self-supporting debt.
- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure its access to credit markets.
- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition that will be limited to 30 years.
- The City will maintain good communications with bond rating agencies about its financial condition.
- The City will not issue general obligation debt, which combined with all other overlapping jurisdictions, will exceed the medium affordability index.

Risk Management

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

Accounting Methods

General Fund

This fund accounts for all financial resources except those accounted for in another fund. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Social Services, Economic and Cultural Development, Police Department, Municipal Court Division, Communications, Fire and Rescue Department, Senior Program, Community Development, Planning Division, and the Building Division. This fund uses the modified accrual method of accounting.

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds account for transactions on the modified accrual method of accounting.

Community Development Block Grant Fund.

This fund was created in 1994-95. The fund accounts for the Block Grant and related expenditures.

Street Fund. Revenues are from the state road tax, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as maintenance and construction of the storm water runoff infrastructure.

Airport Fund. Revenues are from airport leases. Expenditures are for maintenance of airport facilities.

Capital Projects Fund

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds, internal service funds, special assessment funds, and trust funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, nonbonded assessment payments, bond proceeds, and other

sources, and will account for the construction of special local improvements, usually streets, with revenues from short-term borrowing and non bonded assessments. Expenditures are for construction, property and equipment acquisition, improvements and related purposes, and the repayment of short-term debt principal and interest incurred in financing improvements.

Debt Service Fund

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

Bancroft Bonds revenues are from Bancroft (Local Improvement District) bonded assessments. These are expended for the retirement of local improvement district bonded debt principal and interest until such debts have been fulfilled.

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

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

Enterprise Funds

Enterprise funds account for the following operations: (1) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes. Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, as well as property taxes dedicated to the retirement of general obligation bonds. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

Electric Fund. This fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and intergovernmental grants. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, and franchise tax.

Telecommunications Fund. This fund accounts for telecommunications operations. Revenues are from cable TV, Internet connections, and high-speed data. Expenses are for operations maintenance, capital construction, and debt service.

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Central Services. This fund is divided into the following Divisions: Elected Officials, Administration, Administrative Services, Legal, Customer Services, Accounting, Purchasing, Public Works Administration, Engineering, Maintenance, Computer Services, and the City Recorder. These Divisions fall under the umbrellas of the Administration, Finance, Public Works, and the Electric Departments. These functions are supported by charges for services by all direct service divisions and departments.

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

Equipment Fund. This fund is used to account for the replacement and maintenance of the city's fleet of vehicles. Revenues are from equipment rental charges. Expenditures are for personal services, materials and services, and capital outlay.

Trust and Agency Funds

Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the cemetery fund for operations.

Discrete Component Unit

Parks

Parks and Recreation Fund. (Special Revenue Fund) Revenues are from the parks and recreation portion of the property tax levy, charges for services, and miscellaneous sources. Expenditures are for parks and recreational purposes as well as department operations.

Ashland Youth Activities Serial Levy Fund. (Special Revenue Fund) Revenues are from a three-year Ashland Youth Activities local option property tax levy. Expenditures are for community and youth activities and recreation.

Parks Capital Improvements Fund. (Capital Projects Fund) This fund is used to account for resources from grants and inter-fund transfers that are to be expended for equipment purchases and major park renovations.

salary schedule

Effective January 1, 2003

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Elected and Appointed:</u>		
Mayor	500	500
Council	350	350
City Recorder/Treasurer	60,396	60,396
Municipal Judge	41,052	41,052
<u>Management and Confidential:</u>		
City Administrator	97,872	115,572
City Attorney	82,032	92,280
Police Chief	75,888	85,296
Electric & Telecommunications Director	75,888	85,296
Finance Director	75,888	85,296
Fire Chief	75,888	85,296
Public Works Director	75,888	85,296
Community Development Director	75,888	85,296
Electric Operations Superintendent	67,008	75,348
Assistant Fire Chief	65,436	73,584
EMS Fire Training Coordinator	62,580	70,344
Police Lieutenant	62,580	70,344
Public Works Superintendent	60,480	68,376
Telecommunications Engineer	60,480	68,376
Engineering Services Manager	55,824	65,112
Cable TV Manager	55,200	64,512
Network Administrator	55,200	62,028
Database Administrator	55,200	62,028
Communications Manager	55,200	62,028
Administrative Services/HR Manager	55,200	62,028
Senior Planner	55,212	58,668
Building Official	55,212	58,668
Fire Protection Plans Examiner	52,212	58,668
Police Sergeant	52,056	58,512
Water Plant Supervisor	50,316	56,144
Water Quality Supervisor (Collection/Plant)	50,316	56,144
Associate Engineer	47,916	53,856
Police Admin. Services Manager	45,132	50,748
Accreditation/Training Manager	45,132	50,748
Water Quality Supervisor (Distribution)	45,132	50,748
Maintenance Safety Supervisor	45,132	50,748
Street Supervisor	45,132	50,748
Customer Service Supervisor	45,132	50,748
Assistant City Attorney	44,364	49,977
User Support Administrator	44,076	49,560
Housing Program Specialist	41,693	50,675
Legal Assistant/Claims Management	38,148	42,912
Senior Program Director	35,328	39,720

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Management and Confidential:</u>		
Executive Secretary	34,464	38,748
Administrative Assistant	27,924	33,912
Legal Secretary	27,924	33,912
Administrative Secretary	25,992	31,536
Secretary	22,512	27,276
<u>General City Services Staff:</u>		
Electrical Inspector		
Engineering Tech III	41,688	50,676
Building Inspector	39,684	50,160
Staff Accountant	38,232	48,228
Associate Planner	36,396	44,916
Engineering Assistant	36,396	44,916
Account Representative	35,640	44,544
Engineering Tech II	34,140	43,236
GIS Specialist	34,128	43,248
Account Clerk II	32,424	39,804
Computer Technician	31,428	38,232
Project Coordinator	31,428	38,232
Assistant Planner	28,608	36,228
Conservation Analyst	28,560	44,064
Code Compliance Specialist	27,936	34,320
Engineering Tech I	27,456	34,788
Account Clerk I	25,272	31,848
Secretary (IBEW)	24,084	30,468
Clerk II	22,428	28,308
Clerk I	19,392	24,372
<u>Fire and Rescue Personnel:</u>		
Captain-EMT "P"	56,664	62,136
Captain-EMT "I"	54,744	60,252
Captain-EMT "B"	53,436	58,944
Engineer-EMT "P"	50,988	55,236
Engineer-EMT "I"	48,960	53,172
Engineer-EMT "B"	47,520	51,732
Firefighter-EMT "P"	41,340	51,348
Firefighter-EMT "I"	39,336	49,236
Firefighter-EMT "B"	37,860	47,832
<u>Police Personnel:</u>		
Police Officer	35,484	45,084
Youth Diversion Officer	33,216	41,940
Dispatcher	29,436	36,408
Community Services Officer	26,424	32,424

salary schedule

<u>Classification:</u>	<u>Minimum</u>	<u>Maximum</u>
<u>General Labor:</u>		
Chief Mechanic	34,104	44,028
Utility Worker IV	33,468	41,424
Cemetery Sexton	33,468	41,424
Water Treatment Plant Operator III	33,360	41,292
Utility Worker III	31,680	39,708
Treatment Plant Operator WW	31,668	40,500
Water Treatment Plant Operator	30,288	39,048
Mechanic	30,696	40,116
Utility Worker II	27,132	35,892
Meter Reader/Repair	26,424	34,800
Utility Worker I	24,480	31,980
<u>Electric Staff:</u>		
Lead Working Line Installer	63,624	63,624
Meter Relay Technician	61,752	61,752
Line Installer/Service Person	58,812	58,812
Line Installer	58,812	58,812
Electrician	58,812	58,812
Electric Meter Reader	58,812	58,812
Line Truck Driver	46,524	46,524
Head-Technician	44,088	49,572
Connect-Disconnect	42,156	42,156
Electrical Warehouse Worker	42,156	42,156
Lead Telecommunications Technician	42,024	42,024
Apprentice Line Installer	41,172	52,932
Meter Reader	40,020	40,020
Grounds Person	40,020	40,020
Telecommunications Technician	40,020	40,020
Mapping Specialist	35,952	44,268
Apprentice Telecommunications Tech	18,720	34,716
<u>Regular Part-time Employees:</u>		
Community Services Volunteer Coordinator	36,991	41,712
Band Director	3,350	3,350

<u>Department</u>	<u>2001 Actual</u>	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2004 Adopted</u>
Administration	6.00	5.25	5.50	13.25
Administrative Services	4.70	9.50	8.25	*
Finance	13.50	14.00	13.80	15.80
City Recorder	1.50	1.75	2.00	2.00
Municipal Court	3.25	*	*	*
Police	42.30	43.30	44.30	37.30
Fire and Rescue	28.00	29.00	31.00	32.00
Public Works	54.30	55.30	55.30	55.80
Community Development	13.10	14.05	14.00	15.00
Senior	1.80	*	*	*
Electric	27.00	27.50	31.50	31.00
Subtotal	195.45	199.65	205.65	202.15
Parks and Recreation	40.20	40.20	42.20	37.40
Total Staffing Requirement	235.65	239.85	247.85	239.55

* Note: Administrative Services, (which includes Senior and Municipal Court), has been combined with Administration.

summary of union affiliation

	Non- represented	IBEW Clerical	IBEW Electrical	Laborers	Teamsters	Ashland Firefighters	Total
Administration Department	9.00	4.25					13.25
Administrative Services							-
Finance Department	4.00	11.80					15.80
City Recorder	1.00	1.00					2.00
Police Department	8.30	2.00			27.00		37.30
Fire and Rescue Department	5.00					27.00	32.00
Public Works Department	11.00	4.50		40.30			55.80
Community Development	4.00	11.00					15.00
Electric Department	10.00	3.00	18.00				31.00
Parks Department	35.40						35.40
	87.70	37.55	18.00	40.30	27.00	27.00	237.55
	By						
Contract Status	Resolution	Settled	Settled	Settled	Settled	Settled	
Termination Date	N/A	6/30/05	6/30/05	6/30/05	6/30/03	6/30/03	



chart of accounts descriptions

The following descriptions include the types of Materials and Services expenses charged to each line item, regardless of which program they fall under. Consequently, each expenditure is charged not only to the appropriate program, but also to the correct line item for a complete accumulation of all costs. The title of each line item appears after each account number that is used for city accounting purposes.

MATERIALS & SERVICES (600)

The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay. Includes contractual and other services, materials, supplies and other charges.

601 Supplies

All supplies used by the City such as; office supplies, small tools under \$5,000, food and related items, and books and periodicals.

602 Rental, Repair, Maintenance

Any expense incurred to rent, repair or maintain equipment owned, operated or leased by the City, including all parts, services and fuel.

603 Communications

Charges for local and long distance telephone service, cellular service, pagers, radios, computers, fax, and postage that are incurred in service to the City.

604 Contractual Services

Monies paid to persons for services rendered to the City, who are not employees of the City and fit the legal guidelines for subcontractors.

606 Other Purchased Services

Miscellaneous purchased services that do not fit appropriately into other materials and services categories.

607 Insurance

Expenditures for insurance premiums, self-insurance direct claims, and administration.

608 Commission

Expenditures relating to advisory committees and commissions created by council.

609 Grants

All Social Service, Economic and Cultural grants awarded by the City.

610 Programs

Programs are groups of activities to accomplish a major service or function for which the local government is responsible.

612 Franchise

General government tax assessed on city enterprise utility gross revenues.

CAPITAL OUTLAY (700)

Monies spent to purchase or construct land, buildings, internal and contracted improvement projects or equipment with a minimum value of \$5,000 as per the Fixed Asset Capitalization Policy, and buildings such as the Civic Center, Public

Library, and the City Hall. Items, which generally have a useful life of two or more years, such as machinery, land, furniture, equipment or buildings.

701 Land

Land is categorized into three groups:

- 1) Land which constitutes all city owned property other than easements which are not capitalized.
- 2) Dedicated Park Land which constitutes property dedicated by the City Council as perpetual parkland and
- 3) Open Space Land, which constitutes property dedicated by the City Council as designated open space park.

702 Buildings

All city owned or occupied buildings. Buildings include fixtures and attachments permanently fixed to the structure such as light fixtures, wiring, plumbing, and HVAC.

703 Equipment

Equipment such as small equipment, heavy equipment, vehicles, computer network and software peripherals including hardware and printers, including parts and supplies that aren't otherwise categorized with a minimum value of \$5,000 as per the Fixed Assets Capitalization Policy.

704 Improvements Other than Buildings

Infrastructure improvements per the Fixed Assets Capitalization Policy.

DEBT SERVICE (800)

Payments of interest and principal related to long-term debt or loans made to the City including interest for land, buildings, internal and contracted improvement projects and equipment.

801 Principal

Payments retiring the current portion of the City's long-term debt.

802 Interest

Payment of interest on the City's long-term debt.

OTHER FINANCING USES (900)

All Interfund Loans, Operating Transfers, Contingency Appropriations and Unappropriated funds.

901 Interfund Loans

Loans made between funds.

902 Operating Transfers Out

An amount distributed from one fund to finance another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

905 Contingency

An appropriation of funds to cover unforeseen events that may occur during the budget year. The City Council must authorize the use of any contingency appropriations transfer by resolution.

chart of accounts descriptions

909 Unappropriated

An amount set-aside in the budget to be used as a cash carryover to the next year's budget, to provide the local government with a needed cash flow until other money is received. This amount cannot be transferred by resolution or used through a supplemental budget during the fiscal year it is budgeted, unless there is a significant calamity or natural disaster.



A Accrual Basis: Method of accounting where expenditures and revenues are recorded when incurred, not when paid. The method differs from GAAP Accrual Basis in that, while capital outlays are recognized as expenditures, depreciation and amortization are not [ORS 294.311(1)]

ADA: Americans with Disabilities Act.

Adopted budget: Financial plan that forms the basis for appropriations. Adopted by the governing body (ORS 294.435).

AFN: Ashland Fiber Network is the state-of-the-art telecommunications infrastructure of fiber optic cable that weaves through the City's neighborhoods. AFN provides citizens of Ashland with three services: high-speed data, cable modem Internet access and cable television.

AMR: Automatic Meter Reading System.

Annexation: The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Annual Revenues: The sum of all sources of Estimated Revenues of a fund excluding Working Capital Carryover.

APD: Ashland Police Department.

Appropriation: Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311.(3)].

Appropriation Resolution: The legal document passed by the City Council authorizing expenditures.

Approved Budget: The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.406).

Assessed Value: The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.

Audit: The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by

an accountant under contract or the Secretary of State (ORS 297.425).

Audit Report: A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

B Baseline: Year two of the prior budget year's long-term plan. The beginning point for the budget preparation, comparison and justification in the ensuing year.

Bioswale: Long narrow trenches dug next to impervious surfaces like parking lots. Water runs off these impervious surfaces into the trench where it is "cleaned" of oily substances and other pollutants prior to reaching the storm drain system. A variety of grasses, shrubs and ground covers are planted in the trenches.

Bonded Debt Levy: Property tax levy dedicated to repayment of General Obligation Bonds authorized by more than 50 percent of the community's registered voters. The levy cannot exceed the term of the bonds.

Bonds: Written promises to pay a sum of money, called principal or face value, at a future date, called the maturity date, along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

BPA: Bonneville Power Administration. This federal agency is the major wholesaler of Northwest electric energy.

Budget: A financial operating plan with estimated expenditures and expected revenues for a given period.

Budget Committee: A panel composed of the City Council and an equal number of citizens responsible for the review and recommendation of the annual budget (ORS 294.336).

Budget Message: A message prepared by the City Administrator and the Budget Officer explaining the annual proposed budget, articulating the strategies and budgets to achieve the City's goals, and identifying budget impacts and changes (ORS 294.391).

Budget Officer: The person appointed by the City Council to be responsible for assembling the budget. For the City of Ashland, the Finance Director serves this role (ORS 294.331).

Budget Period: A 24-month period beginning July 1 of the first fiscal year and ending June 30 of the second fiscal year.

Budget Transfers: Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

C CAP: Central Area Patrol.

Capital Outlay: An object classification that includes items with a useful life of one or more years, such as machinery, land, furniture, computers, or other equipment, and which cost more than \$5,000 [ORS 294.352(6)].

Capital Project Funds: A fund type used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

CDBG: Community Development Block Grant are funds from the Department of Housing and Urban Development used to assist low and moderate income neighborhoods and households.

Central Service Charge: Reimbursement for services that are paid for out of one fund, but benefit the programs in another fund.

CERT: Community Emergency Response Team.

CERVS: Community Resource and Vital Services is a non-profit program that ICCA is part of. (See ICCA.)

CIP: Capital Improvement Plan.

CIP Fund: Capital Improvement Fund.

Contingency: An appropriation of funds to cover unforeseen events that may occur during the budget year. The City Council must authorize the use of any contingency appropriations.

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: A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

DEQ: The Oregon Department of Environmental Quality works to restore, enhance, and maintain the quality of Oregon's air, water and land.

E Encumbrance: An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

EMS: Emergency Medical Services.

EMT: Emergency Medical Technician.

Enterprise Funds: Records the resources and expenses of acquiring, operating and maintaining a self-supporting facility or service.

EOC: The Emergency Operations Center is the coordinating and support organization headquarters for emergency operations within the City. The purpose of the EOC is to support Incident Command operations.

EPA: Environmental Protection Agency.

Expenditures: The money spent by the City for the programs and projects included within the approved budget.

F Fiscal Year: Twelve-month period from July 1 to June 30 for which the annual budget of the City is prepared and adopted.

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

Food and Beverage Tax: Five-percent tax assessed on prepared food and beverage providers gross receipts from prepared food items excluding alcohol. The tax was enacted July 1, 1993 and authorization ends December 31, 2010.

Franchise: A privilege fee for using the ROW (Right of Way).

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

FTE: Full-time Equivalent is a term used to measure the number of employees on a 40 hour per week basis.

Fund: An accounting entity with a self-balancing set of

accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

Fund Balance: The difference between governmental fund assets and liabilities; also referred to as fund equity.

G GAAP: Generally accepted accounting principals as determined through common practice or as promulgated by the Government Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

General Fund: Records needed to run the daily operations of the local government such as wages, rent, and utilities. It also shows the money that is necessary to pay for these general needs.

I IBEW: International Brotherhood of Electrical Workers

ICCA: Interfaith Care Community of Ashland is an organization that is under the auspices of CERVS. It is a coalition of faith groups and community volunteers committed to providing a coordinated program of emergency services to families and individuals in need. Also known as ICCA/CERVS.

Interfund Loans: Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.460).

Internal Service Fund: Accounts for internally supported activities where the government is the primary reciprocate of the services provided by the fund.

IS: Information Services or Electronic Data Processing.

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

L LCDC: Land Conservation Development Commission.

Line Item: An expenditure description at the most detailed level. Objects of expenditure are grouped into specific items, such as printing.

LID: Local Improvement Districts are formed by petition and used to request the City of Ashland to finance improvements to neighborhoods (e.g., sidewalks) over a 10-year period.

Local Option Levy: Voter-approved property tax levies for a period of two to five years above the permanent tax rate.

M Materials and Services: The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay.

Measure 47: In November 1996, voters passed a tax limitation initiative that was referred to as Measure 47. The measure's provisions included: a tax roll back for property taxes; a cap of 3 percent on assessed value increases in future years; a requirement that special elections for property tax increase measures must be approved by 50 percent of all registered voters, as opposed to a simple majority in general elections. Because of several complexities regarding implementation, the legislature instead proposed Measure 50 in May 1997.

Measure 50: In May 1997, voters replaced Measure 47 with Measure 50. The measure fundamentally changed the structure of property taxes in Oregon, moving from the tax base system to a permanent tax rate. Measure 50 has the same financial impact as Measure 47, with the benefit of simplified implementation.

Modified Accrual: Revenues are recorded in the accounting period in which they become available and measurable, and expenditures are recorded in the accounting period in which the fund liability is incurred.

O Ordinance: The method by which the appropriation of the budget is enacted into law by the city council per authority of the Oregon State Statutes.

Organizational Unit: An administrative subdivision, such as a department or division, of the city government charged with carrying on one or more specific functions.

P PEG: Public Education and Government access fee relative to the Cable TV Franchise.

Permanent Tax Rate: The rate per thousand dollars of Assessed Value that is the maximum that can be levied for government operations. The assessed valuation is capped and can only increase by three percent per year.

Personal Services: Employee wages, health insurance costs, workers' compensation charges, and any other employee benefits.

- Program:** Some departments are divided into programs for better management and tracking of resources.
- Proposed Budget:** The financial and operating document submitted to the Budget Committee and the governing body for consideration.
- R Requirements:** Total expenditures and unappropriated fund balance.
- Reserve:** A portion of a fund that is restricted for a specific purpose.
- Resources:** Total amounts available for appropriation consisting of the estimated beginning carryover balance plus anticipated revenues.
- Revenues:** Monies received or anticipated by a local government from both tax and non-tax sources.
- S SBA:** Small Business Administration, established in 1953, is a federal agency that provides financial, technical, and management assistance to help Americans start, run and grow their businesses.
- SCADA:** Supervisory Control and Data Acquisition
- SDC:** System Development Charges are assessed on new construction to cover the demands placed on City services. Charges collected cover water, sewer, transportation, storm drains, and parks and recreation costs.
- SOU:** Southern Oregon University located in Ashland, Oregon.
- SOWAC:** Southern Oregon Women's Access to Credit is an organization that is a recipient of an Economic and Cultural Development grant.
- Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose.
- Supplemental Budget:** A budget that is prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.
- T TAP Intertie:** Talent Ashland Phoenix Intertie is the connecting of all three Cities into one water system.
- Tax Levy:** Total amount of dollars raised in property taxes imposed by the City, permanent tax rate, local option levies, and Bonded Debt levies.
- TID:** Talent Irrigation District.
- TPAC:** Transportation Plan Advisory Committee.
- Transfer:** An amount distributed from one fund to finance activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund.
- Transient Occupancy Tax (Hotel/Motel Tax):** Seven-percent tax assessed on lodging providers gross receipts from rental of guest accommodations.
- U Unappropriated Ending Fund Balance:** An amount set aside to be used as cash carryover for the next fiscal year's budget.
- W Working Capital Carryover:** The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent.
- WWTP:** Wastewater Treatment Plant.
- Y YAL:** Youth Activities Levy.



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Budget Calendar FY 2003 - 2004

- 12/12/02** **BUDGET COMMITTEE - Introduction**
Council Chambers 7:00pm
- 3/5/03 Budget Subcommittee - Economic Devel. Grant Presentations/Recommendations
Council Chambers 7:00pm
- 3/12/03 Budget Subcommittee - Social Services Grant Presentations/Recommendations
Council Chambers 3:00pm
- 3/13/03 Budget Subcommittee - Social Services Grants continued
Council Chambers 3:00pm
- 4/24/03** **FULL BUDGET COMMITTEE MEETING - Budget Message**
Public Works/ CIP Presentation
Council Chambers 7:00pm
- 4/26/03** **DEPARTMENTAL BUDGET PRESENTATIONS**
Council Chambers 8:00am
- 5/3/03** **DEPARTMENTAL BUDGET PRESENTATIONS**
Notice of June 3rd Public Hearing
Council Chambers 8:00am
- 5/8/03** **Full Budget Committee Meeting - Wrap-up/Approval**
Council Chambers 7:00pm
- 6/3/03** **Public Hearing**
 First Reading of Ordinance
 Resolution on appropriations
- 6/17/03 Second Reading of Ordinance

Ashland Daily Tidings

1661 Siskiyou Blvd. • P.O. Box 7 • Ashland, Oregon 97520

ACCT# 700900 Since 1876

020313 AD# 182268

AFFIDAVIT OF PUBLICATION
STATE OF OREGON

ss

County of Jackson

I, MEL CANETE, being duly sworn, depose and say that I am the printer of ASHLAND DAILY TIDINGS, a daily newspaper of general circulation, printed and published in Ashland, in the aforesaid county and state; that such newspaper is made up of at least four pages of five columns of at least 17 ³/₄ in depth, or if smaller pages, than said comprising an equivalent amount of type matter; that said newspaper was regularly and uninterruptedly published for at least one year immediately preceding the first publication of the attached notice, and has more than 200 bona fide subscribers within the county in which it is published; that the notice of which the one hereto attached is a true and correct copy, viz:

Was published in the regular and entire issue of said newspaper commencing with the issue dated the 13TH day of FEBRUARY 2003 and ending with the issue dated the 22ND day of FEBRUARY 2003.


MEL CANETE

That the price actually charged for this notice was \$ 225.60

Subscribed and sworn to before me this 25TH day of FEBRUARY 2003.




NOTARY PUBLIC OF OREGON

(541) 482-3456 • FAX (541) 482-3688



**CITY OF
ASHLAND
BUDGET CALENDAR
FY 2003-04**

When	What
12/12/02	BUDGET SUBCOMMITTEE-Introduction Council Chambers 7:00pm
3/5/03	Budget Subcommittee - Economic Devel. Grant Presentations/ Recommendations Council Chambers 7:00pm
3/6/03	Budget Subcommittee - Economic Grants <i>(continued if necessary)</i> Council Chambers 3:00pm
3/12/03	Budget Subcommittee -Social Services Grant Presentations/ Recommendations Council Chambers 3:00pm
3/13/03	Budget Subcommittee - Social Services <i>(continued if necessary)</i> Council Chambers 3:00pm
4/24/03	FULL BUDGET COMMITTEE MEETING Budget Message Public Works/ CIP Presentation Council Chambers 7:00pm
4/26/03	DEPARTMENTAL BUDGET PRESENTATIONS Council Chambers 8:00am
5/3/03	DEPARTMENTAL BUDGET PRESENTATIONS Notice of June 3rd Public Hearing Council Chambers 8:00am
5/8/03	Full Budget Committee Meeting Wrap-up/Approval (if necessary) Council Chambers 7:00pm
6/3/03	Public Hearing First Reading of Ordinance Resolution on appropriations
6/17/03	Second Reading of Ordinance

No. 020313
Publish 2/13; 2/22 2003

CITY OF ASHLAND
ACCT # ~~700900~~
PO # 54796

Ashland Daily Tidings

Since 1876

1661 Siskiyou Blvd. • P.O. Box 7 • Ashland, Oregon 97520 040314 AD # 192284

AFFIDAVIT OF PUBLICATION
STATE OF OREGON

ss

County of Jackson

I, MEL CANETE, being duly sworn, depose and say that I am the printer of ASHLAND DAILY TIDINGS, a daily newspaper of general circulation, printed and published in Ashland, in the aforesaid county and state; that such newspaper is made up of at least four pages of five columns of at least 17 ³/₄ in depth, or if smaller pages, than said comprising an equivalent amount of type matter; that said newspaper was regularly and uninterruptedly published for at least one year immediately proceeding the first publication of the attached notice, and has more than 200 bona fide subscribers within the county in which it is published; that the notice of which the one hereto attached is a true and correct copy, viz:

Was published in the regular and entire issue of said newspaper

commencing with the issue dated the 10TH day of APRIL 2003

and ending with the issue dated the 16TH day of APRIL 2003.


MEL CANETE

That the price actually charged for this notice was \$ 157.92

Subscribed and sworn to before me this 16TH day of APRIL 2003.




NOTARY PUBLIC OF OREGON

(541) 482-3456 • FAX (541) 482-3688



**CITY OF
ASHLAND
BUDGET CALENDAR
FY 2003-04**

When	What
4/24/03	FULL BUDGET COMMITTEE MEETING Budget Message Public Works/ CIP Presentation Council Chambers 7:00pm
4/26/03	DEPARTMENTAL BUDGET PRESENTATIONS Council Chambers 8:00am
5/3/03	DEPARTMENTAL BUDGET PRESENTATIONS Notice of June 3rd Public Hearing Council Chambers 8:00am
5/8/03	Full Budget Committee Meeting Wrap-up/Approval (if necessary) Council Chambers 7:00pm
6/3/03	Public Hearing First Reading of Ordinance Resolution on appropriations
6/17/03	Second Reading of Ordinance
No. 040314	Publish 4/10, 4/16 2003

Ashland Daily Tidings

CITY OF ASHLAND
ACCT # 700900
PO# 58768

Since 1876

1661 Siskiyou Blvd. • P.O. Box 7 • Ashland, Oregon 97520 050333 AD#984231

AFFIDAVIT OF PUBLICATION
STATE OF OREGON

ss

County of Jackson

I, MEL CANETE, being duly sworn, depose and say that I am the printer of ASHLAND DAILY TIDINGS, a daily newspaper of general circulation, printed and published in Ashland, in the aforesaid county and state; that such newspaper is made up of at least four pages of five columns of at least 17 ³/₄ in depth, or if smaller pages, than said comprising an equivalent amount of type matter; that said newspaper was regularly and uninterruptedly published for at least one year immediately proceeding the first publication of the attached notice, and has more than 200 bona fide subscribers within the county in which it is published; that the notice of which the one hereto attached is a true and correct copy, viz:

Was published in the regular and entire issue of said newspaper

commencing with the issue dated the 22ND day of MAY 2003

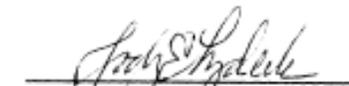
and ending with the issue dated the 22ND day of MAY 2003.


MEL CANETE

That the price actually charged for this notice was \$ 1203.20

Subscribed and sworn to before me this 22ND day of MAY 2003.




NOTARY PUBLIC OF OREGON

(541) 482-3456 • FAX (541) 482-3688

LEGAL NOTICE - BUDGET

A meeting of the Ashland City Council will be held on June 3, 2003, at 7:30 p.m. at the Civic Center, 1175 East Main Street, Ashland, Oregon. The purpose of the hearing is to discuss the budget for the fiscal year beginning July 2003 as approved by the Ashland Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Ashland Finance Department, City Hall, 20 East Main, between the hours of 8:30 a.m. and 5:00 p.m. This certifies that the budget was prepared on a basis of accounting that is consistent with the basis of accounting used in the preceding year. Major changes, if any, and their effect on the budget are explained below.

City of Ashland, Jackson County, May 13, 2003, Alan DeBoer, Mayor, 488-0202.

	This Year Adopted 2002-2003	Next Year Approved 2003-2004
ANTICIPATED REQUIREMENTS		
Personal Services	\$ 17,425,369	\$ 18,738,352
Materials and Services	25,841,313	27,612,867
Capital Outlay	16,207,214	9,317,525
Debt Service	10,826,829	10,537,419
Transfers	1,946,000	867,500
Other Financing Uses (Interfund Loans)	6,525,000	6,650,000
Contingencies	1,818,000	1,718,000
Unappropriated Ending Fund Balance	15,855,252	11,259,772
Total Requirements	91,745,014	87,432,136
ANTICIPATED RESOURCES		
Resources Except Property Taxes	63,378,514	76,424,195
Property Taxes Required to Balance	7,752,000	8,258,000
Total Resources	71,130,514	84,682,195
ANTICIPATED TAX LEVY		
Property Taxes Required to Balance	7,752,000	8,258,000
Loss Due to Constitutional Limitations	7,028,544	7,363,200
Plus: Estimated Property Taxes not to be Received		
Discounts Allowed, Other Uncollected Amounts	733,256	844,800
Total Levy	7,752,000	8,066,000
TAX LEVIES BY TYPE		
Permanent Rate Levies	5,193,000	5,386,000
Local Option Levies	1,877,000	2,022,000
Levy for Bonded Debt Obligations	682,000	658,000
Total Levies	7,752,000	8,066,000
LONG TERM DEBT		
Bonds	11,124,900	10,680,900
Other	32,189,201	29,420,715
Authorized But Not Incurred		
Total Liabilities	43,314,101	40,101,615

OVERVIEW
Submitted herein is the City of Ashland's proposed budget for the 2003-2004 fiscal year. This budget represents the efforts of many staff members to present a balanced budget with long term planning extending six years into the future. As the challenges that face local government continue to grow, maintaining current service levels while existing revenue streams is becoming increasingly difficult. The budget presented here is a conservative one, characterized by its development by adherence to two important factors: recognizing the need to balance ongoing expenditures with ongoing revenues, and taking steps to implement Council goals while maintaining core services. The budget addresses new initiatives shifty through re-deployment of existing resources, and proposing changes only where necessary.

MAJOR ACCOMPLISHMENTS
The City of Ashland, commission and committee volunteers and the community made significant progress on a number of issues and projects that were funded in 2002-2003 fiscal year.

In reviewing the Community Values Statement it is clear that much of the work accomplished speak directly to those livability values including: implementing the Tree Preservation and Protection Ordinance, establishing a Public Arts Commission, subsidizing tree bus service, completing a zoning needs analysis and action plan, enhancing the Community Emergency Response Team (CERT), implementing the forest interface management plan, the accreditation of the Ashland Police Department, the completion of the draft phase II of the City Forest Lands Project, and the cable television subscriber target for AFN and more.

In addition, numerous capital projects have been completed or are in the works including: Improvement to Ashland Street, the Ashland Library, addition of the membrane filtration system at the wastewater treatment plant, the Hooper Dam Warning System, the Community Development and Public Works Building on Winburn Way, numerous storm drains and water and wastewater line upgrades, upgrades to electric and AFN services, an updated Open Space Plan and numerous sidewalk improvements. Nearest completion is Fire Station No. 1 and Improvements to Siskiyou Boulevard.

The upcoming fiscal year will bring additional capital projects including improvements to pedestrian crosswalks in the downtown and many ongoing improvements to the community infrastructure. Numerous council goals that relate directly to our livability values will be addressed including ongoing outreach for citizen involvement, the development of an urban forestry plan and riparian ordinance, ongoing attention to our historic preservation, hiring a Housing Program Specialist to begin implementation of the housing action plan and more.

MAJOR CHALLENGES
There are a number of issues on the horizon that could negatively impact the financial condition of the city. Like many other entities, both private and public, we continue to struggle with rising health care costs. Steps are being taken to alleviate the impact of these cost increases but a long term solution that will likely need to involve dramatic changes in the health care industry are several years away. Likewise, we continue to be impacted by a public employee retirement system that is broken and anticipate that employee retirement costs will continue to grow. Another issue that causes some concern is the current dispute with West regarding franchise fees. Municipalities have prevailed in the courts and West is now paying the city approximately \$150,000 per year in franchise fees. However West has appealed the court decision regarding the payment and a ruling against municipalities would have a negative financial impact.

The electrical power crisis has forced the city to budget for record-breaking increases over the last several years and more in future to keep pace with the climbing Bonneville Power Administration's wholesale power rates. These increases must then be passed on to our customers. Finally, reductions in revenue streams due to the state's adjustments to balance its budget and down turns in the economy are also negatively impacting the budget.

Several positions were considered for inclusion in the proposed budget but have not been due to financial constraints. These positions are a Police Community Service Officer, an Administrative Services Director/Manager and additional secretarial help in the Legal department. Additionally, requested help in the Public Works and Finance departments have been pushed back to subsequent years for later consideration.

While these positions can certainly be justified, the current economic condition of the community and the city organization do not allow them to be added to the budget at this time. It is not anticipated that excluding these positions from the budget will have a negative impact on the ability of the organization to make significant progress towards the achievement of the Council goals.

The proposed budget has been prepared with a multiyear perspective making sure that trends in revenues and expenditures have been taken into consideration when making decisions regarding staffing levels and fund balances. Total budgeted fund balance remains in the \$12 - 14 million range, nearly half the actual amounts from a few years ago. These budgeted reductions are the result of planned expenditures beyond resource levels as capital projects and important programs are funded. Since the reduction of fund balances cannot be sustained long term, the balancing of revenues and expenses will need to be carefully monitored and managed in the future.

The impact of these issues may not be fully realized for years to come yet the strength of Ashland's financial condition, established operations and diversity of revenue sources help to balance the budget and forecast a stable city government over that time.

PROCESS
As in the past, the process for preparing the budget was modified to provide ample opportunity for Budget Committee and public involvement. Changes were made this year to address issues and concerns from the prior budget preparation as identified through surveys and comments received. Some of the changes are:

- Adopt assumptions earlier (December) that staff would use developing the budget.
- Prepare a budget that includes potential programs and new positions that staff deems necessary to meet operational and Council goals.
- Provide all departmental information to the committee with the proposed budget document to allow the committee to consider carrying needs competing for the limited resources available.
- Provide staff adequate internal time to review and select the proposed budget changes most important on a city-wide basis.

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

The document is structured with two perspectives - by department and by fund. Staff has attempted to better associate departmental appropriations with major programs in this long-term plan. This will also help to minimize confusion and ensure accuracy in the resolution adopting the budget. It should be noted that the long-term projections are provided to help identify future impacts and issues. Each year, as a new budget is considered, revenues and requirements and increases and reductions are re-evaluated to present an acceptable proposed budget and updated long-term plan.

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

The Strategic Plan is included in the budget document for reference. Within the budget document, each departmental narrative emphasizes their specific strategic plan goal or strategy. Some of the major projects that are included in the proposed budget are affordable housing, develop the Riparian Ordinance, complete pre-design plan for future extension of TAP water line including priority for conservation, continue and expand RVTID free basing program, and develop performance measures program for all city departments.

In addition to the power crisis other issues impact the proposed budget and will extend into the future. They include:

- Developing the alternate source of water (TAP) project;
- Market penetration for participation in AFN;
- Expanding AFN's services within and outside Ashland;
- Taking steps to further minimize employee benefit costs; and
- Protecting the city against property loss and other "risk" areas.

In the past several years, staff has presented additional information for committee consideration that identifies potential changes to the proposed budget relating to staff increases, activities and funding alternatives. Some of those related directly to issues identified in the Strategic Plan Goals. The steps were taken to address those issues and staff will continue to address those issues regarding operational and fiscal impact of such changes directly with the committee. This part of the process has been removed for 2003-04 due to considerable concern registered in the budget surveys about the confusion caused when "optional" programs are not already evaluated and either included in the proposed budget or excluded if not supported by management. In its place, management has included all resources and costs deemed necessary to meet goals and objectives for 2003-04.

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

In addition, line item justification was detailed and entered into the management system for every line item. This information is used by the departments to track their projected expenditure needs and changes during the year and ultimately results in better projections for the following years.

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

POLICIES & FORMATS
The policies and practices employed by the City in developing our budget and compliance can be found in the appendix on page A-6 Financial Management Policies and A-12 Accounting Methods. Expenditure groupings are listed on page A-18 Chart of Accounts Descriptions to help the reader in understanding what kinds of things are normally expended from each line item.

The basis of accounting used to create the budget are consistent with the prior year and in accordance with accounting principles generally accepted in the United States of America. Governmental and agency type funds use the modified accrual basis while the proprietary and non-expendable trust funds use accrual.

BUDGET SUMMARY
The expenditure level for all funds for the 2003-2004 budget is \$87,432,105, which is \$4.3 million less than last year's budget. The \$87 million includes all appropriations, transfers, contingencies and unappropriated fund balances.

Significant dollar changes can be seen in all of the funds that include capital projects and related financing. Increases are primarily due to new or full-over projects and related borrowing. Decreases come from certain capital projects being completed or nearing completion such as the fire station, Ashland Street and Siskiyou Boulevard improvements. Other fund changes include increased employee costs (General & Central Services fund) and increased operational costs (Insurance Fund) and business activity (Telecommunications). The Parks funds remain very consistent with the prior year with reductions in operational costs for the Parks and Recreation Fund and renewal of the Youth Activities Levy Fund at a higher amount.

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

- Inflation will be less than 2.0% for 2003-2004. (Exceptions are Personal Services 3%, Petroleum based energy 5%, Electric 10%.)
- Population growth will be 1.2%.
- The budget will address the City Council's strategic plan goals and objectives.
- Property tax assessed valuation growth will be 2% under Measure 50 and new construction will be 2%.
- Staff will ensure efficient and effective operations prior to recommending any level increases.
- Union contract provisions will be met and agreements reached with Police and Fire unions.
- The budget will address the City Council's strategic plan goals and objectives.
- The city will pay its full contribution to PERS. Potential 4% increase for employer share.
- Health care premiums will increase 20%. New labor contracts will include employee cost sharing.
- User fees will continue to support enterprise operations.
- System development charges (SDCs) will be updated where applicable.
- Existing physical assets of the City will be maintained at current levels.
- Tax revenue distribution between City and Parks will be consistent with prior years.
- The city will comply with Federal and State requirements.

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

TAXES - The tax category makes up 28.3% of the total revenues, one tenth of a percent less of the total revenue figure for the prior year. Taxes include property taxes, Electric Utility Users tax, Food & Beverage taxes, Hotel/Motel taxes and franchise fees.

PROPERTY TAXES - Property taxes are distributed to the General Fund, Parks Fund, Ashland Youth Activity Fund (Parks) for operations and the Water and Debt Service Funds for payment of bonded indebtedness. The estimated tax rate for 2004 is \$5.340007, a little less than the prior year due to retirement of certain debt funded by local option levies. Renewal of the Youth Activity Levy has been proposed to council and is included within this budget. The proposed property tax revenues for the General Fund is higher due to property value increases.

CHARGES FOR SERVICE - Charges for services still account for 60.5% of Ashland's revenues. Some of the charges are for ambulance patient services, transportation utility fees, storm drain utility fees, airport rental fees, water services, wastewater services, electric service and telecommunications services, system development charges and internal service charges.

Each year the city must evaluate the appropriate level of its fees and charges. Staff attempts to stagger such adjustments for the benefit of the customer and to allow adequate time for evaluation since not all systems can be adjusted in a single year. Estimates are necessary to meet projected operational and capital costs and to provide for long-term financial stability. Also, a change is suggested in the distribution of Electric franchise fees by returning to the past practice of distributing 30% of the revenue generated to the Street Fund. In the prior year it was necessary to transfer a higher amount to fund the city's share of projects in the capital improvement program. Staff intends to review the basis for calculating and allocating all franchise fees in FY 2003-04 to ensure an effective reimbursement program.

Electric rate changes remain volatile. As BPA adjusts wholesale power costs each March and October, Ashland will inform the public and take necessary steps. In July 2002 both rates and the electric surcharge were increased to appropriate changes in operational and wholesale power costs. Such an budgeted to increase in July of 2003. It is our intent to minimize the impact on our customers by continuing to not charge a franchise fee or electric utility tax on the surcharge. The Long-term Electric Fund budget shows the City intention to transition away from the surcharge over time in the future.

SYSTEM DEVELOPMENT CHARGES - It is important for the city to re-evaluate each system development charge (SDC) on a regular basis. As part of our long term plan preparation staff has identified needed changes in certain SDCs to better match their contribution to the type of project being constructed or expenditure being made. Financial planning for the storm drain portion of the Street Fund indicates a need to evaluate SDC fee changes in the near future to fund anticipated projects. Analysis of capital projects identifies a need to shift the amount charged for water supply SDCs to water distribution SDCs in the Water Fund by 2004. The overall impact will be a slight decrease in total water system development charges in the future.

OPERATIONAL EXPENSES
The total budget comparison is one measure of the City's financial condition but looking at it on an operational basis provides better information for funding. The budget assumptions identified 2% as the default inflation factor to be used in calculating annual expenses. In many cases such as purchased electricity, health care, retirement and others the actual rate was different.

EXPENDITURES
PERSONAL SERVICES - Personal services cost represent 21.5% of the total proposed budget and 32.8% of this operational budget. The estimated costs of a status quo proposed budget are equal to an increase of approximately 12% over the prior year. This proposed budget equates to less than an 8% increase through a reduction in total positions by outsourcing Police dispatch services and eliminating several Parks positions. It is important to note that personal services health care costs are projected to increase 20% and retirement costs 40% in the coming year.

MATERIALS AND SERVICES - This category represents 31.5% of the total budget. The largest increase is in the Electric Fund and related to wholesale and transmission power costs. Overall this category represents an 6.1% increase over the previous budget.

CAPITAL OUTLAY - Total Capital Outlay (including equipment and furniture) and project costs are decreasing from \$15.2 million to \$9.3 million. Included is a complete description on each project in the Capital Improvement section of this budget. Below is a summary by category of the projects included in the Capital Improvement Plan for the current budget year.

DEBT SERVICE - The proposed budget includes the payment of all current debt obligations of the City. The City has not scheduled an external financing in 2003-04. Included in this budget is \$6.55 million in interfund loans for the continued start up operating costs of the Telecommunications Fund. This is less than the \$7.5 million identified in the business plan due to the second loan of \$2.5 million on construction done in late June 2002. The long-term budget calls for added water improvement financing, transportation-related debt, local improvement district debt and fire station #2 improvement debt.

We want to acknowledge the creative energy of staff and their dedication to the City of Ashland. Special thanks to the finance staff and others for who have helped prepare this document. We look forward to your ongoing input and participation as we work toward continual improvement of the budget process.

SUMMARY AND CONCLUSION
In summary, this document represents the expertise, creativity, ingenuity and resourcefulness of the Department Heads, Finance Department, Division Managers, Supervisors and staff. It is our hope and belief that this budget protects the capacity of the city to meet ongoing service needs, prepares for the promise of a slowing economy, and positions the city to improve core service levels when determined necessary.

The 2004 budget is respectfully submitted for your adoption.



CITY OF ASHLAND

No. 080203 • Public May 22, 2003

RESOLUTION 2003-19

RESOLUTION CERTIFYING CITY PROVIDES SUFFICIENT MUNICIPAL SERVICES TO QUALIFY FOR STATE SUBVENTIONS

RECITALS:

A. ORS 221.760 provides the City of Ashland may disburse funds from the State if the City provides four or more of the following services:

1. Police Protection
2. Fire Protection
3. Street construction, maintenance, lighting
4. Sanitary Sewer
5. Storm Sewer
6. Planning, zoning and subdivision control
7. One or more utility services

B. City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with 221.760.

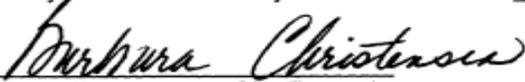
THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

The City of Ashland certifies that it provides the following municipal services enumerated in ORS 221.760(1):

1. Police Protection
2. Fire Protection
3. Street construction, maintenance, lighting
4. Sanitary Sewer
5. Storm Sewer
6. Planning
7. Electric Distribution
8. Water

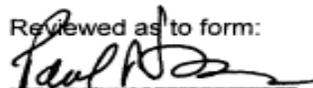
This resolution takes effect upon signing by the Mayor.

This resolution was READ BY TITLE ONLY and DULY ADOPTED at a regular meeting of the City Council of the City of Ashland on the 4 day of June, 2003.


Barbara Christensen, City Recorder

SIGNED AND APPROVED this 4 day of June, 2003.


Alan W. DeBoer, Mayor

Reviewed as to form:

Paul Nolte, City Attorney

RESOLUTION 2003-20

**A RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

RECITALS:

The City must annually adopt a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from tax imposed on the sale of liquor as part of State Revenue Sharing.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

Pursuant to ORS 221.770, the City elects to receive state revenues for fiscal year 2003-2004.

This resolution takes effect upon signing by the Mayor.

This resolution was read by title only and duly adopted at a regular meeting of the City Council of the City of Ashland on this 4 day of June, 2003.



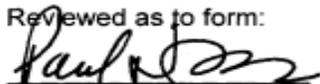
Barbara Christensen, City Recorder

SIGNED AND APPROVED this 4 day of June, 2003.



Alan W. DeBoer, Mayor

Reviewed as to form:



Paul Nolte, City Attorney

**A RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

I certify that a public hearing before the Budget Committee was held on May 8, 2003 and a public hearing before the City Council was held on June 3, 2003, giving citizens an opportunity to comment on use of State Revenue Sharing.



Barbara Christensen, City Recorder

RESOLUTION NO. 2003-21

A RESOLUTION ADOPTING THE ANNUAL BUDGET AND MAKING APPROPRIATIONS

The City of Ashland resolves that the 2003-2004 Fiscal Year Budget, now on file in the office of the City Recorder is adopted. The amounts for the fiscal year beginning July 1, 2003, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND	
Administrative Services	\$ 97,000
Administrative Services - Municipal Court	296,000
Administrative Services - Senior Program	117,135
Finance - Social Services Grants	132,400
Finance - Economic & Cultural Grants	436,900
Finance - Miscellaneous	6,000
Finance - Band	56,750
Police Department	4,179,470
Fire and Rescue Department	4,489,004
Public Works - Cemetery Division	296,890
Community Development - Planning Division	976,040
Community Development - Building Division	744,375
Transfers	133,500
Contingency	350,000
TOTAL GENERAL FUND	12,311,464
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	
Personal Services	45,300
Materials and Services	611,515
TOTAL CDBG FUND	656,815
STREET FUND	
Public Works - Street Operations	3,399,560
Public Works - Storm Water Operations	786,250
Public Works - Transportation SDC's	92,400
Public Works - Storm Water SDC's	481,400
Public Works - Local Improvement Districts	730,700
Contingency	142,000
TOTAL STREET FUND	5,632,310
AIRPORT FUND	
Materials and Services	89,550
Capital Outlay	370,000
Contingency	5,000
TOTAL AIRPORT FUND	464,550
CAPITAL IMPROVEMENTS FUND	
Materials and Services	18,300
Capital Outlay	500,000
Transfers	341,000
TOTAL CAPITAL IMPROVEMENTS	859,300

DEBT SERVICE FUND

Debt Service	1,178,000
	<u>1,178,000</u>

WATER FUND

Electric Department - Conservation Division	169,015
Public Works - Forest Lands Management Division	428,700
Public Works - Water Supply	423,600
Public Works - Water Treatment	725,350
Public Works - Water Distribution	2,834,510
Public Works - Supply SDC's	112,500
Public Works - Treatment SDC's	142,000
Public Works - Distribution SDC's	469,100
Debt Services	517,100
Interfund Loan	2,275,000
Contingency	180,000
	<u>8,276,875</u>

WASTEWATER FUND

Public Works - Wastewater Collection	1,366,580
Public Works - Wastewater Treatment	1,319,450
Public Works - Collection SDC's	324,500
Public Works - Treatment SDC's	265,000
Debt Services	1,807,219
Interfund Loan	4,275,000
Contingency	154,000
TOTAL WASTEWATER FUND	<u>9,511,749</u>

ELECTRIC FUND

Electric - Conservation Division	453,000
Electric - Supply	6,071,300
Electric - Distribution	4,259,413
Electric - Transmission	1,031,324
Debt Service	26,100
Interfund Loan	400,000
Contingency	350,000
TOTAL ELECTRIC FUND	<u>12,591,137</u>

TELECOMMUNICATIONS FUND

Electric - Customer Relations\Promotions	147,490
Electric - Operations	2,391,600
Debt Services	7,202,000
Contingency	75,000
TOTAL TELECOMMUNICATIONS FUND	<u>9,816,090</u>

CENTRAL SERVICES FUND

Administration Department	1,131,131
Finance Department	1,541,355
City Recorder Division	159,735
Public Works - Administration and Engineering	1,220,700
Public Works - Facilities and Safety Division	460,850
Electric - Computer Services Division	773,005
Contingency	140,000
TOTAL CENTRAL SERVICES FUND	<u>5,426,776</u>

INSURANCE SERVICES FUND	
Personal Services	1,000
Materials and Services	743,500
Contingency	112,000
TOTAL INSURANCE SERVICES FUND	<u>856,500</u>
EQUIPMENT FUND	
Personal Services	244,900
Materials and Services	500,560
Capital Outlay	796,000
Contingency	175,000
TOTAL EQUIPMENT FUND	<u>1,716,460</u>
CEMETERY TRUST FUND	
Transfers	23,000
	<u>23,000</u>
PARKS AND RECREATION FUND	
Parks Division	3,528,182
Recreation Division	289,000
Golf Division	341,925
Debt Service	32,000
Transfers	70,000
Contingency	35,000
TOTAL PARKS AND RECREATION FUND	<u>4,296,107</u>
ASHLAND YOUTH ACTIVITIES LEVY FUND	
Personal Services	87,000
Materials and Services	1,888,200
TOTAL ASHLAND YOUTH ACTIVITIES LEVY FUND	<u>1,975,200</u>
PARKS CAPITAL IMPROVEMENTS FUND	
Capital Outlay	270,000
TOTAL APPROPRIATIONS	<u>\$ 75,862,333</u>

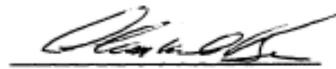
This resolution takes effect upon signing by the Mayor.

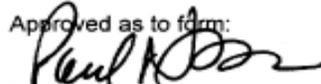
This resolution was READ BY TITLE ONLY and DULY ADOPTED at a regular meeting of the City Council of the City of Ashland on this 4 day of June, 2003.



Barbara Christensen, City Recorder

Signed and Approved on this 4 day of June, 2003.


Alan W. DeBoer, Mayor

Approved as to form:

Paul Nolte, City Attorney

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

**FORM LB-50
2003-2004**

To assessor of Jackson County

Check here if this is an amended form.

• Be sure to read instructions in the 2003-2004 Notice of Property Tax Levy Forms and Instructions booklet.

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

20 20 East Main Street Ashland OR 97520
Mailing Address of District City State ZIP

Lee Tuneberg Finance Director (541) 552-2003 June 20, 2003
Contact Person Title Daytime Telephone Date

CERTIFICATION—You must check one box.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits		
		Rate —or— Dollar Amount		
1. Permanent rate limit tax (per \$1000)	1	3.5644		
2. Local option operating tax	2	1.3800		
3. Local option capital project tax	3			Excluded from Measure 5 Limits
4. Levy for "Gap Bonds"	4			
5. Levy for pension and disability obligations	5			Dollar Amount of Bond Levy
6a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	6a			598,000
6b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001	6b			
6c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 6a + 6b)	6c			598,000

PART II: RATE LIMIT CERTIFICATION

7. Permanent rate limit in dollars and cents per \$1,000	7	4.2865
8. Date received voter approval for rate limit if new district	8	
9. Estimated permanent rate limit for newly merged/consolidated district	9	

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Tax amount —or— rate authorized per year by voters
Youth Activities	May 20, 2003	2003	2008	1.3800

PART IV: SPECIAL ASSESSMENTS, FEES AND CHARGES

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

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____. (Must be completed if you have an entry in Part IV.)

ORDINANCE NO. 2897

AN ORDINANCE LEVYING TAXES FOR THE PERIOD OF JULY 1, 2003 TO AND INCLUDING JUNE 30, 2004, SUCH TAXES IN THE SUM OF \$8,008,000 UPON ALL THE REAL AND PERSONAL PROPERTY SUBJECT TO ASSESSMENT AND LEVY WITHIN THE CORPORATE LIMITS OF THE CITY OF ASHLAND, JACKSON COUNTY, OREGON

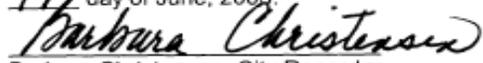
THE PEOPLE OF THE CITY OF ASHLAND ORDAIN AS FOLLOWS:

Section 1. That the City Council of the City of Ashland hereby levies the taxes provided for in the adopted budget in the permanent rate of \$3.5640 per thousand an amount estimated to be \$5,388,000, voter authorized Local Option in the rate of \$1.3800 per thousand an amount estimated to be \$2,022,000, as well as \$598,000 authorized for the repayment of General Obligation Debt and that these taxes are hereby levied upon the assessed value for the fiscal year starting July 1, 2003, on all taxable property within the City.

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

	Subject to General Government Limitation		Excluded from General Government Limitation	Rate
	Permanent Rate	Local Option	Bonded Debt	
General Fund	\$ 2,225,000			1.4719
Parks and Recreation Fund	3,163,000			2.0925
Youth Activities Levy		\$ 2,022,000		1.3800
1982 Water Bond Levy			\$ 83,000	
1992 Water Bond Levy			100,000	
1997 Flood Restoration Bond Levy			105,000	
2000 Flood and Fire Station Bonds			310,000	
	<u>\$ 5,388,000</u>	<u>\$ 2,022,000</u>	<u>\$ 598,000</u>	

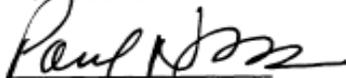
The foregoing ordinance was first READ on the 4 day of June, 2003, and duly PASSED and ADOPTED this 17 day of June, 2003.


Barbara Christensen, City Recorder

SIGNED and APPROVED this 17 day of June, 2003.


Alan W. DeBoer, Mayor

Reviewed as to form:


Paul Nolte, City Attorney

ORDINANCE NO. 2899

**AN ORDINANCE CORRECTING A CLERICAL ERROR IN THE
ORDINANCE LEVYING PROPERTY TAXES (ORDINANCE NO. 2897)
AND DECLARING AN EMERGENCY**

Recitals:

A. On June 17, 2003, this council adopted ordinance #2897 levying taxes for the 2003-2004 fiscal year. The tax rates per thousand dollars set forth in section 2 of that ordinance for the General Fund (\$1.4719) and the Parks and Recreation Fund (\$2.0925) were correct and equaled a tax levy of \$3.5644 per \$1,000.

B. In section 1 of the ordinance, however, the tax rate was listed as \$3.5640 per \$1,000, a difference of \$0.0004. For purposes of local budget law, the figures set out in sections one and two are to indicate the same total rate. This ordinance amendment corrects the erroneous figure in section one in order to comply with the local budget law.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. The tax rate specified in Section 1 of Ordinance 2897 adopted on June 17, 2003, is amended to read \$3.5644 instead of \$3.5640.

SECTION 2. Declaration of Emergency. The council finding that it is necessary for the general welfare that a budget be adopted in a timely manner in full compliance with local budget law, an emergency is declared and this ordinance shall become effective immediately upon its passage by the Council and approval by the Mayor.

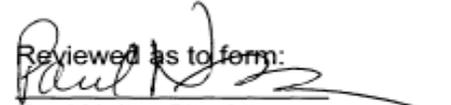
In accordance with Article X, Sections 2(b) and (3) of the City Charter, this ordinance

was enacted at a single meeting of the council on July 15, 2003, by unanimous vote of all council members present upon being first read in full and then by title.


Barbara Christensen, City Recorder

SIGNED and APPROVED this 16 day of July, 2003.


Alan W. DeBoer, Mayor

Reviewed as to form:

Paul Nolte, City Attorney

This report is intended to promote the best possible
management of public resources.

You are welcome to keep this copy; however, if you no longer need it, please return it to:

**Finance Department
City of Ashland
20 East Main Street
Ashland, Oregon 97520**

The Finance Department maintains a file of past documents.
Your cooperation will help us save copying costs.