

“Sisters Through My Eyes”



Sisters, Oregon

Adopted Budget
Fiscal Year 2012—2013

“SISTERS THROUGH MY EYES”

This year’s City of Sisters budget book is showcasing the talent of our young residents of Sisters. Finance staff approached Carolyn Platt, Art Teacher of Sisters Middle School, to see if she was interested in having her art students participate in an art project called, “Sisters Through My Eyes”. Eileen Stein, City Manager, visited the class to give a general overview of how the City operates to inspire the artists. Finance staff received 31 art pieces (from 6th grade through 8th grade) in a variety of mediums (watercolor, pencil, ink, and acrylic). The high quality of art submissions made the task of selecting one piece for the cover very difficult.

The City of Sisters sincerely thanks Carolyn Platt and her very talented artists for all of their contributions to FY 2012/13 budget book.

COVER PHOTOGRAPHY

Elizabeth Larson 8th grade – Three Sisters with horses; water color Cover

HONORABLE MENTION

Kobe Martinez	7 th grade – Sisters ambigram, pen & ink	Page	i
Sierra Hummel	8 th grade – Sisters street, water color	Page	1
Adie Ellson	8 th grade – Old West, water color	Page	2
Kayla Neil	8 th grade – Three Sisters with horses, water color	Page	26
Mersadeez West	8 th grade – Park, pen & ink	Page	35
Andrew Mayes	7 th grade – Sisters streetscape, graphite	Page	50
Hunter Blakelock	8 th grade - Park, water color & colored pencil	Page	61
Emma Houck	7 th grade – Landscape with river, oil pastels	Page	68
Kobe Martinez	7 th grade – Landscape with stream, acrylic paint	Page	75
Noah Eckstine	8 th grade – Street scene, graphite	Page	107



CITY OF SISTERS, OREGON FY 2012/13 ADOPTED BUDGET

	City		Urban Renewal Agency	
		%age		%age
Where The Money Comes From:				
Property taxes	\$ 744,500	8.3%	\$ 129,600	26%
Other taxes	420,000	4.7%	-	0%
Franchise fees	252,450	2.8%	-	0%
Licenses and fees	346,000	3.9%	-	0%
Charges for services	1,209,450	13.5%	-	0%
Intergovernmental	347,811	3.9%	-	0%
Fines & forfeitures	1,200	0.0%	-	0%
System development charges	131,000	1.5%	-	0%
Rental income	57,000	0.6%	-	0%
Interest on investments	27,100	0.3%	2,000	0%
Loan proceeds	22,100	0.2%	3,100	1%
Transfers in	138,700	1.5%	-	0%
Miscellaneous	17,100	0.2%	-	0%
Beginning fund balance	5,269,992	58.7%	366,898	73%
Total Revenues	\$ 8,984,403	100.0%	\$ 501,598	100%

Where The Money Goes:				
Personnel services	\$ 1,308,216	15%	\$ -	0%
Material and services	1,469,096	16%	4,100	1%
Debt service	705,000	8%	110,300	22%
Capital improvements	467,855	5%	-	0%
Operating contingencies	2,934,918	33%	387,198	77%
Unappropriated reserves	1,960,618	22%	-	0%
Transfers out	138,700	2%	-	0%
Total Expenditures	\$ 8,984,403	100%	\$ 501,598	100%

Other Facts:		Page Locator
Staffing (full time equivalent)	16.75	127
Assessed value (FYE 2012)	\$ 293,067,180	88-90
Debt outstanding (est. July 2012)	\$ 8,392,072	126
Tax rate (per \$1,000)	\$ 2.6417	88-90

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Major revenues in FY 2012/13, 34.1% of the total is represented by the five categories.

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INTRODUCTORY



Adopted Budget for Fiscal Year 2012/13



Sisters Ambigram by Kobe Martinez

ELECTED OFFICIALS

		TERM EXPIRES
Lon Kellstrom.....	Mayor	December 2012
David Asson.....	Council President	December 2014
Wendy Holzman	Council Member	December 2014
Pat Thompson.....	Council Member	December 2012
Sharlene Weed.....	Council Member	December 2012

APPOINTED OFFICIALS

Davina Luz	Chairperson	June 2015
McKibben Womack.....	Vice Chairperson	June 2013
Evelyn Brush	Citizen Member	June 2015
Gwen Chapman.....	Citizen Member	June 2015
Cris Converse	Citizen Member	June 2013



CITY STAFF

Eileen Stein.....City Manager
Lisa Young.....Finance Director
Paul Bertagna.....Public Works Director
Pauline Hardie.....Community Development Director
Richard NoredCity Engineer
Kathy Nelson.....City Recorder
Steve Bryant.....City Attorney

www.ci.sisters.or.us



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sisters
Oregon**

For the Fiscal Year Beginning

July 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Sisters, Oregon for its annual budget for the fiscal year beginning July 1, 2011. 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 communication device.

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

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TO: Budget Committee Members and Citizens
FROM: Eileen Stein, City Manager
DATE: April 26, 2012
RE: Presenting the Fiscal Year 2012/13 Proposed Budget

I am pleased to submit this proposed budget for fiscal year 2012/13.

OVERVIEW

This Fiscal Year 2012/13 Budget serves as a financial guide and work plan for the coming year. More detailed information on the goals and priorities for the City of Sisters are in the Reader's Guide section starting on page 9.

Sisters, along with every city in the nation, is coping with the lingering effects of a world-wide economic downturn, acutely felt in the housing and financial sectors. And, as there is a lag effect on government budgets, the impact is now evident. News headlines everywhere announce government agencies that are making drastic reductions and even considering bankruptcy in some extreme cases. The FY 12/13 City of Sisters budget was again prepared with attention paid to containing costs, including continuing to reduce personnel costs, in an effort to "live within one's means" during this extraordinary time.

By comparison, the City of Sisters has been well positioned to ride through this storm with an enviable treasury of reserves which have gone untouched. In addition, we are seeing positive and encouraging signs that business (and therefore development) activity is finally beginning to pick up. This is evident in the estimated actual and budgeted revenues in the General Fund and the SDC funds. Further, estimated actual expenditures in FY 11/12 will be less than budgeted and revenues will be higher, meaning from an actual cash basis, we *are* living within our means in FY 11/12.

This begs the question, before considering more drastic measures to contain costs to 'live within ones means' will the Budget Committee consider a budget that reduces fund balances or taps into reserves instead of, or in combination with, further expenditure reductions or new revenue measures? With an uptick in development activity, and given the lag effect, we could finally be seeing the effect of the economic recovery on the city budget. How does the City of Sisters choose to position itself to respond? Shall there be an effort to bridge the gap now or continue to reduce expenditures? And if so, what is the best use of unused reserves?

KEY ECONOMIC FACTORS AND ASSUMPTIONS

The FY 12/13 budget is driven by key economic factors and assumptions as follows:

Property tax revenue will remain relatively flat from FY 2011/12 collections. This decrease consists of two components:



- Due to the continued volatile real estate market, the Deschutes County Assessor is forecasting a range of +/- 1% to 1.5% in the City's assessed value. Therefore the City has chosen to take a very conservative calculation with a 1.5% decrease in assessed values.
- Given the current economic recession, the collection rate for property taxes is assumed at 92.0% which is consistent with collection rates experienced over FY 2011/12.
- **Population** continues to increase. The City's current population is 2055. It is expected that during the upcoming fiscal year the City's population will not significantly increase given the slow pace of the economic recovery. Population affects estimates for state shared revenues (cigarette and liquor taxes) and state gas taxes which are distributed on a per capita basis.
- **Economic and Development Activity** within the city is expected to remain slow, but is showing encouraging signs. The activity at the planning counter has picked up in recent months. The update of the Development Code continues to stimulate new development prospects and estimated actual revenue for development activities is higher than was budgeted in FY 11/12.
- **Staffing and Labor Costs**
 - The budget includes a reduction of .25 FTE in the Office Specialist I to .50 FTE. This reduction could have an effect on front counter reception, general office support and support for the City Recorder from time to time. For more historical personnel services information, see additional information section, starting at page 133.
 - Cost of living adjustments are not proposed again. Merit adjustments of 3% are tied to performance.
 - Health care benefit premiums are budgeted with at an estimated 8.9% increase above FY 11/12 levels. For the first time, the City will budget only 90% of the health care premium for employees. They will contribute 10% of premium cost, ranging from \$118 to \$162 per employee depending upon position and medical plan. The City actively promotes employee wellness through various initiatives including safety meetings, stretching, proper nutrition, chronic illness awareness, employee assistance programs and other measures.
 - The Public Employee Retirement System (PERS) employer contribution rate is 17.09% and 13.72% of employee salaries for Tier 1/Tier 2 and Oregon Public Service Retirement Plan (OPSRP) General Service,



respectively. The City will continue to pick up the employee's share of the 6% PERS contribution.

- A number of position reclassifications are included associated with shifting job duties, re-analysis of job functions and parity between positions.
- **Risk Management** assumptions include the following:
 - Worker's compensation insurance rates will increase by 6.0%.
 - Liability insurance will increase by 1.0%.
 - Property and auto liability insurance will increase by 3.0%
 - Unemployment insurance will not change.

FOCUS OF THE FISCAL YEAR 2012/13 BUDGET

The budget has been prepared in accordance with Oregon Budget Law and Government Accounting Standards. It is a balanced budget, meaning that total resources (revenues) equal total requirements (expenditures). The budget is comprised of 13 funds: nine governmental and four proprietary.

The City's total budget is \$8,984,403 which represents a .17% increase from the \$8,968,925 budget last year. Highlights include:

- **Revenues:** Projected General Fund revenues are \$1.62 million, an increase of \$64,411 or additional of 4.1% from budgeted amounts for FY 11/12. Operating revenues in FY12/13 are comparable to FY 11/12. The City's largest source of General Fund revenues will continue to be derived from property tax. The City Council adopted a 4% increase in water rates in FY 11/12 which provided needed revenue to that fund.
- **Reserves.** Once again, the General Fund budget allows for a working capital reserve of \$275,500. The budget establishes 15% operating contingencies in each of the operating funds with remaining contingencies above what's required, referred to in past presentation as '*balance available for appropriation*'. In the Reserve Fund, a separate operating reserve (a 'Rainy Day Fund') in the amount of \$500,000 is set once again and available to bridge the gap between revenues and expenditures should that be a policy recommendation of the Budget Committee.
- **Transfers and Loans.** Several interfund transfers are proposed for repayment of loans to the General Fund for urban renewal capital projects and for City Hall debt service payments. No transfers are proposed to the Reserve Fund as contingencies and reserves are adequate levels.
- **FTE Re-allocation.** One impact on the deficit in the General Fund in FY 12/13 is the effect of a thorough re-examination of the allocation of city full-time



equivalents (FTE) across the various operating funds. As promised last year, the allocation plan presented this year is designed to reflect how staff will support the City's programs and services over a five-year period. The goal is to set the allocation and then lock it in for five years. This will eliminate the fluctuation of personnel costs between the operating funds but also may not be a true reflection of the costs to support an operating fund in any given year. Over a five year period, however, it will generally reflect the overall personnel costs needed to support a particular operating fund.

- **Economic Development.** In keeping with making strategic investments with funds available, the City renewed the contract for its economic development manager. The scope of work of this position involves retention, expansion and recruitment of businesses and services to Sisters; conducting community outreach on economic development issues and events; being a liaison with Economic Development for Central Oregon (EDCO) and the Oregon Community and Economic Development Department on business development initiatives; and analyzing community resource capabilities to response to business retention, expansion and recruitment needs.
- **Law Enforcement Contract.** The City renewed a three year law enforcement contract with the Deschutes County Sheriff's Office effective July 1, 2011. This contract calls for increases of 4% per year. No changes in service levels are proposed.
- **Capital Projects.** The budget continues to facilitate capital projects, primarily funded through grants and or operations revenue. One capacity-enhancing project in the water system will be undertaken and paid for from the Water and Water SDC funds. No capital investments in vehicles, equipment, information technology or facilities are anticipated in FY 12/13.

BUDGET ADJUSTMENT DETAIL – FISCAL YEAR 2011/12

A number of items have been changed since the fiscal year 2011/12 budget was adopted last June. The budget adjustments include:

January 26, 2012 Supplement Budget

- *General Fund* – Recognized additional resources and expenditures for \$30,100 for: additional Community Grant funding, CATS grant, interfund loan to Urban Renewal Agency for the Main Avenue bikeway/pathway improvements, Department of Land Conversation grant, and increase to Manager-Council program for Water Technical Advisory Committee meetings.
- *Water Fund* – Increased resources and expenditures by \$42,496 for the unanticipated Well #1 improvement and contracted services for the Water Technical Advisory Committee meetings.



- *Street Fund* – Increased resources and expenditures for \$ 65,000 for additional funding for an existing ODOT Quick Fix grant, increased Materials & Services for deferred street maintenance projects from prior year, and reduced capital outlay by \$72,400 for the City's match required for the bikeway/pathway Main Avenue improvement project to Urban Renewal Agency funding.
- *Transportation SDC Fund:* Increased resources and expenditures for \$7,152 for roundabout feasibility study not complete last fiscal year and needed to be re-appropriated in FY 11/12 for completion.
- *Sewer SDC Fund:* Increased capital outlay and reduced operating contingency by \$50,000 for an unanticipated upsizing effluent transmission pipe triggered by effluent disposal capacity per the Sewer Master Plan update.
- *Park SDC Fund:* Increased capital outlay and reduced operating contingency by \$14,900 for installation of playground equipment at Clemens Park which was projected to be completed last fiscal year and needed to be re-appropriated in FY 11/12 for completion.

June 28, 2012 Supplement Budget

- *General Fund – Maintenance Program:* Increased materials and services category for higher than anticipated electricity and gas costs for the cities' facilities and decreased operating contingency to offset.
- *General Fund – Community Development:* Increased building and electrical inspection service expenditures higher than anticipated and increased inspection revenues to balance.

BEYOND FISCAL YEAR 2012/13

FY 12/13 will once again be a tight year. With the reduction of .25 FTE, there will be some service impact primarily in front counter reception and office support. As stated, the efforts to contain costs are ongoing and staff understands the need for the introduction of a medical premium cost-share to contribute to efforts to reduce expenses where possible, albeit it is difficult for them to ignore the City's healthy reserves and understand why those remain untouched.

Looking ahead, it is encouraging to see signs of an improving economy however slow. We will continue to monitor the effect of declining assessed and market valuation of real estate, the effect of local economic development efforts and economic activity in general, and global trends for their local effects. Staff will continue to closely monitor revenues and expenditures, and continue to look for opportunities to improve operating efficiencies and search for new revenue sources.



ACKNOWLEDGEMENTS

In closing, I would once again like to thank Lisa Young, Finance Director, for her efforts in coordinating the budget process, and to the department directors and staff that have contributed to the creation of this document. I would also like to thank Julie Pieper, Office Specialist I for her efforts in coordinating with Carolyn Platt and her Sisters Middle School students the wonderful artwork that is to be enjoyed in this budget document in *'Sisters Through My Eyes'*.

And lastly, I would like to thank you the members of the Budget Committee for your continuing support and thoughtful analysis of the budgetary issues facing the City. Though tough fiscal conditions and the difficult choices we have had to make at times, I remain honored to work alongside our skilled City employees and volunteers to implement our collective vision and I thank them for their hard work and dedication in delivering quality services to our community.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Eileen Stein'. The signature is written in a cursive style.

Eileen Stein
City Manager & Budget Officer

READER'S GUIDE



CITY OF SISTERS

The City of Sisters is nestled at the foot of the eastern slope of the Cascades in Central Oregon, 136 miles southeast of Portland and 20 miles west of Bend and Redmond. With the majestic, snowcapped Three Sisters mountains in the background and a quaint village atmosphere, Sisters is one of the most picturesque places in the Pacific Northwest. Nearby, pristine mountain lakes, world famous rivers, towering Ponderosa Pine, scenic byways and extensive forest trails, provide abundant boating, fishing, camping, mountain biking and hiking opportunities for residents and visitors alike.

HISTORY AND ECONOMY

Sisters is a town with a rich and varied history. Sisters was first settled in the late 1800's as a military outpost known as Camp Polk. The town was later relocated in the early 1900's when the post office was moved to the town's current location. For decades, Sisters was an outpost and supply depot for wagon travel over the Cascades between Central Oregon and the Willamette Valley. By the mid-1900's ranching and logging were the predominant.



Sisters street by Sierra Hummel



Sisters was first settled in the late 1800's as a military outpost known as Camp Polk. The town was later relocated in the early 1900's when the post office was moved to the town's current location. For decades, Sisters was an outpost and supply depot for wagon travel over the Cascades between Central Oregon and the Willamette Valley. By the mid-1900's ranching and logging were the predominant economic activities in Sisters. In the 1960's Black Butte Ranch was platted at the site of the former Brooks-Scanlon logging camp. A strategic decision was made to utilize Sisters as the commercial town center for this new destination resort. Today, recreation and tourism have become the economic foundation of the town.

Sisters has successfully capitalized on its history. A town right out of the Old West, Sisters is complete with 1880's turn of the century storefronts and an authentic annual rodeo.



Old West by Adie Ellson

The Sisters Outdoor Quilt Show is internationally famous, drawing tens of thousand of visitors annually. The Sisters Starry Nights Concert Series and the Sisters Folk Festival are signature music events. The Village Green craft shows, Bead Stampede, Sisters Antique Show, Western and Native Arts Show, Harvest Faire and Sisters in Sisters, all draw numerous visitors to Sisters annually. With numerous art galleries and art walks, Sisters has become an active arts-based community celebrating and honoring its western roots. Besides a beautiful place to live, Sisters has built a reputation for a community with some of the state's best schools, students and athletes. The town's focus in the past has been on tourism and retail, but with two industrial parks, both offering an assortment of lot sizes to house any



size production facility, the prospect of a light manufacturing or high business is a reality. More importantly, Sisters has a strong sense of community, friendliness and true small town charm.



Rodeo Parade



Quilt Show



Western & Native Festival

Sisters boasts seven different economic sectors including Retail, Tourism, Arts & Culture, Natural Resources & Agribusiness, Light Manufacturing & Industrial, Real Estate & Development and Entrepreneurial. Each of these sectors is well represented and provides Sisters with a well-balanced economic base.

As part Oregon's sesquicentennial celebration in June 2009, our 150th birthday, the *Wild Stallion* was created and donated by Lorenzo Ghiglieri, local and world-renowned artist, to the City of Sisters and the State of Oregon which personifies the strength, beauty and openness of Central Oregon. The *Wild Stallion's* legacy will help tell future Oregonians the story of who we are, how we live, and what we cherished in both public art and western culture.



"The Wild Stallion", photo by Nicole Montalvo

The statue of a rearing *Wild Stallion* reflects the western heritage and spirit of the Sister Community!



CITY GOVERNMENT AND COMMUNITY SERVICES

City Government

While Sisters was established in its current location in the early 1900's, the City of Sisters was first incorporated in 1946. While the population of the City of Sisters is 2055, within a five mile radius, an additional 10,000 residents live in the outlying neighborhoods, acreages, and resorts contributing to a population of the 'Greater Sisters Country'.

Organized under a council-manager form of government, the city is served by a five-member City Council, elected to terms of two to four years. The City Council meets twice a month to conduct city business. The City Council guides the city by setting goals, passing ordinances, adopting resolutions, authorizing contracts, and adopting budgets.

The City Manager's Office provides general oversight and management of the City, ensures implementation of City Council policies and goals, assists in the provision of efficient and cost-effective services, and disseminates public information. City services are delivered by the four departments:

- City Manager's Office
- Finance and Administration
- Community Development
- Public Works

The City operates water and sewer utilities, and maintains city streets and parks. Garbage collection is provided by a franchise agreement with High Country Disposal. Police services are provided by contract with the Deschutes County Sheriff's Department.

Employee Service Principles

The City promotes the values of public service and accountability by adhering to its own city-wide service principles.

We value the opportunity to serve our community of Sisters through:

*Commitment
Exceptional Customer Service
Respect and Fairness
Accountability
Teamwork
Professionalism*

Community Services

The *Sisters-Camp Sherman Fire Protection District* provides fire and life safety services to the community. The District was created in 1937, is a combination of career and volunteer staff who serve an area over 240 square miles with an ambulance service area of approximately 2,000 square miles in mountainous and high desert terrain.



The Sisters School District educates nearly 1,500 students residing in Sisters Country which is consistently rank top in the region and state for academics, the arts and athletics. Some 200 volunteers contribute to the elementary schools each year. Central Oregon Community College and OSU-Cascades Campus are located in Bend, Oregon (18 miles southeast).

Sisters Parks & Recreation District (SPRD) was founded in 1995 as a non-profit organization to provide recreation, sports and enrichment programs for Sisters area youth and families. The District boundaries are similar to the Sisters School District boundary. The mission of the SPRD is to provide recreational opportunities designed to benefit the health and wellness of the Sisters community.

Sisters Community Garden is available to Sisters Country residents. The garden was established to foster community connections among residents. The garden serves as a gathering place, educational resource and pleasure derived from gardening.

Deschutes Public Library-Sisters Branch has a tradition of more than 65 years of library service and community involvement. Exterior design has a western appearance with the interior design features vaulted ceilings and a gas fireplace that gives the reading area a "living room" feel. The community room accommodates 50-60 people for public meetings and social events.

Deschutes National Forest Service – Sisters Ranger District Office has available maps, trails, and permits.

Deschutes County Sheriff – Sisters Substation has administrative staff and assigned officers Monday through Friday. The office is located in city limits.



SISTERS, OREGON AT A GLANCE

LOCATION/TRANSPORTATION

- Sisters sits at the juncture of Highways 20, 242 and I26, key cross-Cascades route to Eugene, Salem and Portland. Sisters is also proximate to US Highway 97, north-south artery from Canada to Northern California and a preferred trucking route.

MILEAGE TO:

- Portland, Oregon 173 miles
- Bend, Oregon 18 miles
- Seattle, Washington 328 miles
- Redmond, Oregon 15 miles
- Salem, Oregon 103 miles
- Eugene, Oregon 110 miles

PROPERTY TAX RATE: \$2.6417 per \$1,000 of assessed value

SCHOOLS

- Two Pre-K schools are available.
- Sisters Elementary, Sisters Middle School and Sisters High School are all available with the Public School System.
- Central Oregon Community College and Oregon State University Cascades Campus are located in Bend (18 miles southeast).

COMMERCE

Sisters boasts seven different economic sectors including Retail, Tourism, Arts & Culture, Natural Resources & Agribusiness, Light Manufacturing & Industrial, Real Estate & Development and Entrepreneurial. Each of these sectors is well represented and provides the Sisters Country with a well-balanced economic base. Sisters expects to attract additional employers in the light manufacturing and technology sectors.

<i>General Information</i>	<i>Demographics</i>	<i>Housing</i>
<ul style="list-style-type: none"> • Population: 2,055(with 10,000 in Sisters Country) • Incorporated: 1946 • Elevation: 3200 	<ul style="list-style-type: none"> • Median Age: 37.4 years • Median HH Income: \$49,931 • Percentage of family households: 66.2 • Sisters population is higher than state average for Associates Degree and higher 	<ul style="list-style-type: none"> • Median cost single family: \$367,450 • Rent-single family; \$1,000/month

Stats: Sisters Chamber of Commerce and Economic Development of Central Oregon (EDCO)



The
SISTERS
Country

V I S I O N

We have a modern western community that honors and preserves its history. Sisters is a safe community with an authentic village atmosphere, and a variety of public gathering places, that invites walking and cycling. We especially support our youth and elders and provide social services for all. We have a belief in all aspects of education and the presence of community institutions that foster individual and community growth.

We create our future through a strong planning process that protects the town character, encourages environmental sustainability, and defines future development including housing options for all citizens.

The surrounding natural environment provides a spectacular setting for the community, and there are strong connections to it for personal, social, and economic purposes.

We have a strong tourism economy because of this beauty. But we are also a diversified entrepreneurial economy that includes arts and culture, light industry, natural resource-based businesses, and small retail. This economy especially supports locally conceived and owned businesses that provide a wide variety of year-round family wage jobs. Highly developed local leadership and an active and informed citizenry make Sisters a fine example of community self-sufficiency and grassroots democracy.



LONG TERM NON-FINANCIAL GOALS AND OBJECTIVES

The five year goals and objectives of the City Council tie directly back to the Sisters Community Vision Statement. This statement, established in 2006 as part of a year-long community visioning process, reflects the values and guiding principles of the residents of the greater Sisters area, commonly called Sisters Country. The Sisters Community Vision Statement was adopted by the City Council via Resolution No. 2000-03 in 2007.

This statement has become the guiding document for establishing long term policies for the City of Sisters including five-year goals, Comprehensive Plan amendments, and annual goals set by the City Council. *The five year goals are:*

- To have a strong and effective planning process that enhances livability, provides for orderly and sustainable growth, and that honors and preserves Sisters' western village character.
- To protect and celebrate the natural majestic beauty that surrounds us, sustains us, gives us our community identity, and is where we recreate.
- To support our citizens through diverse economic sectors that reflect their identity, values and interest, and to provide for their well-being.
- To create and foster opportunities where Sisters Country citizens can easily participate in civic affairs, be active and informed, and partner in community leadership.
- To be a professionally managed and innovative municipal government committed to promoting trust and providing the highest quality of city services.

The next page is the Sisters Community Vision Statement that is displayed at city hall and is included in the annual budget process for reference and as guide in establishing the long term goals and objectives of the City of Sisters.



Fiscal Year 2012/13

1) To have a strong and effective planning process that enhances livability, provides for orderly and sustainable growth, and that honors and preserves Sisters' western village character.

- Continue to refine and modify the Sisters Development Code to address emerging issues resulting from the continued slow economic recovery.
- Continue working with Oregon Department of Transportation (ODOT) in preparing for the implementation of the Highway 20/Cascade Avenue improvement project in FY 13-14.
- Complete the Safe Routes to Schools and Santiam (Hwy 20) multiuse path projects.
- Begin working with ODOT in preliminary project design and planning for the Highway 20/Barclay intersection improvement, completing the roundabout feasibility analysis, including the accommodation of freight movement through Sisters.
- Develop a wastewater reuse plan for the Lazy Z property to facilitate the future utilization of the City's surface water rights on that property.

2) To protect and celebrate the natural majestic beauty that surrounds us, sustains us, gives us our community identity, and is where we recreate.

- Complete the Comprehensive Plan amendment process for the Forest Service property development conceptual plan created in FY 11-12
- Evaluate the creation of a new city park at the site of the old City Hall.
- Continue to support the implementation of the new Three Sisters Scenic Bikeway designation with the Sisters Area Chamber of Commerce. Promote other Sisters Trails Alliance and Sisters Park and Recreation District activities and projects.
- Participate and support planning efforts to rehabilitate Whychus Creek in the vicinity of the old Leithauser dam/diversion structure, including considering the closure of the dam/diversion maintenance access point while considering other opportunities to improve access to the creek.



3) To support our citizens through diverse economic sectors that reflect their identity, values and interests, and to provide for their well being.

- Continue to work on economic development locally and in partnership with others to create a positive support program approach to job expansion and economic development for the community.
- Continue to evaluate city policies which impact economic development including systems development charges, enterprise zone benefits, and identify funding for infrastructure planning and design process that are necessary for future economic development.

4) To create and foster opportunities where Sisters Country citizens can easily participate in civic affairs, be active and informed, and partner in community leadership.

- Establish a City Parks Advisory Board to guide the implementation of the updated Parks Master Plan.
- Work with the Sisters Area Chamber of Commerce and ODOT to keep citizens and the business community informed on the Highway 20/Cascade Avenue improvement project as the implementation is planned out.
- Increase community education, citizen involvement and outreach programs with residents to insure connectivity with the community (website, newspaper, newsletter, brochures, forums, etc.)
- Reformat the City's website to a service oriented format.

5) To be a professionally managed and innovative municipal government committed to promoting trust and providing the highest quality of city services.

- Continue to refine the finance/budget system that insures a balanced budget with current expenditures equal to current revenues while increasing transparency for Council and citizen understanding and oversight.
- Continue to evaluate and pursue opportunities to improve operating efficiencies and sustainability through information technology, lean management, outsourcing, etc.
- Continue to develop policies on operations to insure effectiveness, efficiency and accountability in city operations.



FORM OF GOVERNMENT

The City of Sisters is a municipal corporation that operates under the Council/Manager form of government. Administrative authority is vested in the City Manager while the City Council exercises legislative authority. One of the primary duties of the Council is to approve an annual balanced budget.

BUDGETING CYCLE

Oregon's Local Budget Law

The annual budget is one of the most important and informative documents city officials will use. In simple terms, the city's budget is a financial plan for one fiscal year. In Oregon, cities are required to prepare an annual or bi-annual budget as a governing document for the city's actions in the coming fiscal period. Per Oregon Local Budget Law, the budgeting process has four steps, in which the budget is: 1) prepared; 2) approved; 3) adopted; and 4) executed. The budget authorizes the city to spend money and limits how much money can be spent. It also justifies the levy of property taxes. While the state statute requires the city to prepare a budget which is balanced, meaning that the resources and requirements are equal. A city cannot plan to purchase more items or services than it has money to pay for them. Cities in Oregon operate within a fiscal year that begins July 1 and concludes the following June 30 of each year.

Preparing the Budget

Budgeting is not something done once a year. It's a continuous operation, and it takes 12 months to complete a cycle. To provide an overview of the budget cycle, the major steps of the budgeting process are outlined as follows.

Budget Officer Appointed. Each city must have a budget officer, either appointed by the governing body or designated in the local government's charter. For the City of Sisters, the budget officer as by charter is the City Manager. The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee.

Proposed Budget Prepared. The first step in the budget process is the development of the budget calendar, which maps out all the steps that must be followed for the legal adoption of the city budget. The calendar must allow enough time of the budget to be adopted by June 30, before a new fiscal year begins. The City of Sisters budget calendar is on page 14.

A city budget is comprised of several funds, each with a specific purpose. There are seven types of funds used in most city budgets; General Fund, Special Revenue Fund, Capital Project Fund, Debt Service Fund, Trust and Agency Fund, Reserve Fund, and Enterprise Fund. The City of Sisters operates 13 funds. Detailed fund descriptions are located on pages 16. The department directors assist the City Manager in reviewing budget requests, identifying program costs and make budget cuts if necessary to ensure that the budget to be submitted to the budget committee is a balanced budget. The City Manager evaluates and makes the final decision on the funding levels for the proposed budget.

Approving the Budget

Publish Notice. After the proposed budget is prepared, a "Notice of the Budget Committee Meetings" is published. The notice may contain the dates, times and place of the meetings. The notice must be published at least



twice in a newspaper of general circulation, 5 to 30 days before the schedule budget committee meeting date.

Budget Committee Meetings. A quorum, or more than one-half of the committee's membership, must be present in order for a budget committee to conduct an official meeting. The budget officer may make the proposed budget available to each member of the budget committee not more than 10 days before the meeting. The budget officer may choose to distribute the budget at the meeting, rather than earlier. At the time the budget is made available to the committee; it becomes public record and must be made available to anyone who is interested in viewing it.

Committee Approved Budget. The budget is presented to the public through public hearings held by a budget committee consisting of Council members and five citizens. Local budget law requires that a budget committee hold at least one meeting for the purpose of receiving the budget message and the budget document. The budget message explains the proposed budget and significant changes in the local government's financial position. After the initial meeting, the budget committee may meet as many times as needed to revise and complete the budget. One of its most important functions for the Budget Committee is to listen to comments and questions from interested citizens and consider their input while deliberating on the budget. When the budget committee is satisfied with the proposed balanced budget, including any additions to or deletions from the one prepared by the budget officer, it is approved and forwarded to the City Council for adoption. When approving the

budget, the budget committee must also by motion approve a property tax rate or the tax amounts that will be submitted to the county assessor.

Advertising and Holding Hearings

Budget Summary and Notice of Budget Hearing Published. After the budget committee approves the balanced budget, a budget hearing must be held by the governing body of the local government. The governing body must publish a Budget Summary and Notice of Budget Hearing no more than 30 days nor less than 5 days before the scheduled hearing. This information must appear in a newspaper of general circulation, be mailed or hand delivered.

Adopting the Budget

Budget Adopted and Appropriations Made. After giving due consideration to the input received from the committee members and citizens, the City Council adopts a resolution or ordinance which adopts the budget, authorizes the levying of taxes and sets appropriations for expenditures. The budget resolution must be adopted not later than June 30 of the preceding fiscal year. Once the budget is adopted, the city begins operating with that specific budget.

Tax Levy Declared The finale step in the budget cycle is to certify the tax levy to the county assessor. By July 15 of each year, the city must submit two copies of resolution adopting the budget, making appropriations, and imposing and categorizing the tax to the county tax assessor.

Supplement Budget (Amending the Adopted Budget) While it is possible for changes to be made to an adopted budget once the fiscal year begins, this can only



happen under specific circumstances as follows:

- Occurrence or condition not known during the regular budget process.
- Unforeseen pressing necessity which requires prompt action.
- Unanticipated money from federal, state or local government.
- Request for services, to be paid by others.
- Proceeds from destruction, involuntary conversion or sale require immediate replacement.
- More property taxes received than estimated.

BUDGET DOCUMENT

The budget document represents the entire City budget, arranged in separate sections to provide an easier understanding of the City's budget. The sections are as follows:

- Introductory
- Reader's Guide
- Fund Summaries
- Revenue Information
- City Functions
- Capital Improvements
- Urban Renewal Agency
- Additional Information

The **Introductory** begins with introducing the Budget Committee members, explanation of the GFOA budget award and a budget message to the Budget Committee members and citizens, from the City Manager. The budget

message outlines a recap of FY 11/12 recap and general overview of key economic factors and assumptions for FY 12/13 budget and focus on the budget to facilitate the implementation of Council priorities and ongoing service to Sisters city residents.

The **Reader's Guide** provides the reader with an overview of the City, its history and economy, city government and community services. Included in this section is a description of the City's budget process, budget calendar and city-wide organizational chart.

The **Fund Summaries** section presents a chart of the fund structure, fund descriptions, and information for each fund's resources and requirements for a four-year period. The Oregon State statutes on budget document require presentation of all three phases of the budget: proposed, approved and adopted.

The **Revenue Information** section describes major revenue sources, explains the underlying assumptions for the revenue estimates and shows revenue trends.

The **City Functions** section presents the City's operating budget from the departmental view.

The **Capital Improvements** section describes the City's construction projects and other information about the planned capital spending.

The **Urban Renewal Agency** section provides a detail information of the creation, purpose and budgeted information as a component unit of the City of Sisters.

Additional Information includes debt obligation summary, fund balances, contingencies and reserves, salary-historical data and fiscal policies.



BUDGET STRUCTURE

Detailed fund revenue and expenditure information is compiled utilizing an accounting structure required under Oregon Budget Law. The structure conforms to the following hierarchy:

- ✓ A **Fund** is defined as a fiscal entity which records assets and liabilities, and revenues and expenditures for specific operating or capital programs.
- ✓ A **Department** is a separate unit within the fund which serves a specific function in relation to the fund programs.
- ✓ A **Category** is a classification of expenses within a department including Personnel Services, Materials and Services, Capital Outlay, Transfers, Debt Service and Operating Contingency.
- ✓ A **Line Item** is a specific expenditure within the category. Vehicle Maintenance is an example of a line item with the materials and services category.

The following basis for accounting is followed for the respective funds:

Government Fund Types are maintained using the modified accrual basis of accounting. Under the modified accrual basis for accounting, revenues are recorded in the accounting period in which they are measurable and available, and expenditures are recorded as the time liabilities are incurred, except for interest on general long-term debt which is recorded as due.

Proprietary Funds are accounted for by utilizing the accrual basis of accounting, revenues are recorded at the time earned and expenditures are recorded at the time of liabilities are incurred.

When budgeting, the City also uses the modified accrual basis of accounting with a few adjustments to stay consistent with GAAP (General Accepted Accounting Principles). Examples of these adjustments include the acquisition of fixed assets which would be accounted for as an expenditure within the budget but excluded from the current year expenditures within the City's financial statements under GAAP. Depreciation, amortization and non-cash contributions are not reported within the budget but are reported within the financial statements according to GAAP basis financial reporting.

The various fund types of the City have been classified into the following fund categories:

Governmental Funds Types

General Fund – This fund accounts for the general revenues of the City that are not accounted for in any other funds. Traditional government programs of the General Fund include administration, finance, planning, maintenance, parks and police.



Special Revenue – These funds account for revenue derived from specific taxes or earmarked revenue sources that are restricted or committed to a particular purpose other than capital projects or debt service. Special Revenue funds include Street Fund, Parking District Fund and various System Development Charge Funds-Water, Sewer, Street and Park.

Capital Project Funds – These funds account for non-proprietary and non-fiduciary resources that are restricted, committed or assigned for the acquisition or construction of capital facilities and for the construction of local improvements assessed to benefited property owner. Capital Project funds include the Reserve Fund and Urban Renewal Project Fund.

Debt Service Funds – These funds account for the payment of principal and interest relating to general obligation debt including improvement bonds and limited tax bonds. Debt Service funds include Urban Renewal Debt Fund and City Hall Debt Service Fund.

Proprietary Fund Types

Enterprise Funds – Account for funds that are supported by user charges to the general public, i.e., Water and Sewer Funds.

Fiduciary Fund Types

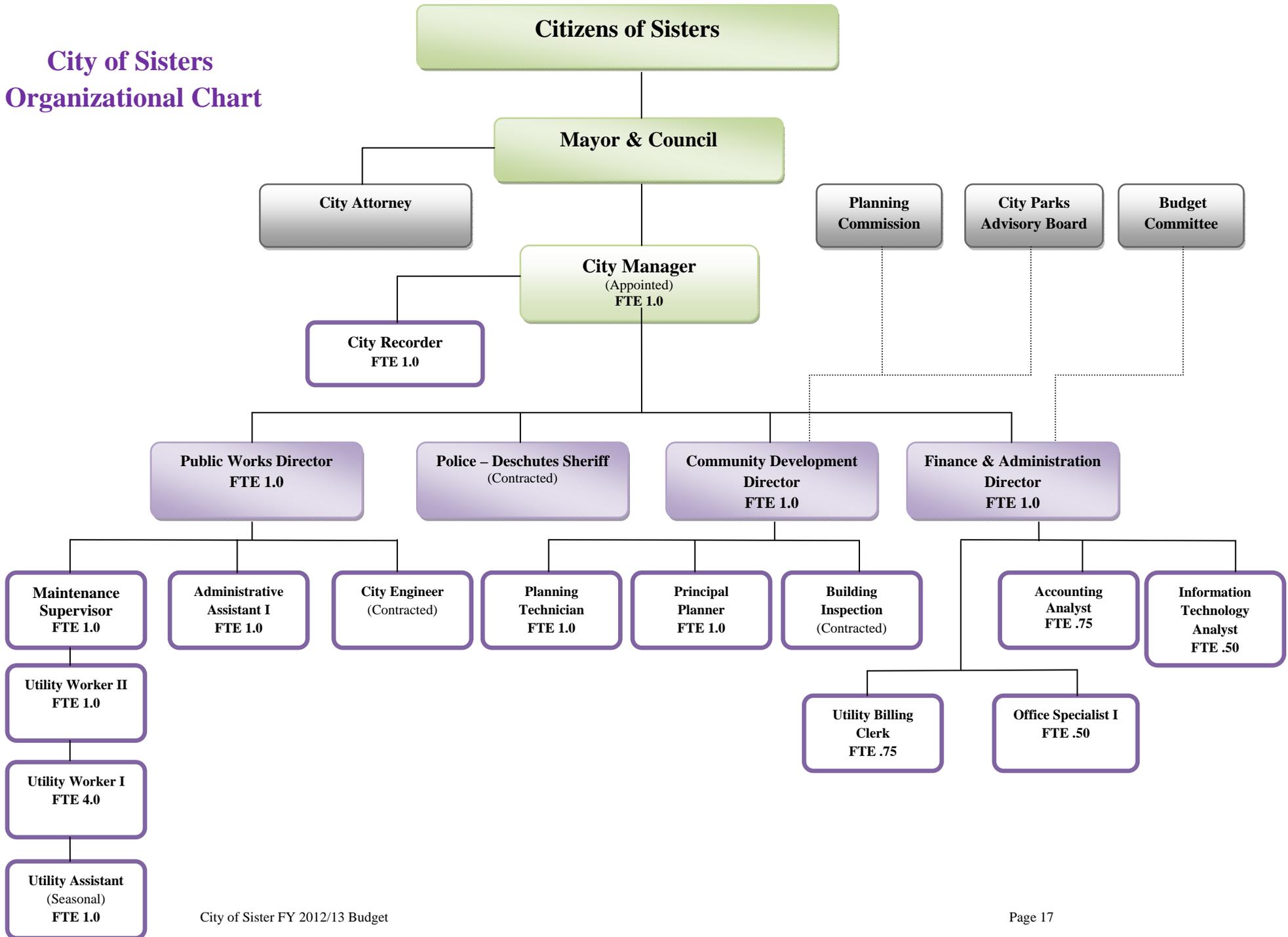
Agency (Trust) Fund – This fund accounts for assets held in trustee or agency capacity for others and therefore cannot be used to support the City's own programs. The City does not have agency (trust) fund included in the budget.



Budget Calendar

FY 2011/12 Projections by Department	January 2012
Departments to prepare budgets for submission to Finance	February – March 2012
<ul style="list-style-type: none"> • Personnel Allocation Worksheets • Capital Projects • Goals & Objectives • Line Item Budget Requests 	
Appoint Budget Committee Members	February 9, 2012
Final budget review by City Manager and Finance Director	April 13, 2012
Compilation of budget by Finance Department	April 9 -20, 2012
Budget Committee Orientation Workshop	April 16, 2012
1st & 2 nd Notice of Budget Committee Meeting	April 11 & 18, 2012
Budget Message and distribute of budget book	April 26, 2012
Budget Committee Meeting #1	April 30, 2012
Budget Committee Meeting #2	May 1, 2012
Budget Committee Meeting #3	May 3, 2012
Publish Notice of Budget Hearing	June 6, 2012
Hold Budget Hearing/Budget Adoption	June 14, 2012
Submit Tax Certification to Assessor	July 13, 2012
Final budget document is printed and published	July 20, 2012

City of Sisters Organizational Chart



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FUND SUMMARIES



FUND DESCRIPTIONS

The financial structure of the City is organized and operated on the basis of fund accounting. There are both federal and state requirements for local governments to budget by fund as means of maintaining records for resources that are designated to carry out specific activities or meet particular objectives. Oregon Administrative Rules define a fund as, “a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.”

The City shall prepare an itemized balanced budget for each fund. The City of Sisters budgets at the “department” level for the General Fund; council-manager, finance & administration, maintenance, parks, police, community development and support. For all other funds, the authorized appropriations are established at the “category” level; personnel services, materials and services, capital outlay, operating contingency, transfers and debt service.

Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than ten (10) percent of the revenues or expenditures of the appropriated budget.

The following is a breakdown of the detail information provided for each City fund section and fund structure; governmental or proprietary and major or non-major.

FUND DETAIL

The City of Sisters presents budgeted financial information in budget detail by fund. Each department/fund section will include the following:

- *Fund Description*: information about the purpose or services provided by the fund, source of revenue and approved expenditures.
- *Accomplishments* – FY 2011/12
- *Goals & Objectives* – FY 2012/13
- *Budget Highlights* for FY 2012/13
- *Budget Summary*- Revenue & Expenditure by category
 - Two years of prior year actual data
 - Current Budget FY 2011/12 data
 - Manager Proposed Budget FY 2012/13 data
 - Committee Approved Budget FY 2012/13 data
 - Council Adopted Budget FY 2012/13 data



GOVERNMENTAL FUNDS

MAJOR FUNDS

GENERAL FUND - This fund is the City's primary operating fund. It accounts for all financial resources of the general governmental activities, except those that are required to be accounted for in another fund. It includes most tax revenues and such services as administration, building maintenance, police, parks, and planning.

STREET FUND - This fund accounts for the activities of the City's streets.

RESERVE FUND - This fund accounts for costs set aside for future expenditures for operations and replacement of the City's capital assets.

NON-MAJOR FUNDS

TRANSPORTATION SYSTEM DEVELOPMENT CHARGE (SDC) FUND - This fund accounts for the construction of transportation facilities necessitated by new development.

PARK SYSTEM DEVELOPMENT CHARGE (SDC) FUND - This fund accounts for costs associated with future park improvement projects necessitated by new development in accordance with the terms of collection.

PARKING DISTRICT FUND - This fund accounts for costs related to parking improvements per the City's Parking Master Plan.

CITY HALL DEBT SERVICE FUND - This fund accounts for resources accumulated and payments made for principal and interest on a bond associated with the new city hall for the City.

PROPRIETARY FUNDS

MAJOR FUNDS

WATER FUND – Dedicated to operations and maintenance on City-owned water wells, reservoirs, transmission and distribution system.

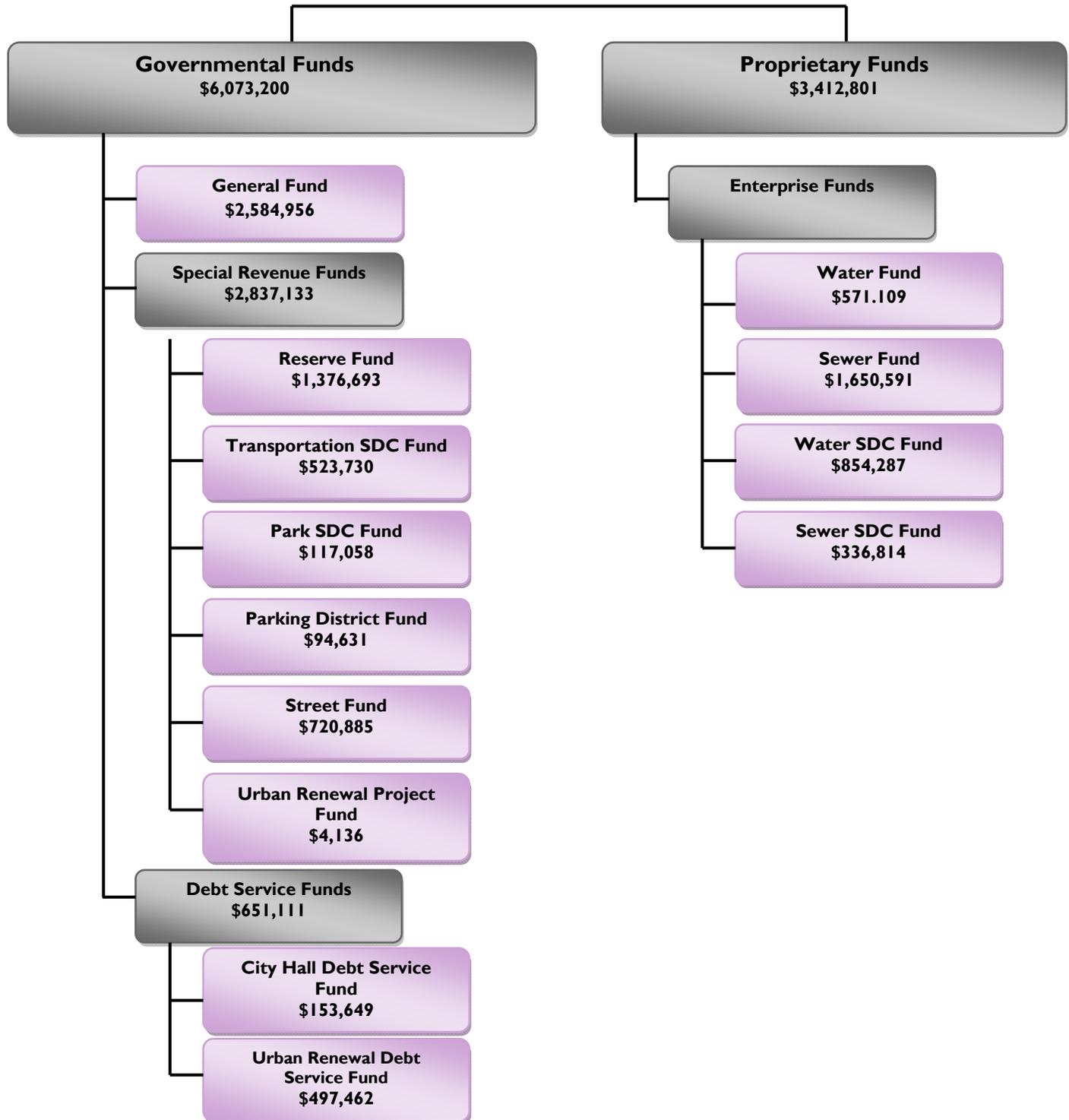
SEWER FUND – Dedicated to operations, maintenance and debt service on the wastewater collection and treatment system.

WATER SYSTEM DEVELOPMENT CHARGE (SDC) FUND - This fund accounts for the construction of water facilities necessitated by new development.

SEWER SYSTEM DEVELOPMENT CHARGE (SDC) FUND - This fund accounts for the construction of sewer facilities necessitated by new development.



Fund Organizational Structure



**SUMMARY OF REVENUES AND EXPENDITURES**

Revenues include various program revenue resources, transfers and beginning fund balances. Detailed program revenue descriptions by fund are found on pages 87-93. Transfers are transactions between funds and represent payment for services provided by one fund to another. Beginning fund balances are unexpended resources from the previous year which have been brought forward.

Expenditures include personnel services, materials and services, capital outlay, debt service, transfers, and operating contingencies.

The table below summarizes the major revenues and expenditures categories for all City funds exclusive of urban renewal.

REVENUE AND EXPENDITURE SUMMARY – ALL CITY FUNDS COMBINED

	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 MANAGER PROPOSED	2012/13 COMMITTEE APPROVED	2012/13 COUNCIL ADOPTED
REVENUE						
Property taxes	\$ 763,768	\$ 773,030	\$ 763,000	\$ 744,500	\$ 744,500	\$ 744,500
Other taxes	306,332	427,723	418,000	420,000	420,000	420,000
Franchise fees	249,422	267,291	242,500	252,450	252,450	252,450
Licenses and fees	343,176	336,017	288,700	346,000	346,000	346,000
Charges for services	1,162,829	1,188,529	1,191,699	1,209,450	1,209,450	1,209,450
Intergovernmental	384,335	270,803	1,179,000	347,811	347,811	347,811
Fines and forfeitures	1,828	1,338	1,000	1,200	1,200	1,200
Rental income	63,000	60,161	57,000	57,000	57,000	57,000
Interest	63,913	37,375	30,700	27,100	27,100	27,100
Miscellaneous	6,996	68,541	20,000	17,100	17,100	17,100
Loan proceeds	150,000	75,000	22,200	22,100	22,100	22,100
Transfers	1,295,064	209,000	139,000	138,700	138,700	138,700
System development charges	110,137	156,652	100,000	131,000	131,000	131,000
Contributed capital	12,958	-	-	-	-	-
Beginning fund balance	7,539,322	6,186,682	4,476,525	5,269,992	5,269,992	5,269,992
TOTAL REVENUE	12,453,078	10,058,142	8,929,325	8,984,403	8,984,403	8,984,403
EXPENDITURES						
Personnel services	1,336,120	1,285,006	1,352,022	1,348,994	1,308,216	1,308,216
Materials & services	1,475,619	1,533,168	1,592,103	1,479,096	1,469,096	1,469,096
Capital improvements	1,406,194	920,324	1,434,175	467,855	467,855	467,855
Debt service	703,398	707,076	707,200	705,000	705,000	705,000
Operating contingencies	-	-	2,393,773	2,884,140	2,934,918	2,934,918
Unappropriated reserves	-	-	1,311,052	1,960,618	1,960,618	1,960,618
Transfers	1,295,064	209,000	139,000	138,700	138,700	138,700
TOTAL EXPENDITURES	6,216,395	4,654,574	8,929,325	8,984,403	8,984,403	8,984,403
REVENUES OVER (UNDER)						
EXPENDITURES	\$ 6,236,683	\$ 5,403,568	\$ -	\$ -	\$ -	\$ -

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SUMMARY OF CITY FUNDS - FY 2012/13

	General	Street	Reserve	Trans. SDC	Park SDC
Revenue					
Property taxes	\$ 744,500	\$ -	\$ -	\$ -	\$ -
Other taxes	280,000	140,000	-	-	-
Franchise fees	195,000	57,450	-	-	-
Licenses and fees	264,500	59,500	-	-	-
Charges for services	18,600	-	-	-	-
Intergovernmental	74,111	273,700	-	-	-
Fines and forfeitures	1,200	-	-	-	-
Rental income	9,000	-	-	-	-
Interest	6,200	500	7,500	2,500	500
Miscellaneous	9,000	7,000	-	-	-
Loan proceeds	22,100	-	-	-	-
Transfers	-	-	-	-	-
System development charges	-	-	-	20,000	5,000
Revenue subtotal	1,624,211	538,150	7,500	22,500	5,500
Beginning fund balance	960,745	182,735	1,369,193	501,230	111,558
Total Revenue	2,584,956	720,885	1,376,693	523,730	117,058
Expenditure					
Personal services	713,326	214,501	-	-	-
Materials & services	941,371	179,275	-	-	-
Capital outlay	-	222,000	23,455	-	-
Transfers	62,700	19,000	-	-	-
Debt service	-	-	-	-	-
Operating contingency	592,059	86,109	-	523,730	117,058
Unappropriated reserves	275,500	-	1,353,238	-	-
Total Expenditure	2,584,956	720,885	1,376,693	523,730	117,058



Parking District	City Hall Debt Service	Water	Sewer	Water SDC	Sewer SDC	CITY TOTAL
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 744,500
-	-	-	-	-	-	420,000
-	-	-	-	-	-	252,450
14,500	-	3,500	4,000	-	-	346,000
-	-	502,850	688,000	-	-	1,209,450
-	-	-	-	-	-	347,811
-	-	-	-	-	-	1,200
-	-	-	48,000	-	-	57,000
400	100	400	4,000	4,000	1,000	27,100
-	-	-	1,100	-	-	17,100
-	-	-	-	-	-	22,100
-	138,700	-	-	-	-	138,700
-	-	-	-	50,000	56,000	131,000
<u>14,900</u>	<u>138,800</u>	<u>506,750</u>	<u>745,100</u>	<u>54,000</u>	<u>57,000</u>	<u>3,714,411</u>
79,731	14,849	64,359	905,491	800,287	279,814	5,269,992
94,631	153,649	571,109	1,650,591	854,287	336,814	8,984,403
-	-	195,734	184,655	-	-	1,308,216
-	-	170,250	178,200	-	-	1,469,096
-	-	32,208	-	190,192	-	467,855
-	-	24,000	33,000	-	-	138,700
-	138,700	-	406,800	-	159,500	705,000
94,631	14,949	148,917	516,056	664,095	177,314	2,934,918
-	-	-	331,880	-	-	1,960,618
94,631	153,649	571,109	1,650,591	854,287	336,814	8,984,403



Following this is a combination of financial data and graphs intended to provide the reader with a broader overview of the City's budget.

HOW DOES THE 2011/12 BUDGET DIFFER FROM THE 2012/13 BUDGET?

All City Funds Combined Shows \$15,478 Decrease

- ❖ Overall, the total proposed budget for fiscal year 2012/13 is .17% less than the fiscal year 2011/12 amended budget. The total fiscal year 12/13 budget for all city funds is \$8,984,403.

Operating Budget Decreased \$116,035

- ❖ The proposed operating budget for fiscal year 2012/13 is \$2,777,312. This is a decrease of 7.22% from last year's operating budget of \$2,993,425. The operating budget includes personnel services and materials & services.

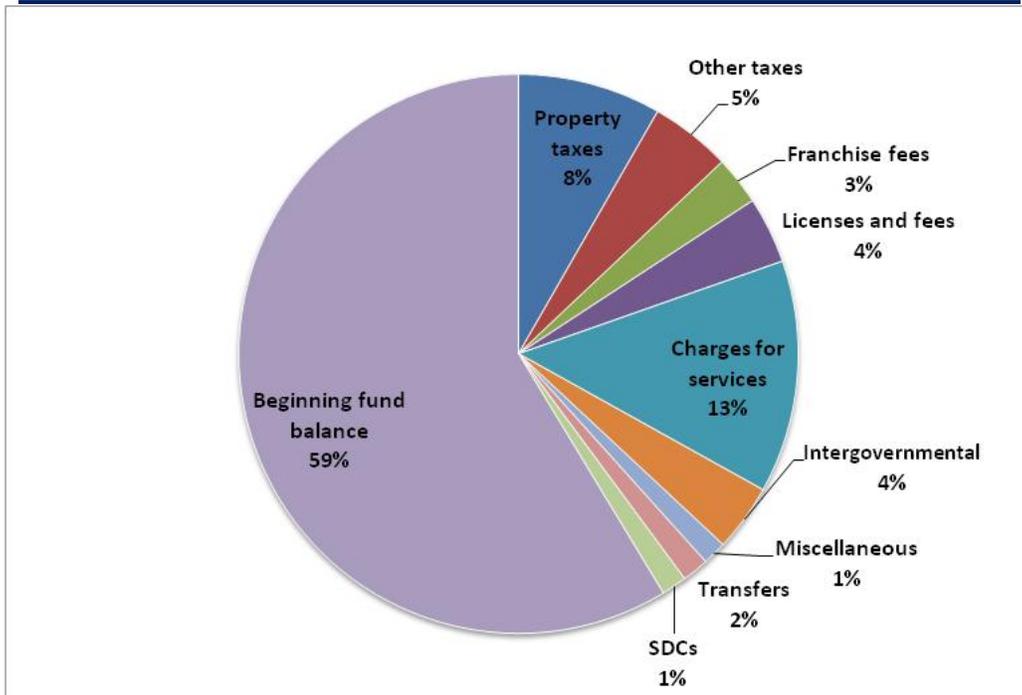
Capital Expenditure Budget Decreased \$966,320

- ❖ Capital spending decreased by 67.38%. The 2012/13 capital budget is \$467,855 versus last year's budgeted amount of \$1,434,175.

Non-Operating Budget Increased \$548,345

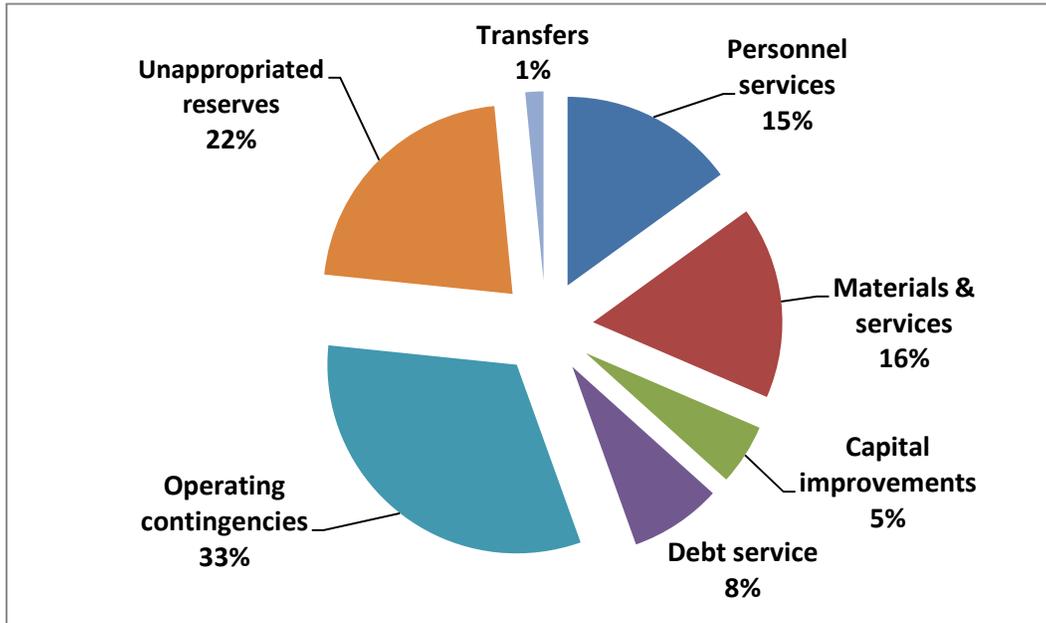
- ❖ The non-operating budget increased by 16.98% from \$3,230,273 to \$3,778,618. The non-operating category includes interfund transfers, unappropriated reserves and contingencies.

FY 2012/13 BUDGET - WHERE DOES THE MONEY COME FROM?





FY 2012/13 BUDGET - WHERE DOES THE MONEY GO?



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GOVERNMENTAL FUNDS



General Fund

The General Fund is the City's chief operating fund, which accounts for governmental functions including Council-Manager, Finance and Administration, Maintenance, Parks, Police, Community Development and Support.



Three Sisters with horses by Kayla Neil

FUND RESOURCES

Major General Fund resources include property taxes, franchise fees, state-shared revenue sources and transient room tax. Most of these revenues are unrestricted and can be used to fund any city service deemed appropriate by the Budget Committee and City Council. Major revenue sources are discussed in the "Revenue Information" section, beginning on page 83.



DEPARTMENTS

COUNCIL-MANAGER



Mission Statement

To oversee, coordinate and direct the departments of the City according to the goals, policies, objectives and directives of the City Council and the service needs of the municipal corporation.

Description

The City Manager is responsible for the overall administration of the City, including: implementation of the City Council's policies and goals; supervision over City departments and staff; preparation and implementation of the City's annual budget; enforcement of ordinances; and general management of the City's operations. The City Manager works closely with the Mayor and City Council to identify major issues affecting the community and the development of policy to address those issues. The City Manager provides the City Council with information on future operational needs, policy matters and regulatory requirements. With assistance from the City's department directors, the City Manager coordinates the work of the City's three departments and major City projects.

The City Manager's office also includes the City Recorder, who schedules items for the City Council meeting agendas, functions as the City's Election Officer, and provides appropriate recording, retention and maintenance of official records of the City. The City Recorder also provides administrative support to the City Manager, Mayor and City Council.

Accomplishments - FY 2011/12

- Carried out the City Council's adopted priorities for FY 11/12.
- Completed archiving and document preservation of City ordinances, resolutions and minutes.
- Hosted several economic development events including the first EDCO Pub Talk held outside Bend.
- Hosted several visits by federal and state officials, including a presentation of the new Sisters High School biomass boiler to Governor Kitzhaber.
- Supported the new ownership of the Sisters Airport in applying for a Connect Oregon IV grant for runway improvements to encourage economic development and improve helicopter rescue opportunities within Sisters Country.
- Completed a microenterprise grant to support small business creation.
- Completed a community renewable energy grant to evaluate biomass utilization opportunities for new products and markets.
- Continued to add content to the City's website.



- Supported the Mayor's regular appearance on Good Morning Central Oregon to discuss Sisters projects and priorities.
- Re-instituted a quarterly city newsletter.
- Created a back-in diagonal parking educational video and brochure.
- Conducted a community workshop on roundabouts.
- Continued to support Cascades East Transit through the adoption of a new operating agreement.

Goals and Objectives – FY 2012/13

- Conduct City Council elections in November 2012 and orient newly elected councilors as needed.
- Continue to respond to economic development prospects and pursue opportunities for job creation, including the possible annexation of the Sisters Airport property if pursued by the property owner.
- Continue to enhance public information and outreach efforts, including continuing to prepare city residents and business owners for the upcoming Hwy 20/Cascade Avenue improvement project.
- Begin first phase of recodification of the Sisters Municipal Code.
- Implement a records retention/destruction education program for City staff.

FINANCE AND ADMINISTRATION



Mission Statement

To protect the financial health of the City, ensure fiscal responsibility and provide services with commitment and professionalism.

Description

The Finance and Administration Department is responsible for a wide variety of financial and budgetary activity of the City including accounting (payroll, accounts payable, and accounts receivable), budgeting, auditing, internal accounting controls, investments, debt issuance, capital asset, internal controls, grant administration, transient vendor licensing, business licensing, utility billing, front counter reception, human resources, risk management and information technology. The department prepares the annual budget, the annual financial statement, and five year capital improvement plan, oversees activities of human resource, information technology (IT), all insurance policies and risk management functions.

Accomplishments - FY 2011/12– (Council goal 5)

- Received 3rd “Distinguished Budget Presentation” award for FY 2011/12 budget book from the Government Finance Officers Association (GFOA).



- Submitted for 3rd “Certificate of Excellence in Financial Reporting” award for FY 2010/11 from the GFOA for Comprehensive Annual Audit Report (CAFR).
- Completed a comprehensive review and update of the City’s Master Fee Schedule.
- Created the Professional Services Procurement Policy – FIN 121 for Council adoption.
- Implemented Electronic Funds Transfer (EFT) option for Accounts Payable vendors.
- Implemented commercial backflow testing into the billing system.
- Created and implemented a customer contact tracking system to analyze by service types; council, utility services, permits, business license, parks, gas tax, zoning, etc.
- Completed comprehensive review of Personnel Handbook and received a premium credit for as part of Citycounty Insurance Services’ (CIS) Risk Management Bonus Program. Posted handbook on the City’s website.
- Created and published a City of Sisters newsletter – “What’s New in the City”.
- Cooperatively worked with Sisters High School to recruit and hire a part-time Front Desk Assistant internship position.
- Established and implemented an archiving system for financial documents; mapping and numbering system, color coding by year and procedural book.
- Utility billing staff worked with Public Works to identify commercial meters that needed repair and replaced the meters to ensure accurate consumption readings.
- Researched and developed performance measures for the FY 12/13 budget book.

Goals and Objectives – FY 2012/13 – (Council goal 5)

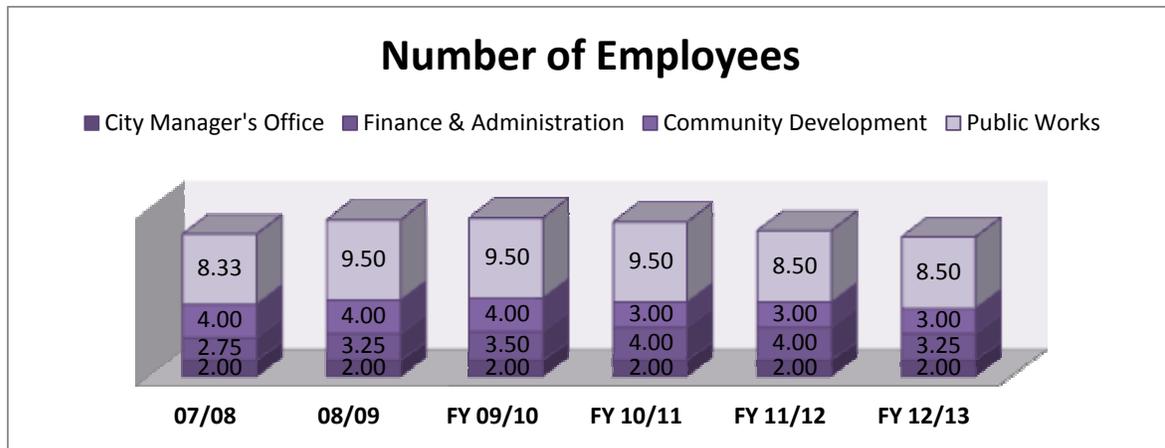
- Update Utility Billing procedure manual.
- Reformat the City’s website to a service oriented format.
- Qualify for CIS 12/13 Wellness bonus.
- Create a Return to Work policy and procedures.
- Create a Fleet Policy.
- Implementation web-based electronic lien docket.
- Maintain GFOA budget and CAFR award certifications.
- Develop Disaster Recovery Policy.
- Implement a disaster preparedness plan through CIS Agility program.
- Develop policy and procedures for IT security and back-up system.
- Prepare Request for Proposal for auditing services.



PERFORMANCE MEASURES

Performance indicators help determine the quality and cost efficiency of government services. They identify the results achieved and the benefits delivered to citizens and indicate how well government resources are being used. In addition to improving accountability to the public, performance indicator data can guide public officials in making resource allocation decisions and can aid organizational directors in program evaluations.

Number of City Employees. The number of City employees is a useful indicator for the necessary size, from both a staffing and budget standpoint, of the services provided to the City.

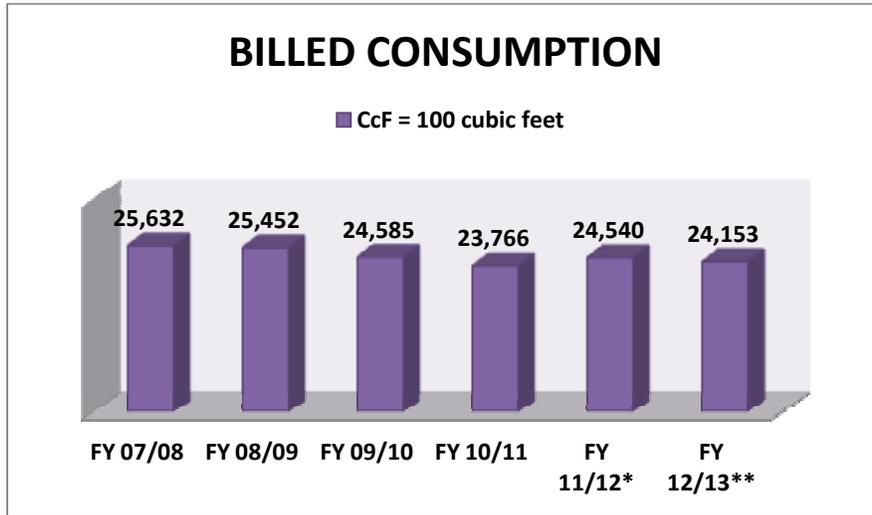


Business Licenses. The City issues a business license to all businesses that conduct or provide services within city limits. The number of business licenses issued in a given year is a useful indicator of the economic business climate.

	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13 (EST)
Inside City Limits	338	314	302	299	262	262
Outside City Limits	136	161	157	136	125	125
TOTAL	474	475	459	435	387	387
% Change		0.2%	-3.4%	-5.2%	-11.0%	0.0%



Billed Consumption. The Utility billing department measures and bills water in 100 cubic feet increments which is the equivalent of 7,480 gallons. The total billed consumption includes the following customer classifications; residential, commercial, industrial, multi-family and irrigation. Staff monitors the billed consumption related to effects of water conservation efforts implemented and accuracy of billing.



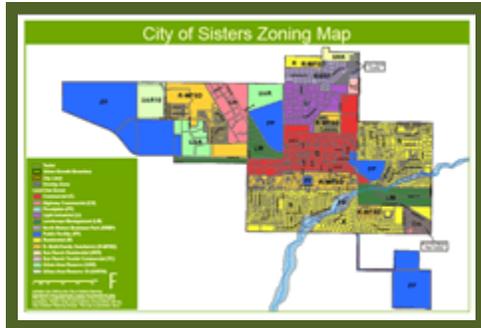
**projected and ** estimated*

Service Contacts. The customer contacts are a useful indicator for identifying the specific needs of the customers that the City services. As the “first point of contact”, the front counter reception staff has been tracking on a monthly basis, customer service inquiries by city function via phone, in person or email. The table below helps identify the main area of service inquiries by customers.





COMMUNITY DEVELOPMENT DEPARTMENT



Mission Statement

To improve the quality of life for all citizens of Sister by dedicating ourselves to providing timely and consistent service in a manner that enhances confidence in our local government, and to ensure the needs of the community are met while responding to City Council goals and priorities.

Description

The Community Development Department (CDD) has a staff of three full time employees, and contracts with the Building Department LLC, who provides building plan review and inspection services as needed. CDD responsibilities include assisting with preliminary construction ideas and project review, current planning application processing, developing and implementing complex long-range planning projects, promoting and assisting with economic development efforts, code enforcement services, and to continuing to find ways of making the development process easier and faster.

Accomplishments - FY 2011/2012

- Conducted extensive outreach with the business community in relation to the Cascade and Main Avenue improvement projects.
- HWY 20/Cascade Avenue streetscape design. (*Council goals 1, 2, 3, & 4*)
- Parks Master Plan Update (*Council goals 1, 2, & 4*)
- Minor Development Code update (*Council goals 1, 2, 3, 4 & 5*)
- Adopted the Environmental Site Assessment (ESA) Risk Assessment Plan (*Council goals 1, & 2*)
- Reduced fees on land use review processes (*Council goal 5*)
- Created a City Parks Advisory Board (*Council goals 1, 2, & 4*)
- Urban Forestry Board goals, Arbor Day celebration, Tree City coordination (*Council goals 1, 2, & 4*)
- Coordinated with Central Oregon Community College (COCC) to provide second round of Small Business classes in Sisters in 2012. (*Council goal, 2*)

Goals and Objectives - FY 2012/2013

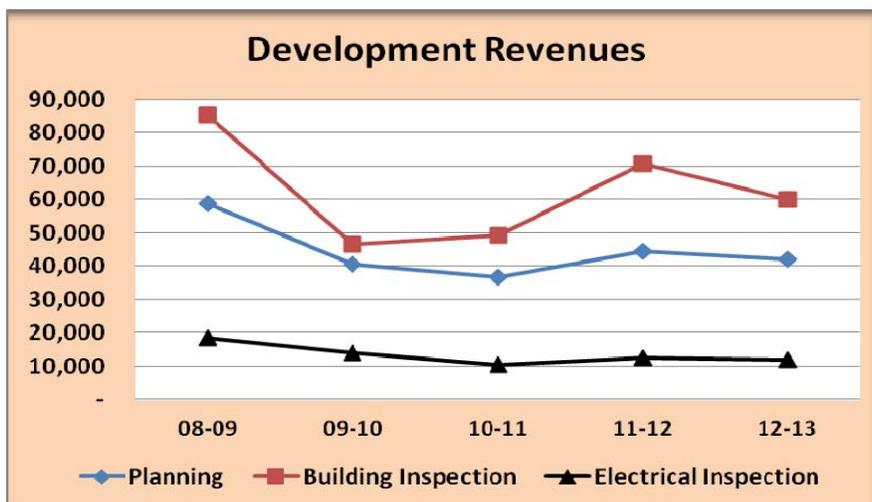
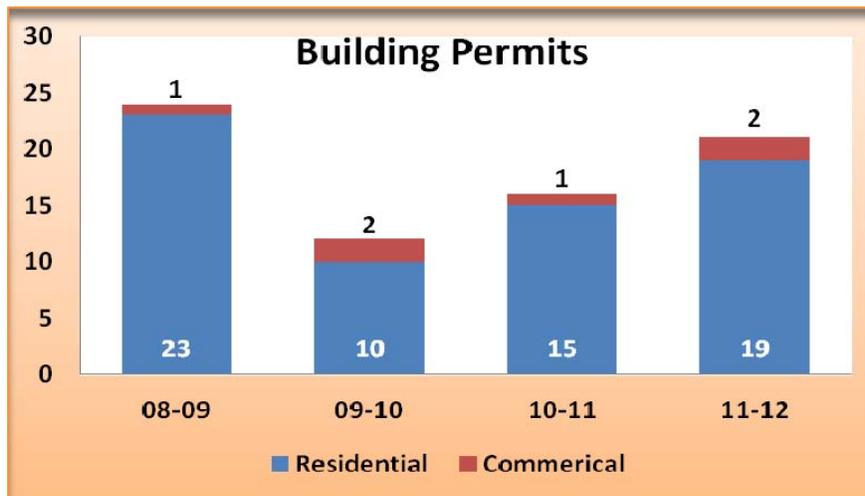
- Continue extensive outreach with the business community in relation to the Cascade and Main Avenue improvement projects.
- Assist with the HWY 20/Cascade Avenue improvement project (*Council goals 1, 2, 3, & 4*)
- Continue to research and apply for funding opportunities (*Council goals 1, 2, 3, 4 & 5*)
- Public Art Program (*Council goals 1, 2, & 3*)



- Assist with bringing Sisters Eagle Air Airport into the Urban Growth Boundary (*Council goals 1 & 3*)
- Improve code enforcement tactics and methods (*Council goal 1 & 5*)
- Continue to assisted Sisters Business and Retention Team (SBART) and Economic Development Manager in facilitating discussion for new and expanded businesses in Sisters (*Council goal 3*)
- Continue to implement approved long-range plans(*Council goals 1, 2, 3, & 4*)

PERFORMANCE MEASURES

Building Permits and Development Revenues. The number of building permits issued is a useful indicator to the economic and development activity. The update to the Development Code in FY 11-12 continues to stimulate new development prospects and development revenue.





PUBLIC WORKS DEPARTMENT

Mission Statement

To provide a safe and efficient, high quality, environmentally sensitive maintenance and construction program to serve the needs of the City of Sisters. We provide clean water, wastewater treatment, well maintained streets and parks and will continue special event support in a cooperative, effective, friendly, professional, courteous, responsive and fair manner. We will treat all individuals with dignity and respect.

Description

The Public Works Director is responsible for the management of the following programs within the General Fund;

MAINTENANCE PROGRAM which is responsible for providing vehicle and building maintenance to all City facilities and vehicles.

Accomplishments – FY 2011/12

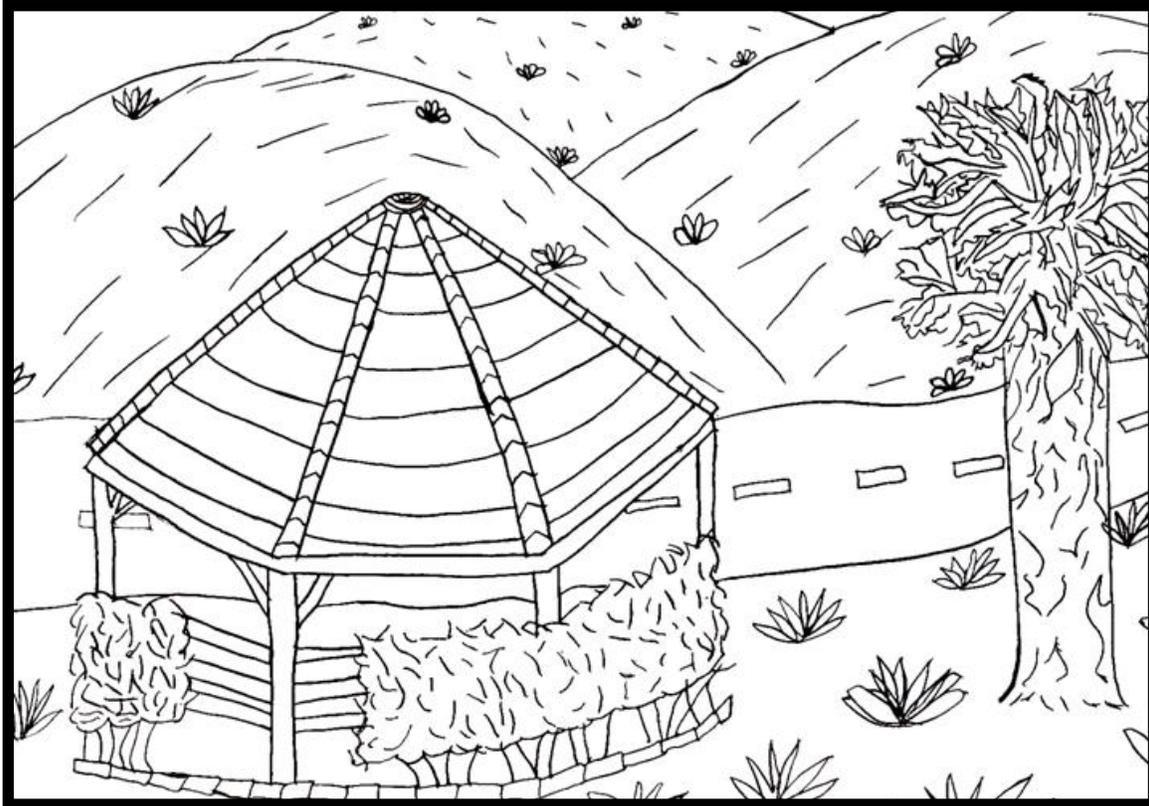
- Completed an internet/phone connection with the Treatment Plant Lab building and Public Works Headquarters (PWHQ). (*Council goal 5*)
- Coordinated T-Mobile cell tower relocation at old City Hall.
- Conducted energy savings evaluation that resulted in a lighting and energy savings plan at the Chamber, PWHQ and City Shop. (*Council goal 5*)
- Participated in a voluntary Oregon Safety and Health Administration (OSHA) site inspection of the PWHQ and maintenance buildings.

Goals and Objectives – FY 2012/13

- Implementation of the energy savings plan at PWHQ and City shop. (*Council goal 5*)



PARKS PROGRAM which provides for the development, construction and maintenance of all City parks and facilities.



Park by Mersadeez West

Accomplishments – FY 2011/12

- Implemented a turf management program that included soil testing and a customized fertilizer/herbicide application plan (*Council goal 2*)
- Received training and obtained herbicide/pesticide applicators license for two employees. (*Council goal 2*)

Goals and Objectives – FY 2012/13

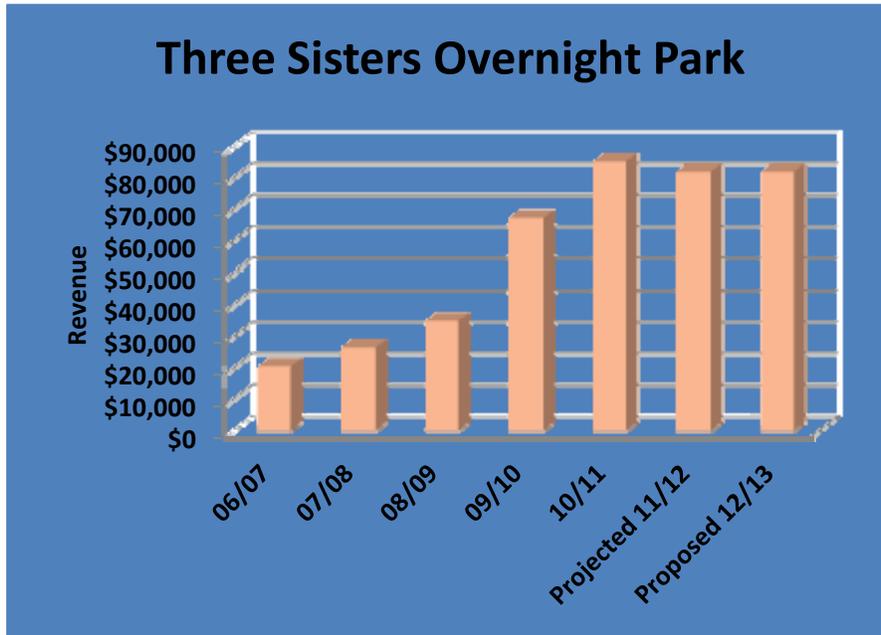
- Install new curbing and replace playground chips at Village Green play structure. (*Council goal 2*)
- Design and construct new parking at Creekside Park.

PERFORMANCE MEASURES

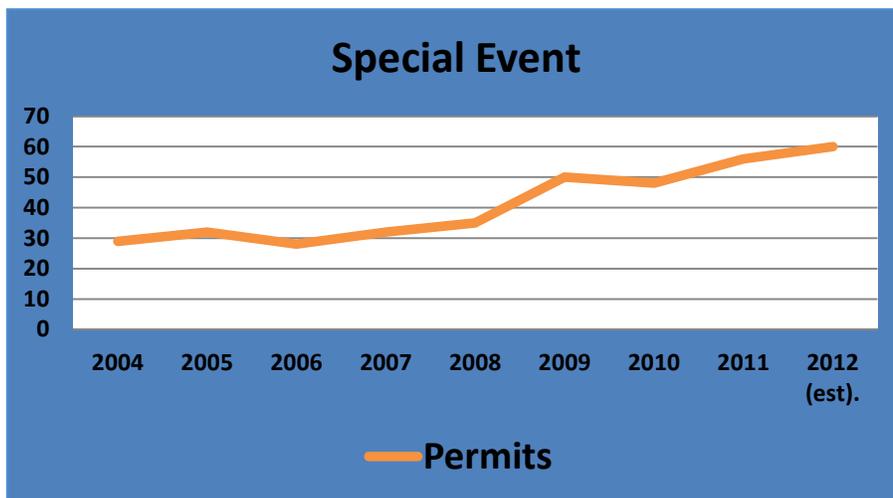
Park User Fees. Three Sisters Overnight Park is a municipal park with sixty sites (tent and non-hookup RV) along Whychus Creek and within walking distance of downtown. In FY 09/10, the City invested in several upgrades; hired Public Works Administrative Assistant who assists in managing all park facilities, installed full RV hook-ups, rocked



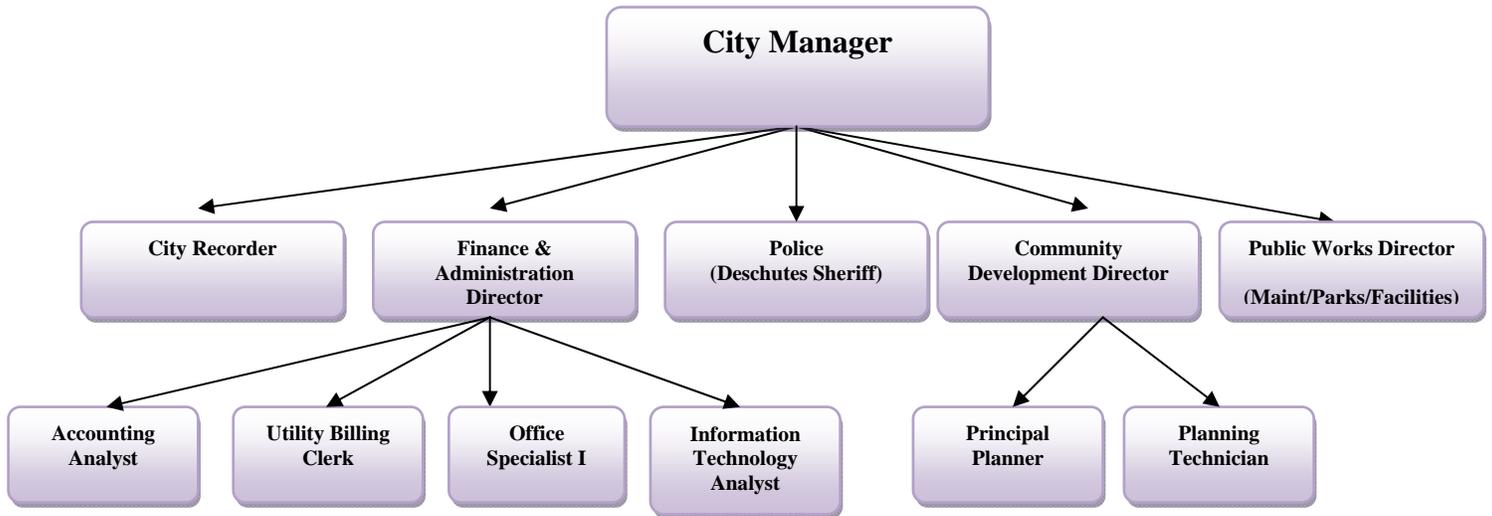
and graded sites and added new fire pits. In FY 10/11, shower facilities were added to the restroom facilities. The City has monitored the overnight park revenue to ensure return of investments made in prior years.



Special Event Permits are issued to any person(s), corporation, or organization to allow and promote any public event conducted in a City Park or on public property; parade, festivals, farmers market, concerts, etc. Approved permits ensure compliance with the City’s ordinance (public safety, parking, liability insurance, and facilities management) and help monitor the public activities within city limits. The chart below compares year to year of special permits issued.



GENERAL FUND ORGANIZATIONAL CHART:



GENERAL FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 CURRENT BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Property taxes	\$ 763,768	\$ 773,030	\$ 763,000	\$ 744,500	\$ 744,500	\$ 744,500	-2%
Other taxes	270,219	292,588	278,000	280,000	280,000	280,000	1%
Franchise fees	194,013	210,674	187,000	195,000	195,000	195,000	4%
Licenses and fees	234,013	242,299	250,800	264,500	264,500	264,500	5%
Charges for services	18,600	18,600	18,600	18,600	18,600	18,600	0%
Intergovernmental	73,001	124,290	53,800	74,111	74,111	74,111	38%
Fines and forfeitures	1,828	1,338	1,000	1,200	1,200	1,200	20%
Rental income	15,000	12,161	9,000	9,000	9,000	9,000	0%
Interest	19,915	11,047	7,000	6,200	6,200	6,200	-11%
Miscellaneous	5,593	15,806	9,000	9,000	9,000	9,000	0%
Loan proceeds	150,000	75,000	22,200	22,100	22,100	22,100	0%
Transfers	190,902	-	-	-	-	-	-
Total Resources	1,936,852	1,776,833	1,599,400	1,624,211	1,624,211	1,624,211	2%
Beginning fund balance							
Beginning fund balance	1,575,525	774,755	561,374	960,745	960,745	960,745	71%
Beginning Fund Balance	1,575,525	774,755	561,374	960,745	960,745	960,745	71%
Total Resources	3,512,378	2,551,588	2,160,774	2,584,956	2,584,956	2,584,956	20%
Expenditures by Department:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Council-Manager	135,926	158,566	202,187	231,973	200,742	200,742	-1%
Finance & Administration	133,810	168,756	172,009	220,719	212,263	212,263	23%
Maintenance	138,037	103,666	107,369	111,200	111,200	111,200	4%
Parks	194,670	178,860	191,055	195,563	196,329	196,329	3%
Police	416,015	432,655	449,966	467,960	467,960	467,960	4%
Community Development	403,827	268,500	302,431	316,242	316,242	316,242	5%
Support	1,265,330	395,374	735,757	1,041,299	1,080,220	1,080,220	47%
Total Expenditures	2,687,614	1,706,377	2,160,774	2,584,956	2,584,956	2,584,956	20%
Net Total	\$ 774,755	\$ 770,224	\$ -	\$ -	\$ -	\$ -	-

01 -GENERAL FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
REVENUE							
01-4-00-300	PREVIOUS LEVIED TAXES	\$ 39,297	\$ 36,340	\$ 30,000	\$ 32,000	\$ 32,000	\$ 32,000
01-4-00-301	INTEREST EARNED	9,515	4,447	4,000	4,000	4,000	4,000
01-4-00-302	CURRENT TAXES	724,471	736,690	733,000	712,500	712,500	712,500
01-4-00-303	TRANSIENT ROOM TAX	270,219	292,588	278,000	280,000	280,000	280,000
01-4-00-304	LIQUOR TAX	23,279	21,054	23,000	25,900	25,900	25,900
01-4-00-305	CIGARETTE TAX	2,776	3,015	2,800	2,900	2,900	2,900
01-4-00-309	WATER INTERNAL SERVICES	9,300	9,300	9,300	9,300	9,300	9,300
01-4-00-310	LICENSE FEES	54,712	51,573	50,000	49,000	49,000	49,000
01-4-00-311	CURRENT PLANNING FEES	40,647	36,778	30,000	42,000	42,000	42,000
01-4-00-312	PARK USERS FEE	67,196	85,295	82,000	92,000	92,000	92,000
01-4-00-313	BUILDING INSPECTION FEES	46,461	49,265	63,500	60,000	60,000	60,000
01-4-00-314	PUBLIC WORKS FEES	2,778	285	1,000	1,500	1,500	1,500
01-4-00-315	ELECTRICAL INSPECTION FEES	14,024	10,528	12,300	12,000	12,000	12,000
01-4-00-317	EVENT FEES	8,195	8,575	12,000	8,000	8,000	8,000
01-4-00-330	TELEPHONE FRANCHISE	21,632	18,218	15,000	15,000	15,000	15,000
01-4-00-331	TELEVISION FRANCHISE	23,969	25,084	20,000	22,000	22,000	22,000
01-4-00-333	C.E.C. FRANCHISE	130,976	149,341	130,000	140,000	140,000	140,000
01-4-00-338	JUSTICE COURT	1,828	1,338	1,000	1,200	1,200	1,200
01-4-00-342	SALE OF ASSETS	-	1,915	-	-	-	-
01-4-00-344	GARBAGE FRANCHISE	17,436	18,031	22,000	18,000	18,000	18,000
01-4-00-350	STATE REVENUE SHARING	24,009	23,484	22,000	25,000	25,000	25,000
01-4-00-354	PROPERTY RENTAL	15,000	12,161	9,000	9,000	9,000	9,000
01-4-00-360	MISCELLANEOUS	2,028	8,767	-	-	-	-
01-4-00-362	REFUNDS/REIMBURSEMENTS	2,561	1,609	5,000	-	-	-
01-4-00-363	CMA ADMIN FEE	-	-	-	5,000	5,000	5,000
01-4-00-379	SEWER INTERNAL SVCS	9,300	9,300	9,300	9,300	9,300	9,300
01-4-00-382	LOAN REPAYMENT INTEREST URA	10,400	6,600	3,000	2,200	2,200	2,200
REVENUE TOTAL		1,572,009	1,621,581	1,567,200	1,577,800	1,577,800	1,577,800

01 -GENERAL FUND		FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
GRANTS & PASS THROUGHGS							
01-4-00-602	NAT'L FIR PLAN GRANT	4,200	4,884	-	-	-	-
01-4-00-609	CITY MANAGED ACCOUNTS	1,004	3,515	4,000	4,000	4,000	4,000
01-4-00-640	STATE GRANTS	17,737	57,011	5,000	20,311	20,311	20,311
01-4-00-650	LOAN REPAYMENT	150,000	75,000	22,200	22,100	22,100	22,100
01-4-00-665	OTHER GRANTS	-	14,844	-	-	-	-
01-4-00-670	DLCD GRANT	1,000	-	1,000	-	-	-
GRANTS & PASS THROUGHGS TOTAL		173,941	155,254	32,200	46,411	46,411	46,411
BEGINNING FUND BALANCE							
01-4-00-400	BEGINNING FUND BALANCE	1,575,525	774,755	561,374	960,745	960,745	960,745
BEGINNING FUND BALANCE TOTAL		1,575,525	774,755	561,374	960,745	960,745	960,745
TRANSFERS IN							
01-4-00-509	TRANSFER FROM OTHER FUNDS	190,902	-	-	-	-	-
TRANSFERS IN TOTAL		190,902	-	-	-	-	-

01-GENERAL FUND REVENUES TOTAL	3,512,378	2,551,588	2,160,774	2,584,956	2,584,956	2,584,956
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01 -GENERAL FUND EXPENDITURES							
01-000 COUNCIL-MANAGER							

PERSONNEL SERVICES							
01-5-01-500	CITY MANAGER	36,446	40,563	42,430	50,916	50,916	50,916
01-5-01-501	FINANCE ACCOUNTING ANALYST	-	-	1,647	-	-	-
01-5-01-517	OFFICE SPECIALIST I	-	-	291	-	-	-
01-5-01-519	DESKTOP SUPPORT TECHNICIAN	-	958	2,440	-	-	-
01-5-01-527	CITY RECORDER	16,811	18,575	18,670	23,071	23,071	23,071
01-5-01-550	OVERTIME	140	-	-	-	-	-
01-5-01-560	CONTINGENCY	-	-	14,143	16,972	-	-
01-5-01-581	SOCIAL SECURITY	3,270	3,666	4,937	5,517	4,464	4,464
01-5-01-582	WORKER'S COMP	151	193	233	287	245	245

01 -GENERAL FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-01-583	PERS/OSPRS	5,305	5,847	12,886	14,768	11,867	11,867
01-5-01-584	MED/DENT/VISION INSURANCE	13,181	14,757	16,125	17,819	17,819	17,819
01-5-01-586	LTD	157	165	171	230	230	230
01-5-01-587	LIFE INSURANCE	48	47	49	62	62	62
01-5-01-588	UNEMPLOYMENT INS.	53	60	80	91	74	74
01-5-01-589	MEDICARE	765	857	1,155	1,290	1,044	1,044
PERSONNEL SERVICES TOTAL		76,327	85,688	115,257	131,023	109,792	109,792
MATERIALS & SERVICES							
01-5-01-700	MAYOR & COUNCIL	4,730	5,918	5,500	5,500	5,500	5,500
01-5-01-705	ADVERTISING	-	274	300	300	300	300
01-5-01-710	COMPUTER SOFTWARE MAINT	76	-	-	-	-	-
01-5-01-714	OFFICE SUPPLIES	1,939	1,112	1,000	1,250	1,250	1,250
01-5-01-715	POSTAGE	308	207	1,100	350	350	350
01-5-01-716	RECORDING FEES	500	500	500	500	500	500
01-5-01-717	OFFICE EQUIPMENT	-	1,647	-	-	-	-
01-5-01-721	COPIER/PRINTER	-	980	2,500	2,800	2,800	2,800
01-5-01-726	CONTRACTED SERVICES	1,300	2,245	500	5,000	5,000	5,000
01-5-01-727	PERMITS & FEES	68	-	200	200	200	200
01-5-01-733	DUES & SUBSCRIPTIONS	11,013	12,135	13,000	13,000	13,000	13,000
01-5-01-735	TELEPHONE	1,457	980	650	1,200	1,200	1,200
01-5-01-736	CELLULAR PHONES	-	376	250	550	550	550
01-5-01-740	EDUCATION	1,949	1,203	1,500	1,500	1,500	1,500
01-5-01-741	ELECTIONS	2,545	-	-	-	-	-
01-5-01-766	INS:COMP/LIAB/UMB	783	783	1,000	800	800	800
01-5-01-777	LEGAL FEES	23,652	19,892	20,000	30,000	25,000	25,000
01-5-01-783	PUBLIC OUTREACH	170	358	1,000	1,000	1,000	1,000
01-5-01-789	MILEAGE/TRAVEL REIMBURSEM	1,474	962	1,200	1,000	1,000	1,000
01-5-01-791	ECONOMIC DEVELOPMENT	6,843	22,775	35,000	35,000	30,000	30,000
01-5-01-793	MEETINGS/WORKSHOPS	792	530	1,730	1,000	1,000	1,000
MATERIALS & SERVICES TOTAL		59,599	72,877	86,930	100,950	90,950	90,950

01 -GENERAL FUND		FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
01-000 COUNCIL-MANAGER TOTAL		135,926	158,566	202,187	231,973	200,742	200,742
02-000 FINANCE & ADMINISTRATION							
PERSONNEL SERVICES							
01-5-02-501	FINANCE ACCOUNTING ANALYST	6,247	19,172	17,129	31,671	23,753	23,753
01-5-02-502	ADMIN ASST	9,049	3,046	3,139	7,361	7,361	7,361
01-5-02-517	OFFICE SPECIALIST I	4,946	5,655	5,825	-	4,133	4,133
01-5-02-518	ACCOUNTING TECHNICIAN	3,276	9,934	10,311	-	-	-
01-5-02-519	DESKTOP SUPPORT TECHNICIAN	-	6,350	5,490	17,922	17,922	17,922
01-5-02-529	FINANCE & ADMIN DIRECTOR	32,325	33,340	34,375	47,208	47,208	47,208
01-5-02-581	SOCIAL SECURITY	3,424	4,681	4,729	6,264	6,030	6,030
01-5-02-582	WORKER'S COMP	285	390	334	254	245	245
01-5-02-583	PERS/OSPRS	5,550	7,198	12,200	16,949	16,163	16,163
01-5-02-584	MED/DENT/VISION INSURANCE	15,532	22,802	21,735	27,256	23,673	23,673
01-5-02-586	LTD	161	218	209	258	258	258
01-5-02-587	LIFE INSURANCE	33	55	51	57	57	57
01-5-02-588	UNEMPLOYMENT INS.	56	77	76	104	100	100
01-5-02-589	MEDICARE	801	1,095	1,106	1,465	1,410	1,410
PERSONNEL SERVICES TOTAL		81,685	114,013	116,709	156,769	148,313	148,313
MATERIALS & SERVICES							
01-5-02-705	ADVERTISING	1,320	1,236	2,500	1,000	1,000	1,000
01-5-02-706	AUDIT FEES	5,616	5,616	7,000	9,200	9,200	9,200
01-5-02-707	EMPLOYEE RECOGNITION	361	901	500	700	700	700
01-5-02-708	CITY-WIDE TRAINING	-	1,489	500	500	500	500
01-5-02-709	WELLNESS & RISK MGT PROGS.	360	-	300	300	300	300
01-5-02-710	COMPUTER SOFTWARE MAINT	2,105	2,362	4,300	3,300	3,300	3,300
01-5-02-714	OFFICE SUPPLIES	2,645	2,013	2,900	2,350	2,350	2,350
01-5-02-715	POSTAGE	353	568	1,650	4,100	4,100	4,100
01-5-02-717	OFFICE EQUIPMENT	-	1,988	1,000	200	200	200

01 -GENERAL FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-02-721	COPIER/PRINTER	-	1,666	1,500	1,500	1,500	1,500
01-5-02-726	CONTRACTED SERVICES	12,537	11,008	2,600	1,600	1,600	1,600
01-5-02-727	PERMITS & FEES	6,495	6,104	11,400	11,500	11,500	11,500
01-5-02-733	DUES & SUBSCRIPTIONS	680	1,187	1,200	700	700	700
01-5-02-735	TELEPHONE	1,619	1,144	850	2,100	2,100	2,100
01-5-02-736	CELLULAR PHONES	-	423	300	550	550	550
01-5-02-740	EDUCATION	2,080	3,748	2,100	1,900	1,900	1,900
01-5-02-749	INSURANCE CLAIMS	120	125	200	-	-	-
01-5-02-755	GAS/OIL	50	20	150	200	200	200
01-5-02-766	INS:COMP/LIAB/UMB	12,893	7,304	8,300	19,100	19,100	19,100
01-5-02-767	LGIP SERVICE FEE	126	126	150	150	150	150
01-5-02-777	LEGAL FEES	1,530	2,085	2,000	500	500	500
01-5-02-789	MILEAGE/TRAVEL REIMBURSEMENT	864	3,018	2,900	2,000	2,000	2,000
01-5-02-790	MISCELLANEOUS	-	232	-	-	-	-
01-5-02-793	MEETINGS/WORKSHOPS	374	381	1,000	500	500	500
MATERIALS & SERVICES TOTAL		52,128	54,744	55,300	63,950	63,950	63,950

02-000 FINANCE & ADMINISTRATION TOTAL	133,810	168,756	172,009	220,719	212,263	212,263
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03-000 MAINTENANCE

PERSONNEL SERVICES							
01-5-03-501	ACCOUNTING ANALYST	3,124	-	1,647	-	-	-
01-5-03-503	PUBLIC WORKS DIRECTOR	7,466	7,162	5,935	13,727	13,727	13,727
01-5-03-504	UTILITY TECHNICIAN II	-	-	-	3,349	3,349	3,349
01-5-03-505	UTILITY TECHNICIAN I	27,285	21,154	21,106	14,355	14,355	14,355
01-5-03-506	JANITORIAL SERVICE	4,424	4,149	4,274	4,274	4,274	4,274
01-5-03-511	UTILITY ASST	1,617	1,822	1,930	4,216	4,216	4,216
01-5-03-519	DESKTOP SUPPORT TECHNICIAN	-	240	-	-	-	-
01-5-03-524	PUBLIC WORKS COORDINATOR	4,943	2,612	-	-	-	-
01-5-03-533	MAINTENANCE SUPERVISOR	2,548	2,640	2,676	5,512	5,512	5,512
01-5-03-550	OVERTIME	831	447	750	750	750	750

01 -GENERAL FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-03-581	SOCIAL SECURITY	3,156	2,452	2,376	2,779	2,779	2,779
01-5-03-582	WORKER'S COMP	2,327	2,198	2,055	2,614	2,614	2,614
01-5-03-583	PERS/OSPRS	4,915	3,704	5,507	7,154	7,154	7,154
01-5-03-584	MED/DENT/VISION INSURANCE	16,265	12,433	12,706	12,182	12,182	12,182
01-5-03-586	LTD	136	100	94	123	123	123
01-5-03-587	LIFE INSURANCE	27	18	19	19	19	19
01-5-03-588	UNEMPLOYMENT INS.	52	40	38	46	46	46
01-5-03-589	MEDICARE	738	573	556	650	650	650
PERSONNEL SERVICES TOTAL		79,854	61,744	61,669	71,750	71,750	71,750

MATERIALS & SERVICES

01-5-03-718	LEASES	556	343	-	-	-	-
01-5-03-721	COPIER/PRINTER	-	97	-	150	150	150
01-5-03-726	CONTRACTED SERVICES	194	411	-	-	-	-
01-5-03-727	PERMITS & FEES	-	525	-	-	-	-
01-5-03-733	DUES & SUBSCRIPTIONS	-	-	-	50	50	50
01-5-03-735	TELEPHONE	-	519	1,300	1,800	1,800	1,800
01-5-03-736	CELLULAR PHONES	-	253	400	500	500	500
01-5-03-740	EDUCATION	-	30	-	-	-	-
01-5-03-743	ELECTRICITY	9,732	13,978	18,000	15,700	15,700	15,700
01-5-03-746	SMALL TOOLS & EQUIPMENT	20	1,530	-	100	100	100
01-5-03-755	GAS/OIL	3,408	4,900	6,700	5,800	5,800	5,800
01-5-03-771	MEDICAL TESTING & SERVICES	22	42	-	50	50	50
01-5-03-781	CHAMBER BLDG MAINTENANCE	4,213	294	1,000	1,300	1,300	1,300
01-5-03-782	UNIFORMS	95	179	100	200	200	200
01-5-03-784	MAINTENANCE RECYCLE CENTER	-	1,156	500	200	200	200
01-5-03-785	MAINTENANCE CITY HALL	9,458	7,242	6,000	3,000	3,000	3,000
01-5-03-786	MAINTENANCE CITY SHOP	16,241	4,300	4,000	3,000	3,000	3,000
01-5-03-788	PWHQ MAINTENANCE	-	-	3,000	2,500	2,500	2,500
01-5-03-789	MILEAGE/TRAVEL REIMBURSEMENT	-	232	-	-	-	-
01-5-03-793	MEETINGS/WORKSHOPS	51	23	100	-	-	-

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
01 -GENERAL FUND		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-03-795	SUPPLIES	1,033	1,057	1,000	1,000	1,000	1,000
01-5-03-796	VEHICLE MAINTENANCE	3,378	2,272	1,000	1,500	1,500	1,500
01-5-03-797	DUMPSTER/RECETACLES	9,672	2,522	2,600	2,600	2,600	2,600
01-5-03-799	BAD DEBT EXPENSE	108	17	-	-	-	-
MATERIALS & SERVICES TOTAL		58,181	41,922	45,700	39,450	39,450	39,450

03-000 MAINTENANCE TOTAL		138,037	103,666	107,369	111,200	111,200	111,200
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05-000 PARKS

PERSONNEL SERVICES

01-5-05-500	CITY MANAGER	3,836	4,056	4,243	-	-	-
01-5-05-501	FINANCE ACCOUNTING ANALYST	3,124	1,598	1,647	-	-	-
01-5-05-502	ADMIN ASST	3,988	6,092	6,277	20,945	20,945	20,945
01-5-05-503	PUBLIC WORKS DIRECTOR	7,466	7,162	8,902	13,727	13,727	13,727
01-5-05-504	UTILITY TECHNICIAN II	-	-	-	3,349	3,349	3,349
01-5-05-505	UTILITY TECHNICIAN I	23,387	17,204	19,028	24,851	24,852	24,852
01-5-05-508	PARK HOST	9,861	12,745	12,000	12,000	12,000	12,000
01-5-05-509	PLANNING DIRECTOR	3,573	6,736	6,982	7,192	7,192	7,192
01-5-05-510	UTILITY TECHNICIAN III	4,718	4,768	4,510	-	-	-
01-5-05-511	UTILITY ASST	7,005	7,894	8,362	5,622	5,622	5,622
01-5-05-513	OVERTIME	985	541	1,000	1,000	1,000	1,000
01-5-05-515	PLANNING TECHNICIAN	2,240	2,267	2,267	-	-	-
01-5-05-516	ASSOCIATE PLANNER	2,401	-	-	-	-	-
01-5-05-517	OFFICE SPECIALIST I	824	942	1,165	-	729	729
01-5-05-518	ACCOUNTING TECHNICIAN	546	1,656	2,406	-	-	-
01-5-05-519	DESKTOP SUPPORT TECHNICIAN	-	359	915	-	-	-
01-5-05-520	PRINCIPAL PLANNER	-	3,017	3,145	-	-	-
01-5-05-524	PUBLIC WORKS COORDINATOR	4,943	2,611	-	-	-	-
01-5-05-526	SENIOR PLANNER	2,932	82	-	-	-	-
01-5-05-527	CITY RECORDER	1,770	1,858	1,867	-	-	-
01-5-05-529	FINANCE & ADMIN DIRECTOR	3,592	3,704	3,819	-	-	-

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
01 -GENERAL FUND		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-05-533	MAINTENANCE SUPERVISOR	7,643	7,919	8,029	11,025	11,025	11,025
01-5-05-560	CONTINGENCY	-	-	1,414	-	-	-
01-5-05-573	ON CALL COMPENSATION	-	-	761	1,597	1,597	1,597
01-5-05-581	SOCIAL SECURITY	5,743	5,647	6,122	6,096	6,142	6,142
01-5-05-582	WORKER'S COMP	3,396	3,649	4,040	5,398	5,399	5,399
01-5-05-583	PERS/OSPRS	8,341	7,005	11,941	13,175	13,275	13,275
01-5-05-584	MED/DENT/VISION INSURANCE	20,401	21,326	23,441	26,630	26,508	26,508
01-5-05-586	LTD	229	214	221	274	274	274
01-5-05-587	LIFE INSURANCE	57	48	50	55	55	55
01-5-05-588	UNEMPLOYMENT INS.	95	93	99	101	102	102
01-5-05-589	MEDICARE	1,343	1,321	1,432	1,426	1,436	1,436
PERSONNEL SERVICES TOTAL		134,439	132,514	146,085	154,463	155,229	155,229

MATERIALS & SERVICES

01-5-05-714	OFFICE SUPPLIES	-	130	-	800	800	800
01-5-05-715	POSTAGE	-	-	1,100	-	-	-
01-5-05-718	LEASES	636	1,592	1,200	1,200	1,200	1,200
01-5-05-721	COPIER/PRINTER	-	115	1,000	450	450	450
01-5-05-726	CONTRACTED SERVICES	132	997	1,200	-	-	-
01-5-05-727	PERMITS & FEES	322	100	150	150	150	150
01-5-05-731	SPECIAL EVENTS	342	471	500	600	600	600
01-5-05-735	TELEPHONE	-	187	670	1,300	1,300	1,300
01-5-05-736	CELLULAR PHONES	-	721	850	800	800	800
01-5-05-740	EDUCATION	-	36	-	500	500	500
01-5-05-743	ELECTRICITY	7,081	9,351	10,000	9,500	9,500	9,500
01-5-05-746	SMALL TOOLS & EQUIPMENT	2,323	1,207	2,000	2,500	2,500	2,500
01-5-05-755	GAS/OIL	2,777	2,692	2,600	3,500	3,500	3,500
01-5-05-771	MEDICAL TESTING & SERVICES	362	191	300	400	400	400
01-5-05-782	UNIFORMS	595	205	300	300	300	300
01-5-05-786	PARK MAINTENANCE	30,618	11,572	10,000	8,000	8,000	8,000
01-5-05-789	MILEAGE/TRAVEL REIMBURSEMENT	-	83	-	-	-	-

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
01 -GENERAL FUND					PROPOSED	APPROVED	ADOPTED
01-5-05-793	MEETINGS/WORKSHOPS	92	15	100	100	100	100
01-5-05-795	SUPPLIES	12,727	13,974	11,000	9,000	9,000	9,000
01-5-05-796	VEHICLE MAINTENANCE	2,227	2,707	2,000	2,000	2,000	2,000
MATERIALS & SERVICES TOTAL		60,234	46,346	44,970	41,100	41,100	41,100
05-000 PARKS TOTAL		194,670	178,860	191,055	195,563	196,329	196,329
06-000 POLICE							
MATERIALS & SERVICES							
01-5-06-783	DCSD - POLICING SERVICES	416,015	432,655	449,966	467,960	467,960	467,960
MATERIALS & SERVICES TOTAL		416,015	432,655	449,966	467,960	467,960	467,960
06-000 POLICE TOTAL		416,015	432,655	449,966	467,960	467,960	467,960
07-000 COMMUNITY DEVELOPMENT							
GRANTS & PASS THROUGHGS							
01-5-07-300	BUILDING INSPECTIONS	32,545	34,343	56,250	45,000	45,000	45,000
01-5-07-301	ELECTRICAL INSPECTION	9,878	6,953	10,500	9,000	9,000	9,000
01-5-07-302	STATE BUILDING FEES	5,461	5,182	4,400	6,700	6,700	6,700
GRANTS & PASS THROUGHGS TOTAL		47,884	46,478	71,150	60,700	60,700	60,700
PERSONNEL SERVICES							
01-5-07-500	CITY MANAGER	7,673	4,056	4,243	-	-	-
01-5-07-501	FINANCE ACCOUNTING ANALYST	3,124	1,598	1,976	-	-	-
01-5-07-502	ADMIN ASST	6,964	-	-	-	-	-
01-5-07-503	PUBLIC WORKS DIRECTOR	14,933	7,162	5,935	-	-	-
01-5-07-509	PLANNING DIRECTOR	53,600	27,506	31,419	50,344	50,344	50,344
01-5-07-515	PLANNING TECHICIAN	33,596	34,007	34,008	39,554	39,554	39,554
01-5-07-516	ASSOCIATE PLANNER	36,014	-	-	-	-	-
01-5-07-517	OFFICE SPECIALIST I	824	942	485	-	-	-
01-5-07-518	ACCOUNTING TECHNICIAN	546	1,656	1,031	-	-	-

01 -GENERAL FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-07-519	DESKTOP SUPPORT TECHNICIAN	-	2,396	3,202	-	-	-
01-5-07-520	PRINCIPAL PLANNER	-	45,258	44,031	64,786	64,786	64,786
01-5-07-524	PUBLIC WORKS COORDINATOR	9,885	2,612	-	-	-	-
01-5-07-526	SENIOR PLANNER	43,978	329	-	-	-	-
01-5-07-527	CITY RECORDER	3,539	1,858	1,867	-	-	-
01-5-07-529	FINANCE & ADMIN DIRECTOR	3,592	3,704	3,819	-	-	-
01-5-07-550	OVERTIME	2,907	920	750	750	750	750
01-5-07-560	CONTINGENCY	-	-	1,414	-	-	-
01-5-07-581	SOCIAL SECURITY	13,539	8,082	8,319	9,395	9,395	9,395
01-5-07-582	WORKER'S COMP	1,818	1,050	633	379	379	379
01-5-07-583	PERS/OSPRS	21,533	13,201	21,651	24,867	24,867	24,867
01-5-07-584	MED/DENT/VISION INSURANCE	51,861	31,984	32,438	35,181	35,181	35,181
01-5-07-586	LTD	648	393	383	521	521	521
01-5-07-587	LIFE INSURANCE	156	100	97	113	113	113
01-5-07-588	UNEMPLOYMENT INS.	221	134	134	155	155	155
01-5-07-589	MEDICARE	3,167	1,891	1,946	2,197	2,197	2,197
PERSONNEL SERVICES TOTAL		314,118	190,839	199,781	228,242	228,242	228,242

MATERIALS & SERVICES

01-5-07-705	ADVERTISING	2,254	2,070	2,000	2,000	2,000	2,000
01-5-07-710	COMPUTER SOFTWARE MAINT	552	200	500	500	500	500
01-5-07-714	OFFICE SUPPLIES	5,054	2,873	700	550	550	550
01-5-07-715	POSTAGE	1,552	641	1,100	1,550	1,550	1,550
01-5-07-717	OFFICE EQUIPMENT	-	2,302	-	-	-	-
01-5-07-721	COPIER/PRINTER	-	2,983	2,500	1,850	1,850	1,850
01-5-07-726	CONTRACTED SERVICES	11,328	5,940	3,800	2,500	2,500	2,500
01-5-07-727	PERMITS & FEES	-	40	-	-	-	-
01-5-07-733	DUES & SUBSCRIPTIONS	986	592	1,200	600	600	600
01-5-07-735	TELEPHONE	2,569	1,797	3,000	3,850	3,850	3,850
01-5-07-736	CELLULAR PHONES	-	276	-	-	-	-
01-5-07-740	EDUCATION	787	1,113	2,500	1,000	1,000	1,000

01 -GENERAL FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
					PROPOSED	APPROVED	ADOPTED
01-5-07-746	SMALL TOOLS & EQUIPMENT	340	71	200	200	200	200
01-5-07-755	GAS & OIL	325	173	200	200	200	200
01-5-07-757	PLANNING COMMISSION	1,490	663	500	500	500	500
01-5-07-777	LEGAL FEES	10,313	8,347	10,000	10,000	10,000	10,000
01-5-07-780	CREDIT CARD FEE	-	-	300	-	-	-
01-5-07-783	PUBLIC OUTREACH	1,972	-	1,000	750	750	750
01-5-07-789	MILEAGE/TRAVEL REIMBURSEMENT	1,821	429	1,000	750	750	750
01-5-07-793	MEETINGS/WORKSHOPS	481	671	1,000	500	500	500
MATERIALS & SERVICES TOTAL		41,824	31,181	31,500	27,300	27,300	27,300
07-000 COMMUNITY DEVELOPMENT TOTAL		403,827	268,500	302,431	316,242	316,242	316,242
08-000 SUPPORT							
GRANTS & PASS THROUGHGS							
01-5-08-309	CITY MANAGED ACCOUNTS	1,004	3,568	4,000	5,000	5,000	5,000
01-5-08-311	COMMUNITY SERVICES GRANT	32,559	14,900	16,000	13,000	13,000	13,000
01-5-08-312	CHAMBER OF COMMERCE	90,721	95,005	91,800	90,750	90,750	90,750
01-5-08-315	URBAN FUEL TRTMT NFP	4,884	-	-	-	-	-
01-5-08-316	URBAN RENEWAL AGENCY LOAN	100,000	-	74,600	3,000	3,000	3,000
01-5-08-318	OCDBG GRANT	-	89,000	-	-	-	-
01-5-08-319	OTHER GRANTS	-	-	14,900	14,900	14,900	14,900
01-5-08-340	STATE GRANTS	-	51,902	19,200	23,311	23,311	23,311
GRANTS & PASS THROUGHGS TOTAL		229,168	254,375	220,500	149,961	149,961	149,961
OPERATING CONTINGENCIES							
01-5-08-400	OPERATING CONTINGENCY	-	-	452,257	553,138	592,059	592,059
OPERATING CONTINGENCIES TOTAL		-	-	452,257	553,138	592,059	592,059
UNAPPROPRIATED RESERVES							
01-5-08-457	WORKING CAPITAL	-	-	-	275,500	275,500	275,500
UNAPPROPRIATED RESERVES TOTAL		-	-	-	275,500	275,500	275,500

01 -GENERAL FUND	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
TRANSFERS						
01-5-08-600 TRANSFER TO RESERVE FUND	765,150	-	-	-	-	-
01-5-08-602 TRANSFER TO CITY HALL FUND	71,000	71,000	63,000	62,700	62,700	62,700
01-5-08-603 TRANSFER TO STREET FUND	200,012	70,000	-	-	-	-
TRANSFERS TOTAL	1,036,162	141,000	63,000	62,700	62,700	62,700
08-000 SUPPORT TOTAL	1,265,330	395,374	735,757	1,041,299	1,080,220	1,080,220
01- GENERAL FUND EXPENDITURES TOTAL	2,687,614	1,706,377	2,160,774	2,584,956	2,584,956	2,584,956
01 - GENERAL FUND NET TOTAL	\$ 774,755	\$ 770,224	\$ -	\$ -	\$ -	\$ -

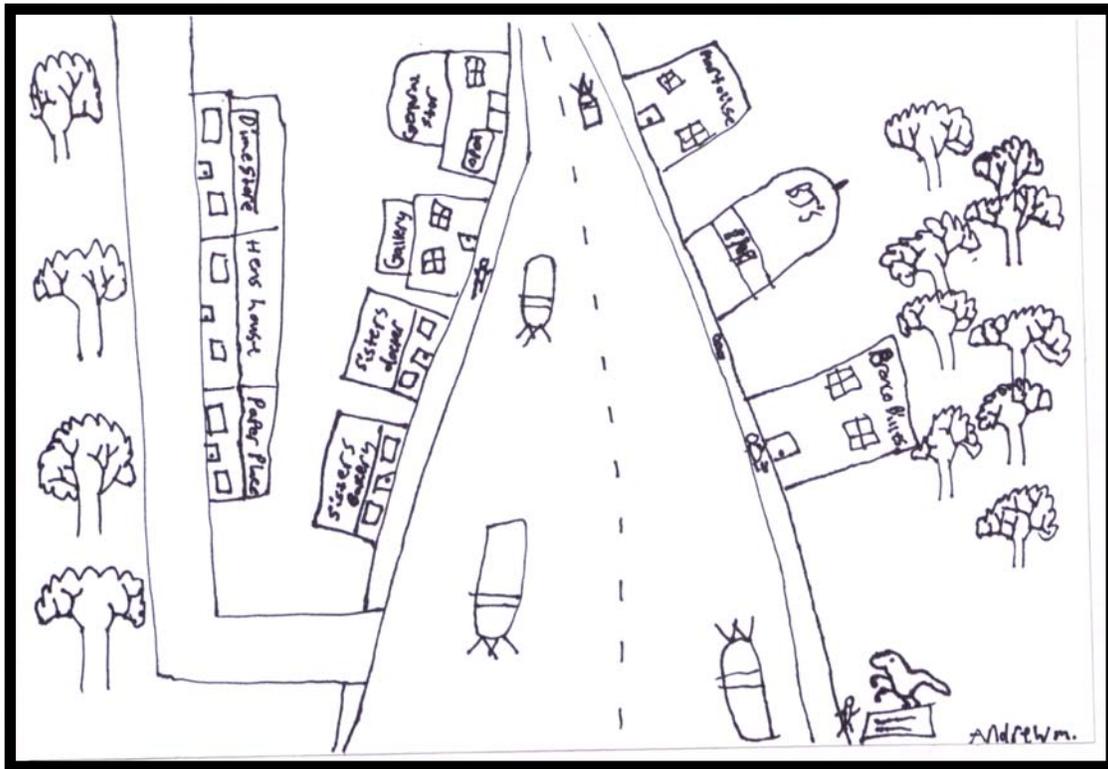
SPECIAL REVENUE FUNDS



Street Fund

Description

The purpose of the Street Fund is to support the activities of City's street department. This involves the design, construction, maintenance, and repair of arterial, collector and local roads within the Urban Growth Boundary. The major objective is to maintain the miles of existing streets.



Sisters streetscape by Andrew Mayes

Fund Resources

This fund is a special revenue fund. The Street Fund receives revenue from state highway gas tax, local fuel tax, franchise, lease, and permit fees. A summary of special revenue funds are discussed in the "Revenue Information" section, beginning on page 83.

Accomplishments – FY 2011/12

- Conducted extensive outreach with the business community in relation to the Cascade and Main Avenue improvement projects.
- Procured an increase to the Oregon Department of Transportation (ODOT) Quick-fix grant for Santiam multi-use path project. (*Council goals 3 & 5*)
- Created a back-in diagonal parking educational video and brochure.
- Completed Cascade Avenue streetscape design with ODOT and the downtown business and property owners. (*Council goal 1*)

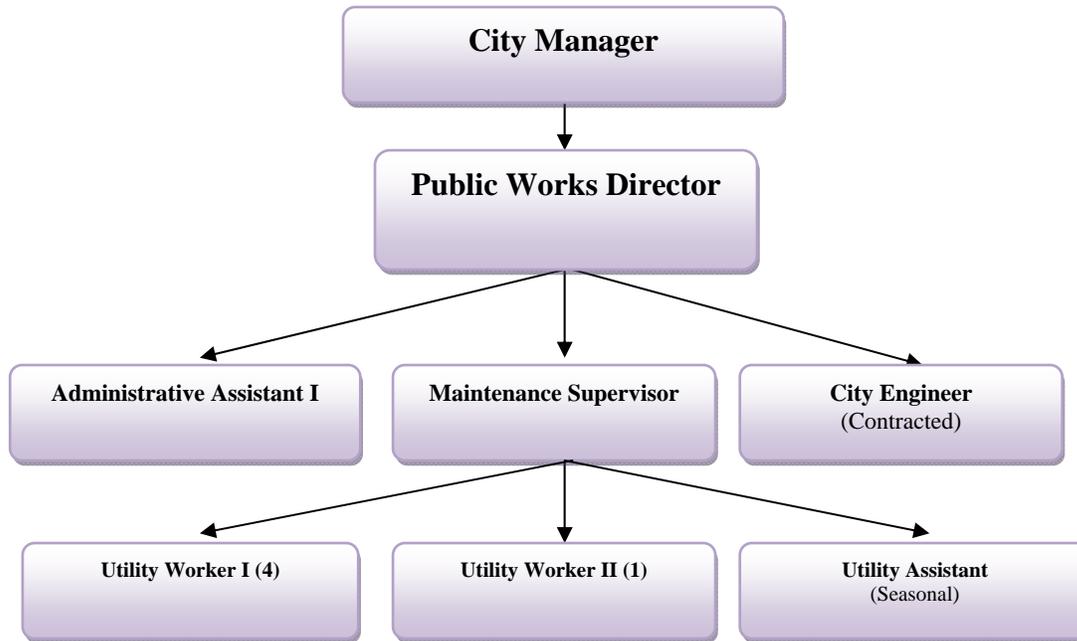


- Designed and constructed Main Avenue Bicycle and Pedestrian improvements (*Council goals 3 & 5*)
- Completed design/ bid process for the Safe Routes to School project (*Council goals 3 & 5*)

Goals and Objectives – FY 2012/13

- Continue extensive outreach with the business community in relation to the Cascade and Main Avenue improvement projects.
- Assist with the HWY 20/Cascade Avenue improvement project (*Council goals 1, 2, 3, & 4*)
- Complete Safe Routes to School project (*Council goals 3 & 5*)
- Complete Santiam Multi-use Path project (*Council goals 3 & 5*)
- Procure funds for additional bicycle and pedestrian projects (*Council goals 3 & 5*)

STREET ORGANIZATIONAL CHART:
(ALLOCATED AND FUNDED THRU INDIVIDUAL FUNDS)



STREET FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Other taxes	\$ 36,113	\$ 135,135	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	0%
Franchise fees	55,409	56,617	55,500	57,450	57,450	57,450	4%
Licenses and fees	77,967	55,714	56,500	59,500	59,500	59,500	5%
Intergovernmental	298,246	128,151	1,125,200	273,700	273,700	273,700	-76%
Interest	116	831	700	500	500	500	-
Miscellaneous/Refunds	936	11,169	11,000	7,000	7,000	7,000	-36%
Transfers	200,012	70,000	-	-	-	-	0%
Total Resources	668,799	457,616	1,388,900	538,150	538,150	538,150	-61%
Beginning Fund Balance	(11,029)	117,896	170,649	182,735	182,735	182,735	7%
Total Resources	657,770	575,512	1,559,549	720,885	720,885	720,885	-54%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Personnel services	153,994	161,903	175,259	218,322	214,501	214,501	22%
Materials & services	133,348	148,185	213,187	179,275	179,275	179,275	-16%
Capital improvements	239,534	37,690	1,026,500	222,000	222,000	222,000	-78%
Operating contingencies	-	-	125,603	82,288	86,109	86,109	-31%
Transfers	13,000	13,000	19,000	19,000	19,000	19,000	0%
Total Expenditures	539,876	360,778	1,559,549	720,885	720,885	720,885	-54%
Net Total	\$ 117,896	\$ 214,735	\$ -	\$ -	\$ -	\$ -	

03 -STREET FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
REVENUE							
03-4-00-301	INTEREST EARNED	\$ 116	\$ 831	\$ 700	\$ 500	\$ 500	\$ 500
03-4-00-306	STATE HIGHWAY TAX	78,454	94,891	98,000	98,000	98,000	98,000
03-4-00-307	BIKE/FOOTPATH TAX	792	959	700	700	700	700
03-4-00-314	PUBLIC WORKS FEES	1,975	1,140	1,500	2,000	2,000	2,000
03-4-00-328	WATER LINES FRANCHISE	22,452	22,781	22,500	23,450	23,450	23,450
03-4-00-340	CELL TOWERS	75,992	54,574	55,000	57,500	57,500	57,500
03-4-00-342	SALE OF ASSETS	-	1,990	-	-	-	-
03-4-00-351	SEWER LINES FRANCHISE	32,957	33,836	33,000	34,000	34,000	34,000
03-4-00-360	MISCELLANEOUS	786	-	-	-	-	-
03-4-00-362	REFUNDS/REIMBURSEMENTS	150	9,179	11,000	7,000	7,000	7,000
03-4-00-369	LOCAL GAS TAX	36,113	135,135	140,000	140,000	140,000	140,000
REVENUE TOTAL		249,787	355,316	362,400	363,150	363,150	363,150
GRANTS & PASS THROUGHGS							
03-4-00-620	SMALL CITY ALLOTMENT GRANT	25,000	-	-	-	-	-
03-4-00-631	HWY 242 BIKEPATH GRANT	100,000	-	-	-	-	-
03-4-00-640	STATE GRANTS	-	-	776,500	50,000	50,000	50,000
03-4-00-660	FEDERAL GRANTS	94,000	32,301	250,000	125,000	125,000	125,000
GRANTS & PASS THROUGHGS TOTAL		219,000	32,301	1,026,500	175,000	175,000	175,000
BEGINNING FUND BALANCE							
03-4-00-400	BEGINNING FUND BALANCE	(11,029)	117,896	170,649	182,735	182,735	182,735
BEGINNING FUND BALANCE TOTAL		(11,029)	117,896	170,649	182,735	182,735	182,735
TRANSFERS IN							
03-4-00-510	TRANSFER FROM GENERAL FUND	200,012	70,000	-	-	-	-
TRANSFERS IN TOTAL		200,012	70,000	-	-	-	-
03- STREET FUND REVENUES TOTAL		657,770	575,512	1,559,549	720,885	720,885	720,885

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
03 -STREET FUND					PROPOSED	APPROVED	ADOPTED
03- STREET FUND EXPENDITURES							
OPERATING CONTINGENCIES							
03-5-00-400	OPERATING CONTINGENCY	-	-	125,603	82,288	86,109	86,109
OPERATING CONTINGENCIES TOTAL		-	-	125,603	82,288	86,109	86,109
PERSONNEL SERVICES							
03-5-00-500	CITY MANAGER	9,591	10,141	10,608	11,032	11,032	11,032
03-5-00-501	FINANCE ACCOUNTING ANALYST	3,124	3,196	2,635	4,524	3,393	3,393
03-5-00-502	ADMIN ASST	-	3,046	3,139	6,461	6,461	6,461
03-5-00-503	PUBLIC WORKS DIRECTOR	14,933	14,324	11,869	13,727	13,727	13,727
03-5-00-504	UTILITY TECHNICIAN II	-	-	-	6,698	6,698	6,698
03-5-00-505	UTILITY TECHNICIAN I	20,384	20,842	22,606	39,568	39,568	39,568
03-5-00-509	PLANNING DIRECTOR	7,147	20,156	20,946	14,384	14,384	14,384
03-5-00-510	UTILITY TECHNICIAN III	4,718	4,768	4,510	-	-	-
03-5-00-511	UTILITY ASST	2,155	2,429	2,573	2,811	2,811	2,811
03-5-00-513	OVERTIME	1,091	594	1,000	1,000	1,000	1,000
03-5-00-515	PLANNING TECHICIAN	4,479	4,534	4,534	2,327	2,327	2,327
03-5-00-516	ASSOCIATE PLANNER	4,802	-	-	-	-	-
03-5-00-519	DESKTOP SUPPORT TECHNICIAN	-	240	1,372	2,240	2,240	2,240
03-5-00-520	PRINCIPAL PLANNER	-	6,034	6,290	-	-	-
03-5-00-524	PUBLIC WORKS COORDINATOR	7,414	3,917	-	-	-	-
03-5-00-526	SENIOR PLANNER	5,864	247	-	-	-	-
03-5-00-527	CITY RECORDER	4,424	4,644	4,667	4,999	4,999	4,999
03-5-00-529	FINANCE & ADMIN DIRECTOR	3,592	3,704	3,819	7,868	7,868	7,868
03-5-00-533	MAINTENANCE SUPERVISOR	10,190	5,280	8,029	16,537	16,537	16,537
03-5-00-560	CONTINGENCY	-	-	3,536	3,677	-	-
03-5-00-573	ON CALL COMPENSATION	-	-	761	1,597	1,597	1,597
03-5-00-581	SOCIAL SECURITY	6,280	6,495	7,000	8,362	8,260	8,260
03-5-00-582	WORKER'S COMP	3,259	3,500	3,389	5,466	5,641	5,641
03-5-00-583	PERS/OSPRS	9,995	10,264	16,925	21,232	20,870	20,870
03-5-00-584	MED/DENT/VISION INSURANCE	28,614	31,548	32,934	41,216	42,503	42,503

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
03 -STREET FUND					PROPOSED	APPROVED	ADOPTED
03-5-00-586	LTD	299	310	305	423	435	435
03-5-00-587	LIFE INSURANCE	66	62	62	78	80	80
03-5-00-588	UNEMPLOYMENT INS.	104	108	113	139	138	138
03-5-00-589	MEDICARE	1,469	1,519	1,637	1,956	1,932	1,932
PERSONNEL SERVICES TOTAL		153,994	161,903	175,259	218,322	214,501	214,501

TRANSFERS

03-5-00-602	TRANSFER TO CITY HALL FUND	13,000	13,000	19,000	19,000	19,000	19,000
TRANSFERS TOTAL		13,000	13,000	19,000	19,000	19,000	19,000

MATERIALS & SERVICES

03-5-00-705	ADVERTISING	1,177	101	500	500	500	500
03-5-00-706	AUDIT FEES	3,861	3,861	3,800	6,300	6,300	6,300
03-5-00-710	COMPUTER SOFTWARE MAINT.	631	738	800	700	700	700
03-5-00-713	DEVELOPMENT REVIEW	1,845	1,438	1,500	2,000	2,000	2,000
03-5-00-714	OFFICE SUPPLIES	1,022	770	2,200	2,500	2,500	2,500
03-5-00-715	POSTAGE	8	-	550	125	125	125
03-5-00-717	OFFICE EQUIPMENT	-	144	-	-	-	-
03-5-00-718	LEASES	596	367	-	-	-	-
03-5-00-721	COPIER/PRINTER	-	576	500	100	100	100
03-5-00-726	CONTRACTED SERVICES	8,053	2,498	2,700	2,850	2,850	2,850
03-5-00-727	PERMITS & FEES	12,743	2,555	3,000	1,000	1,000	1,000
03-5-00-733	DUES & SUBSCRIPTIONS	-	275	100	100	100	100
03-5-00-735	TELEPHONE	2,375	1,821	800	1,600	1,600	1,600
03-5-00-736	CELLULAR PHONES	-	645	650	1,100	1,100	1,100
03-5-00-740	EDUCATION	436	360	1,500	500	500	500
03-5-00-743	ELECTRICITY	-	216	400	1,200	1,200	1,200
03-5-00-746	SMALL TOOLS & EQUIPMENT	2,519	3,201	3,800	3,000	3,000	3,000
03-5-00-749	ROAD MAINTENANCE	40,064	78,853	133,387	116,000	116,000	116,000
03-5-00-755	GAS/OIL	2,864	3,769	4,000	4,200	4,200	4,200
03-5-00-765	IMPROVEMENTS & REPAIRS	7,761	13,660	9,000	8,000	8,000	8,000

03 -STREET FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
03-5-00-766	INS: COMP/LIA/UMB	4,513	2,557	3,000	3,500	3,500	3,500
03-5-00-771	MEDICAL TESTING & SERVICES	78	205	500	200	200	200
03-5-00-773	SNOW REMOVAL/STREET CLEANING	4,438	741	5,000	2,500	2,500	2,500
03-5-00-777	LEGAL FEES	7,757	8,158	10,000	6,000	6,000	6,000
03-5-00-778	STREET LIGHTS	12,222	11,330	8,000	6,000	6,000	6,000
03-5-00-782	UNIFORMS	1,001	350	700	600	600	600
03-5-00-789	MILEAGE/TRAVEL REIMBURSEMENT	520	366	500	500	500	500
03-5-00-793	MEETINGS/WORKSHOPS	459	381	300	200	200	200
03-5-00-795	SUPPLIES	6,200	4,536	6,000	4,000	4,000	4,000
03-5-00-796	VEHICLE MAINTENANCE	10,205	3,714	10,000	4,000	4,000	4,000
MATERIALS & SERVICES TOTAL		133,348	148,185	213,187	179,275	179,275	179,275
CAPITAL OUTLAY							
03-5-00-906	CAPITAL OUTLAY	113,537	37,690	1,026,500	175,000	175,000	175,000
03-5-00-916	INFRASTRUCTURE	37,919	-	-	47,000	47,000	47,000
03-5-00-964	HWY 242 BIKEPATH GRANT	88,077	-	-	-	-	-
CAPITAL OUTLAY TOTAL		239,534	37,690	1,026,500	222,000	222,000	222,000
03- STREET FUND EXPENDITURES TOTAL		539,876	360,779	1,559,549	720,885	720,885	720,885
03- STREET FUND NET TOTAL		\$ 117,896	\$ 214,735	\$ -	\$ -	\$ -	\$ -

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Reserve Fund

Description

The Reserve Fund was created for the accumulation of resources for future expenditures for operations and replacement of capital assets; vehicle, equipment and building. The Reserve Fund receives transfers from other funds throughout the City and earnings on investments.

Accomplishments – FY 2011/12

- Conducted asbestos removal and demolished the old city hall building.

Goals and Objectives – FY 2012/13

- Design and construct Americans with Disabilities Act (ADA) compliant restroom remodel at the Overnight Park. (*Council goals 2 & 3*)
- Redevelop the old city hall site as determined by Council (*Council goal 2*)
- Maintain reserve levels for future years.

Budget Highlights

- Equipment budget includes five computers/software (25% failure rate), two computer replacements, new laptop, and software maintenance fee.
- Upgrade to Overnight Park restroom facilities. (*Council goal 1*)

RESERVE FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Interest/refunds	\$ 12,854	\$ 8,537	\$ 8,000	\$ 7,500	\$ 7,500	\$ 7,500	-6%
Transfers	765,150	-	-	-	-	-	-
Total Resources	778,004	8,537	8,000	7,500	7,500	7,500	-6%
Beginning Fund Balance	1,381,253	1,879,903	1,350,377	1,369,193	1,369,193	1,369,193	1%
Total Resources	2,159,257	1,888,440	1,358,377	1,376,693	1,376,693	1,376,693	1%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Capital improvements	279,355	486,721	47,325	23,455	23,455	23,455	-50%
Operating contingencies	-	-	-	-	-	-	-
Unappropriated Reserves	-	-	1,311,052	1,353,238	1,353,238	1,353,238	3%
Transfers	-	-	-	-	-	-	-
Total Expenditures	279,355	486,721	1,358,377	1,376,693	1,376,693	1,376,693	1%
Net Total	\$ 1,879,903	\$ 1,401,719	\$ -	\$ -	\$ -	\$ -	

06- RESERVE FUND		FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
REVENUE							
06-4-00-301	INTEREST EARNED	\$ 10,154	\$ 8,537	\$ 8,000	\$ 7,500	\$ 7,500	\$ 7,500
06-4-00-362	REFUNDS/REIMBURSEMENTS	2,700	-	-	-	-	-
REVENUE TOTAL		12,854	8,537	8,000	7,500	7,500	7,500
BEGINNING FUND BALANCE							
06-4-00-400	BEGINNING FUND BALANCE	1,381,253	1,879,903	1,350,377	1,369,193	1,369,193	1,369,193
BEGINNING FUND BALANCE TOTAL		1,381,253	1,879,903	1,350,377	1,369,193	1,369,193	1,369,193
TRANSFERS IN							
06-4-00-509	TRANSFERS FROM OTHER FUNDS	765,150	-	-	-	-	-
TRANSFERS IN TOTAL		765,150	-	-	-	-	-
06- RESERVE FUND REVENUES TOTAL		2,159,257	1,888,440	1,358,377	1,376,693	1,376,693	1,376,693
06- RESERVE FUND EXPENDITURES							
UNAPPROPRIATED RESERVES							
06-5-00-460	RAINY DAY	-	-	500,000	500,000	500,000	500,000
06-5-00-461	PD REINSTATE	-	-	500,000	500,000	500,000	500,000
06-5-00-462	VEHICLES	-	-	75,000	75,000	75,000	75,000
06-5-00-463	EQUIPMENT	-	-	79,600	75,000	75,000	75,000
06-5-00-464	BUILDING	-	-	156,452	203,238	203,238	203,238
UNAPPROPRIATED RESERVES TOTAL		-	-	1,311,052	1,353,238	1,353,238	1,353,238
CAPITAL OUTLAY							
06-5-00-924	VEHICLES	41,376	1,921	25,000	-	-	-
06-5-00-925	EQUIPMENT	65,364	16,408	7,325	13,455	13,455	13,455
06-5-00-926	BUILDING	172,615	468,392	15,000	10,000	10,000	10,000
CAPITAL OUTLAY TOTAL		279,355	486,721	47,325	23,455	23,455	23,455
06- RESERVE FUND EXPENDITURES TOTAL		279,355	486,721	1,358,377	1,376,693	1,376,693	1,376,693
06- RESERVE FUND NET TOTAL		\$ 1,879,903	\$ 1,401,719	\$ -	\$ -	\$ -	\$ -



Transportation SDC Fund

Description

The Transportation System Development Charges (SDC) Fund accounts for construction of transportation system improvements that are necessitated by new development and paid by the collection of system development charges and interest income. An adopted 5-year street capital improvement (CIP) plan is discussed in the “Capital Improvements” section on pages 92 and 97.

Accomplishments – FY 2011/12

- Completed Roundabout Feasibility Study (*Council goals 1,3,4 &5*)

Goals and Objectives - FY 12/13

- Continue work with Oregon Department of Transportation (ODOT) and the Freight Commission on roundabout design test case (*Council goals 1, 3, 4 &5*)
- Secure additional funding for the Barclay/Hwy 20 intersection improvements (*Council goals 1 & 5*)

Budget Highlights

- No capital projects included in adopted budget.

TRANSPORTATION SDC FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Interest	\$ 3,894	\$ 2,692	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	25%
System development charges	8,705	16,205	15,000	20,000	20,000	20,000	33%
Total Resources	12,599	18,897	17,000	22,500	22,500	22,500	32%
Beginning Fund Balance	553,495	496,483	459,405	501,230	501,230	501,230	9%
Total Resources	566,094	515,380	476,405	523,730	523,730	523,730	10%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Materials & services	6,370	605	-	-	-	-	-
Capital improvements	63,242	55,370	117,100	-	-	-	-100%
Operating contingencies	-	-	359,305	523,730	523,730	523,730	46%
Total Expenditures	69,612	55,975	476,405	523,730	523,730	523,730	10%
Net Total	\$ 496,483	\$ 459,405	\$ -	\$ -	\$ -	\$ -	

07 -TRANSPORTATION SDC FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
					PROPOSED	APPROVED	ADOPTED
REVENUE							
07-4-00-301	INTEREST EARNED	\$ 3,894	\$ 2,692	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
07-4-00-394	TRANSPORTATION SDC	8,705	16,205	15,000	20,000	20,000	20,000
REVENUE TOTAL		12,599	18,897	17,000	22,500	22,500	22,500
BEGINNING FUND BALANCE							
07-4-00-400	BEGINNING FUND BALANCE	553,495	496,483	459,405	501,230	501,230	501,230
BEGINNING FUND BALANCE TOTAL		553,495	496,483	459,405	501,230	501,230	501,230
07 -TRANS SDC FUND REVENUES TOTAL		566,094	515,380	476,405	523,730	523,730	523,730
07 -TRANSPORTATION SDC FUND EXPENDITURES							
OPERATING CONTINGENCIES							
07-5-00-400	OPERATING CONTINGENCY	-	-	359,305	523,730	523,730	523,730
OPERATING CONTINGENCIES TOTAL		-	-	359,305	523,730	523,730	523,730
MATERIALS & SERVICES							
07-5-00-726	CONTRACTED SERVICE	6,370	605	-	-	-	-
MATERIALS & SERVICES TOTAL		6,370	605	-	-	-	-
CAPITAL OUTLAY							
07-5-00-906	CAPITAL OUTLAY	63,242	55,370	117,100	-	-	-
CAPITAL OUTLAY TOTAL		63,242	55,370	117,100	-	-	-
07 -TRANS SDC FUND EXPENDITURES TOTAL		69,612	55,975	476,405	523,730	523,730	523,730
07 -TRANSPORTATION SDC FUND NET TOTAL		\$ 496,483	\$ 459,405	\$ -	\$ -	\$ -	\$ -



Park SDC Fund

Description

The Park SDC Fund provides for park improvements necessitated by new development which is funded through the collection of system development charges and interest income.



Park by Hunter Blakelock

Accomplishments – FY 2011/12

- Coordinated the installation of Clemens Park play structure (*Council goal 2*)

Budget Highlights

- No capital projects included in adopted FY 12/13 budget.



PARK SDC FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Interest	\$ 819	\$ 633	\$ 500	\$ 500	\$ 500	\$ 500	0%
System development charges	4,904	5,517	5,000	5,000	5,000	5,000	0%
Contributed capital	12,958	-	-	-	-	-	-
Intergovernmental	13,088	18,362	-	-	-	-	-
Total Resources	31,769	24,512	5,500	5,500	5,500	5,500	0%
Beginning Fund Balance	121,301	117,328	121,422	111,558	111,558	111,558	-8%
Total Resources	153,070	141,840	126,922	117,058	117,058	117,058	0%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Materials & services	-	28,549	20,000	-	-	-	-100%
Capital improvements	35,742	2,166	14,900	-	-	-	-100%
Operating contingencies	-	-	92,022	117,058	117,058	117,058	27%
Total Expenditures	35,742	30,715	126,922	117,058	117,058	117,058	-8%
Net Total	\$ 117,328	\$ 111,125	\$ -	\$ -	\$ -	\$ -	

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
12 -PARK SDC FUND							
REVENUE							
12-4-00-301	INTEREST EARNED	\$ 819	\$ 633	\$ 500	\$ 500	\$ 500	\$ 500
12-4-00-321	PARK SDC	4,904	5,517	5,000	5,000	5,000	5,000
12-4-00-365	OR PK & REC GRT CLEMENS PK	13,088	4,360	-	-	-	-
12-4-00-366	OR PK & REC GRT MASTER PLAN	-	11,627	-	-	-	-
12-4-00-398	CONTRIBUTED CAP REVENUE	12,958	-	-	-	-	-
REVENUE TOTAL		31,769	22,136	5,500	5,500	5,500	5,500
GRANTS & PASS THROUGHGS							
12-4-00-665	OTHER GRANTS	-	2,375	-	-	-	-
GRANTS & PASS THROUGHGS TOTAL		-	2,375	-	-	-	-
BEGINNING FUND BALANCE							
12-4-00-400	BEGINNING FUND BALANCE	121,301	117,328	121,422	111,558	111,558	111,558
BEGINNING FUND BALANCE TOTAL		121,301	117,328	121,422	111,558	111,558	111,558
12 -PARK SDC FUND REVENUES TOTAL		153,070	141,840	126,922	117,058	117,058	117,058
12 -PARK SDC FUND EXPENDITURES							
OPERATING CONTINGENCIES							
12-5-00-400	OPERATING CONTINGENCY	-	-	92,022	117,058	117,058	117,058
OPERATING CONTINGENCIES TOTAL		-	-	92,022	117,058	117,058	117,058
MATERIALS & SERVICES							
12-5-00-726	CONTRACTED SERVICE	-	28,549	20,000	-	-	-
MATERIALS & SERVICES TOTAL		-	28,549	20,000	-	-	-
CAPITAL OUTLAY							
12-5-00-906	CAPITAL OUTLAY	35,742	2,166	-	-	-	-
12-5-00-952	CLEMENS PARK	-	-	14,900	-	-	-
CAPITAL OUTLAY TOTAL		35,742	2,166	14,900	-	-	-
12 -PARK SDC FUND EXPENDITURES TOTAL		35,742	30,715	126,922	117,058	117,058	117,058
12 -PARK SDC FUND NET TOTAL		\$ 117,328	\$ 111,125	\$ -	\$ -	\$ -	\$ -

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Parking District Fund

Description

The Parking District Fund provides the accounting for development fees collected from developers or businesses located in Commercial Parking District. Funds allocating pursuant to the Parking Master Plan shall be used for parking improvements; paving, striping, sidewalks, acquisitions of real property and professional fees incurred in developing additional parking, development of curbing and storm water drainage and catch basins. Revisions to the plan may be made annually.

Goals and Objectives – FY 12/13

- Complete downtown parking study (*Council goal 1*)
- Investigate various developing options for RV parking (*Council goals 1 & 5*)

Budget Highlights – FY 2012/13

- No capital projects included in adopted FY 12/13 budget.

PARKING DISTRICT FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
License and fees	\$ 15,606	\$ 15,155	\$ 15,000	\$ 14,500	\$ 14,500	\$ 14,500	-3%
Reimbursement	12,408	18,289	-	-	-	-	
Interest	1,616	366	300	400	400	400	33%
Total Resources	29,630	33,810	15,300	14,900	14,900	14,900	-3%
Beginning Fund Balance	246,722	31,539	64,707	79,731	79,731	79,731	23%
Total Resources	276,352	65,349	80,007	94,631	94,631	94,631	18%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Capital improvements	244,814	-	-	-	-	-	-
Operating contingencies	-	-	80,007	94,631	94,631	94,631	18%
Total Expenditures	244,814	-	80,007	94,631	94,631	94,631	18%
Net Total	\$ 31,538	\$ 65,349	\$ -	\$ -	\$ -	\$ -	

	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
13 -PARKING DISTRICT FUND						
REVENUE						
13-4-00-301 INTEREST EARNED	\$ 1,616	\$ 366	\$ 300	\$ 400	\$ 400	\$ 400
13-4-00-375 PARKING DISTRICT	15,606	15,155	15,000	14,500	14,500	14,500
13-4-00-376 REIMBURSEMENT FEE	12,408	18,289	-	-	-	-
REVENUE TOTAL	29,630	33,810	15,300	14,900	14,900	14,900
BEGINNING FUND BALANCE						
13-4-00-400 BEGINNING FUND BALANCE	246,722	31,538	64,707	79,731	79,731	79,731
BEGINNING FUND BALANCE TOTAL	246,722	31,538	64,707	79,731	79,731	79,731
13 -PARKING DISTRICT FUND REVENUES TOTAL	276,352	65,349	80,007	94,631	94,631	94,631
13 -PARKING DISTRICT FUND EXPENDITURES						
OPERATING CONTINGENCIES						
13-5-00-400 OPERATING CONTINGENCY	-	-	80,007	94,631	94,631	94,631
OPERATING CONTINGENCIES TOTAL	-	-	80,007	94,631	94,631	94,631
CAPITAL OUTLAY						
13-5-00-906 CAPITAL OUTLAY	244,814	-	-	-	-	-
CAPITAL OUTLAY TOTAL	244,814	-	-	-	-	-
13 -PARKING DISTRICT FUND EXP TOTAL	244,814	-	80,007	94,631	94,631	94,631
13 -PARKING DISTRICT FUND NET TOTAL	\$ 31,538	\$ 65,349	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE FUNDS



City Hall Debt Service Fund

Description

This fund was originally classified as capital project fund for the new city hall which accounted for the revenue received from the sale of property and bond proceeds to pay for the construction & furnishing of the building. In FY 08-09, the fund was reclassified to a debt service fund and only accounts for debt service payments for the city hall.

Budget Highlights

- Main source of revenue is transfers from other funds to pay the annual debt service payment of \$139,000.

CITY HALL DEBT SERVICE FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Interest	\$ 118	\$ 77	\$ 200	\$ 100	\$ 100	\$ 100	-50%
Transfers	139,000	139,000	139,000	138,700	138,700	138,700	0%
Total Resources	139,118	139,077	139,200	138,800	138,800	138,800	0%
Beginning Fund Balance	13,627	14,221	14,335	14,849	14,849	14,849	4%
Total Resources	152,745	153,298	153,535	153,649	153,649	153,649	0%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Debts service	138,524	138,524	139,000	138,700	138,700	138,700	0%
Operating contingencies	-	-	14,535	14,949	14,949	14,949	3%
Total Expenditures	138,524	138,524	153,535	153,649	153,649	153,649	0%
Net Total	\$ 14,221	\$ 14,774	\$ -	\$ -	\$ -	\$ -	

18 -CITY HALL DEBT SERVICE FUND	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
REVENUE						
18-4-00-301 INTEREST EARNED	\$ 118	\$ 77	\$ 200	\$ 100	\$ 100	\$ 100
REVENUE TOTAL	118	77	200	100	100	100
BEGINNING FUND BALANCE						
18-4-00-400 BEGINNING FUND BALANCE	13,627	14,221	14,335	14,849	14,849	14,849
BEGINNING FUND BALANCE TOTAL	13,627	14,221	14,335	14,849	14,849	14,849
TRANSFERS IN						
18-4-00-509 TRANSFERS FROM OTHER FUNDS	68,000	68,000	76,000	76,000	76,000	76,000
18-4-00-510 TRANSFER FROM GENERAL FUND	71,000	71,000	63,000	62,700	62,700	62,700
TRANSFERS IN TOTAL	139,000	139,000	139,000	138,700	138,700	138,700
18 -CITY HALL DS FUND REVENUE TOTAL	152,745	153,298	153,535	153,649	153,649	153,649
18 -CITY HALL DEBT SERVICE FUND EXPENDITURES						
OPERATING CONTINGENCIES						
18-5-00-400 OPERATING CONTINGENCY	-	-	14,535	14,949	14,949	14,949
OPERATING CONTINGENCIES TOTAL	-	-	14,535	14,949	14,949	14,949
DEBT SERVICE						
18-5-00-800 BANK LOAN INTEREST	55,815	51,845	48,000	43,500	43,500	43,500
18-5-00-820 BANK LOAN PRINCIPAL	82,709	86,679	91,000	95,200	95,200	95,200
DEBT SERVICE TOTAL	138,524	138,524	139,000	138,700	138,700	138,700
18 -CITY HALL DEBT SERV FUND EXP TOTAL	138,524	138,524	153,535	153,649	153,649	153,649
18 -CITY HALL DEBT SERVICE FUND NET TOTAL	\$ 14,221	\$ 14,774	\$ -	\$ -	\$ -	\$ -

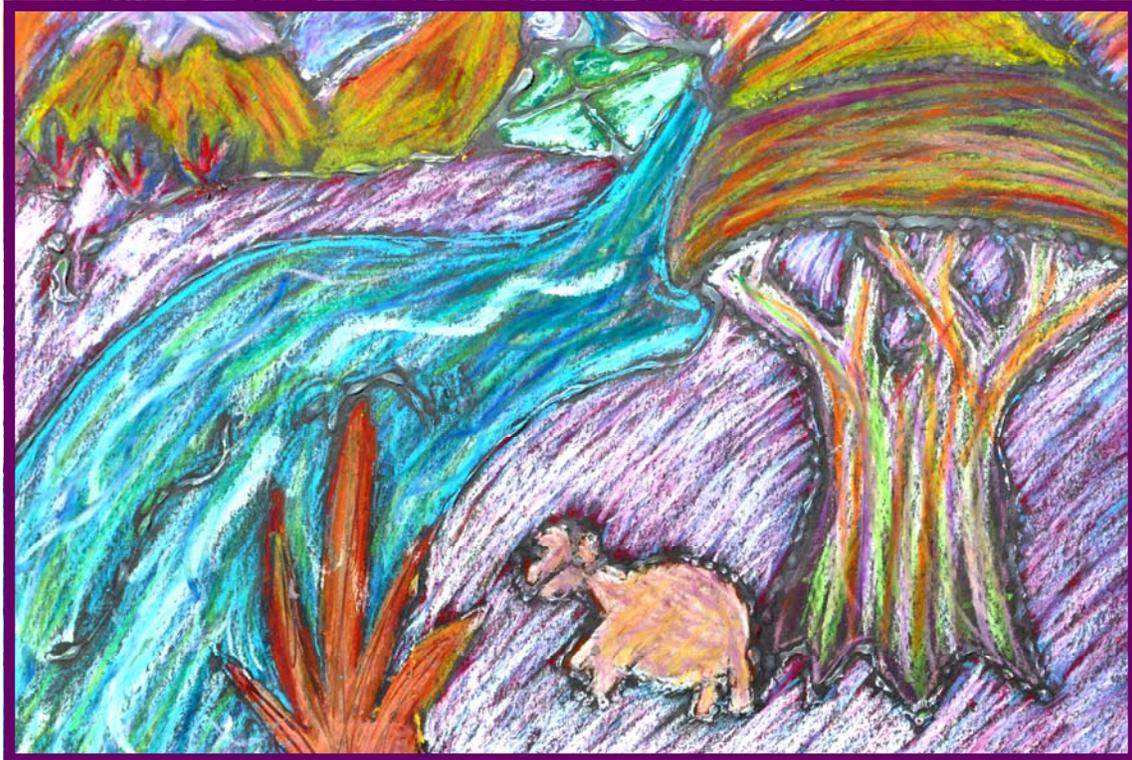
PROPRIETARY FUNDS



Water Fund

Description

The Water Fund supports the City's water utility which provides for the delivery of adequate quantities of safe, high quality water to domestic and commercial/industrial water users. The Water Fund's purpose is to operate and maintain the existing wells and all other facilities and preventative maintenance for all equipment.



Landscape with river by Emma Houck

Fund Resources

This fund is an enterprise fund. It is self-supporting with expenses paid for from charges for services resources. Other water revenue is provided through service fees and meter installations. A summary of enterprise resources are discussed in the "Revenue Information" section, beginning on page 83.

Accomplishments – FY 2011/12

- Completed hydrant testing for the entire water system (*Council goal 3*)
- Completed valve exercising for the entire water system
- Complete water rate project (*Council goals 3, 4 & 5*)



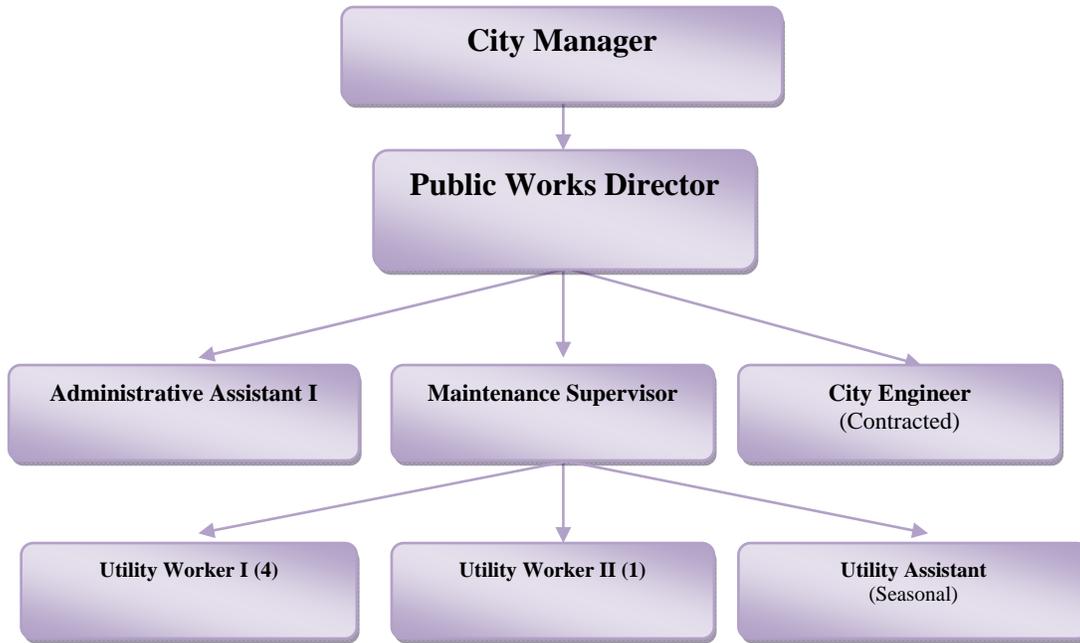
Accomplishments – FY 2011/12(cont'd)

- Submitted five water mitigation applications to State of Oregon Water Resources Department for permanent mitigation for Well #3 (*Council goals 1 &5*)
- Completed Lazy Z offset and received twenty-three mitigation credits (*Council goals 1 & 5*)
- Completed Pole Creek Transfer and received fifty-seven mitigation credits (*Council goals 1 & 5*)
- Completed Well #1 to Well #3 water right transfer (*Council goals 1 & 5*)

Goals and Objectives – FY 2012/13

- Complete design and start construction on the Hood/Fir Street improvement project (*Council goal 5*)
- Complete permanent water mitigation for Well #3 (*Council goals 1 & 5*)

WATER ORGANIZATIONAL CHART
 (ALLOCATED AND FUNDED THRU INDIVIDUAL FUNDS)



WATER BUDGET SUMMARY

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Water Receipts	\$ 449,032	\$ 455,611	\$ 450,000	\$ 469,000	\$ 469,000	\$ 469,000	4%
Charges for services	23,055	28,515	33,100	33,851	33,851	33,851	2%
Licenses and fees	1,591	2,280	3,000	3,500	3,500	3,500	17%
Interest	2,012	752	400	400	400	400	0%
Miscellaneous	467	704	-	-	-	-	-
Total Resources	476,156	487,862	486,499	506,750	506,750	506,750	4%
Beginning Fund Balance	165,970	94,104	72,248	64,359	64,359	64,359	-11%
Total Resources	642,126	581,966	558,748	571,109	571,109	571,109	2%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Personnel services	230,037	259,105	244,446	197,611	195,734	195,734	-20%
Materials & services	177,935	194,322	203,050	170,250	170,250	170,250	-16%
Capital improvements	123,049	39,297	48,850	32,208	32,208	32,208	-34%
Operating contingencies	-	-	38,402	147,040	148,917	148,917	288%
Transfers	17,000	17,000	24,000	24,000	24,000	24,000	0%
Total Expenditures	548,022	509,724	558,748	571,109	571,109	571,109	2%
Net Total	\$ 94,104	\$ 72,248	\$ -	\$ -	\$ -	\$ -	

02 - WATER FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
					PROPOSED	APPROVED	ADOPTED
REVENUE							
02-4-00-301	INTEREST EARNED	\$ 2,012	\$ 752	\$ 400	\$ 400	\$ 400	\$ 400
02-4-00-314	PUBLIC WORKS FEES	1,591	2,280	3,000	3,500	3,500	3,500
02-4-00-323	TSID IRRIGATION	7,100	7,100	7,100	7,100	7,100	7,100
02-4-00-324	WATER PROCESSING/TRANS FEE	2,820	2,230	2,000	2,000	2,000	2,000
02-4-00-341	BACKFLOW TESTING FEES	7,653	7,471	13,000	12,000	12,000	12,000
02-4-00-342	SALE OF ASSETS	-	10	-	-	-	-
02-4-00-360	MISCELLANEOUS	450	704	-	-	-	-
02-4-00-362	REFUNDS/REIMBURSEMENTS	17	-	-	-	-	-
02-4-00-371	WATER RECEIPTS	449,032	455,611	450,000	469,000	469,000	469,000
02-4-00-372	HOOK-UP FEES	1,230	540	1,000	750	750	750
02-4-00-373	METER INSTL & REPAIR	3,875	7,675	8,000	8,000	8,000	8,000
02-4-00-377	BULK WATER	377	2,990	2,000	3,000	3,000	3,000
02-4-00-388	WATER TAP FEE	-	500	-	1,000	1,000	1,000
REVENUE TOTAL		476,156	487,862	486,499	506,750	506,750	506,750
BEGINNING FUND BALANCE							
02-4-00-400	BEGINNING FUND BALANCE	165,970	94,103	72,248	64,359	64,359	64,359
BEGINNING FUND BALANCE TOTAL		165,970	94,103	72,248	64,359	64,359	64,359
02- WATER FUND REVENUES TOTAL		642,126	581,966	558,748	571,109	571,109	571,109
02- WATER FUND EXPENDITURES							
OPERATING CONTINGENCIES							
02-5-00-400	OPERATING CONTINGENCY	-	-	38,402	147,040	148,917	148,917
OPERATING CONTINGENCIES TOTAL		-	-	38,402	147,040	148,917	148,917

02 -WATER FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
PERSONNEL SERVICES							
02-5-00-500	CITY MANAGER	9,591	12,169	12,729	11,032	11,032	11,032
02-5-00-501	FINANCE ACCOUNTING ANALYST	6,247	3,196	2,965	4,524	3,393	3,393
02-5-00-502	ADMIN ASST	16,013	9,138	9,416	11,038	11,038	11,038
02-5-00-503	PUBLIC WORKS DIRECTOR	14,933	14,324	8,902	13,727	13,727	13,727
02-5-00-504	UTILITY TECHNICIAN II	-	-	-	6,698	6,698	6,698
02-5-00-505	UTILITY TECHNICIAN I	25,552	39,755	32,896	32,207	32,207	32,207
02-5-00-509	PLANNING DIRECTOR	3,573	6,736	3,491	-	-	-
02-5-00-510	UTILITY TECHNICIAN III	7,076	7,153	6,766	-	-	-
02-5-00-511	UTILITY ASST	-	-	-	1,405	1,405	1,405
02-5-00-513	OVERTIME	1,025	903	2,000	2,000	2,000	2,000
02-5-00-515	PLANNING TECHNICIAN	2,240	2,267	2,267	2,327	2,327	2,327
02-5-00-516	ASSOCIATE PLANNER	2,401	-	-	-	-	-
02-5-00-517	OFFICE SPECIALIST I	5,770	6,597	6,796	-	4,255	4,255
02-5-00-518	ACCOUNTING TECHNICIAN	3,822	11,590	12,030	-	-	-
02-5-00-519	DESKTOP SUPPORT TECHNICIAN	-	359	915	1,120	1,120	1,120
02-5-00-520	PRINCIPAL PLANNER	-	3,017	6,290	-	-	-
02-5-00-524	PUBLIC WORKS COORDINATOR	12,357	6,529	-	-	-	-
02-5-00-526	SENIOR PLANNER	2,932	82	-	-	-	-
02-5-00-527	CITY RECORDER	4,424	5,573	5,601	4,999	4,999	4,999
02-5-00-529	FINANCE & ADMIN DIRECTOR	14,367	14,818	15,278	11,802	11,802	11,802
02-5-00-533	MAINTENANCE SUPERVISOR	20,380	26,398	21,411	16,537	16,537	16,537
02-5-00-560	CONTINGENCY	-	-	4,243	3,677	-	-
02-5-00-573	ON CALL COMPENSATION	-	-	3,046	2,396	2,396	2,396
02-5-00-581	SOCIAL SECURITY	9,232	10,248	9,737	7,512	7,478	7,478
02-5-00-582	WORKER'S COMP	4,779	6,441	5,094	4,771	4,769	4,769
02-5-00-583	PERS/OSPRS	14,966	16,603	24,213	19,510	19,272	19,272
02-5-00-584	MED/DENT/VISION INSURANCE	45,497	52,021	45,389	37,988	36,946	36,946
02-5-00-586	LTD	447	506	434	378	378	378
02-5-00-587	LIFE INSURANCE	100	115	103	81	81	81
02-5-00-588	UNEMPLOYMENT INS.	153	171	157	125	125	125

02 -WATER FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
02-5-00-589	MEDICARE	2,160	2,397	2,277	1,757	1,749	1,749
PERSONNEL SERVICES TOTAL		230,037	259,105	244,446	197,611	195,734	195,734
TRANSFERS							
02-5-00-602	TRANSFER TO CITY HALL FUND	17,000	17,000	24,000	24,000	24,000	24,000
TRANSFERS TOTAL		17,000	17,000	24,000	24,000	24,000	24,000
MATERIALS & SERVICES							
02-5-00-705	ADVERTISING	152	54	200	200	200	200
02-5-00-706	AUDIT FEES	3,861	3,861	3,200	2,300	2,300	2,300
02-5-00-710	COMPUTER SOFTWARE MAINT.	3,205	3,670	3,800	3,500	3,500	3,500
02-5-00-712	CHEMICALS	2,207	573	1,000	1,000	1,000	1,000
02-5-00-713	DEVELOPMENT REVIEW	3,606	3,290	3,000	3,500	3,500	3,500
02-5-00-714	OFFICE SUPPLIES	4,088	2,791	3,100	3,300	3,300	3,300
02-5-00-715	POSTAGE	4,996	4,344	2,750	2,450	2,450	2,450
02-5-00-717	OFFICE EQUIPMENT	-	866	-	-	-	-
02-5-00-718	LEASES	874	539	-	-	-	-
02-5-00-721	COPIER/PRINTER	-	2,747	1,000	250	250	250
02-5-00-722	CHLORINATOR REPAIRS	-	942	2,000	2,200	2,200	2,200
02-5-00-726	CONTRACTED SERVICES	40,783	31,148	34,200	10,700	10,700	10,700
02-5-00-727	PERMITS & FEES	5,372	9,958	5,000	5,000	5,000	5,000
02-5-00-733	DUES & SUBSCRIPTIONS	1,110	815	1,200	1,000	1,000	1,000
02-5-00-735	TELEPHONE	7,067	5,591	2,000	2,600	2,600	2,600
02-5-00-736	CELLULAR PHONES	-	1,588	1,250	850	850	850
02-5-00-740	EDUCATION	893	1,917	2,500	2,000	2,000	2,000
02-5-00-743	ELECTRICITY	29,077	30,573	37,000	30,000	30,000	30,000
02-5-00-746	SMALL TOOLS & EQUIPMENT	1,493	1,074	1,500	1,500	1,500	1,500
02-5-00-747	ENGINEERING/NEW DEVELOP.	-	921	-	-	-	-
02-5-00-748	BACKFLOW TESTING SERVICE	7,099	6,185	13,000	12,000	12,000	12,000
02-5-00-755	GAS/OIL	4,478	6,872	7,500	6,500	6,500	6,500
02-5-00-765	IMPROVEMENTS & REPAIRS	5	129	750	1,000	1,000	1,000

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
02 -WATER FUND					PROPOSED	APPROVED	ADOPTED
02-5-00-766	INS: COMP/LIA/UMB	6,447	3,652	4,200	4,700	4,700	4,700
02-5-00-768	INTERNAL GENERAL FUND SERV.	9,300	9,300	9,300	9,300	9,300	9,300
02-5-00-769	ENGINEERING	-	422	1,000	1,000	1,000	1,000
02-5-00-770	WATER LOCATE SERVICE	125	186	200	200	200	200
02-5-00-771	MEDICAL TESTING & SERVICES	48	23	200	200	200	200
02-5-00-772	ROW FRANCHISE FEE	22,452	22,781	22,500	23,450	23,450	23,450
02-5-00-775	LABORATORY FEES	1,160	5,095	4,000	2,700	2,700	2,700
02-5-00-777	LEGAL FEES	192	840	2,500	1,000	1,000	1,000
02-5-00-779	WATER SYSTEM REPAIRS	3,539	4,342	8,000	12,000	12,000	12,000
02-5-00-780	CREDIT CARD FEE	623	1,546	1,000	2,000	2,000	2,000
02-5-00-782	UNIFORMS	977	566	1,000	750	750	750
02-5-00-788	METERS & PARTS	4,444	15,065	15,000	15,000	15,000	15,000
02-5-00-789	MILEAGE/TRAVEL REIMBURSEMT	705	1,223	1,000	500	500	500
02-5-00-790	MISCELLANEOUS	25	(68)	-	-	-	-
02-5-00-793	MEETINGS/WORKSHOPS	184	159	200	100	100	100
02-5-00-795	SUPPLIES	1,530	2,965	2,000	2,000	2,000	2,000
02-5-00-796	VEHICLE MAINTENANCE	4,634	4,301	4,000	3,000	3,000	3,000
02-5-00-799	BAD DEBT EXPENSE	1,188	1,475	1,000	500	500	500
MATERIALS & SERVICES TOTAL		177,935	194,322	203,050	170,250	170,250	170,250
CAPITAL OUTLAY							
02-5-00-906	CAPITAL OUTLAY	123,049	39,297	48,850	32,208	32,208	32,208
CAPITAL OUTLAY TOTAL		123,049	39,297	48,850	32,208	32,208	32,208
02- WATER FUND EXPENDITURES TOTAL		548,022	509,724	558,748	571,109	571,109	571,109
02 WATER FUND NET TOTAL		\$ 94,104	\$ 72,248	\$ -	\$ -	\$ -	\$ -

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Sewer Fund

Description

The Sewer Fund supports the City's wastewater utility which ensures the safe collection and discharge of wastewater effluent under the requirements of the City's National Pollutant Discharge Elimination System (NPDES) permit.



Landscape with stream by Kobe Martinez

Fund Resources

This fund is an enterprise fund meaning it is self-supporting with expenses paid from its own revenues sources. The main source of revenue is from sewer charges and other sewer revenue is provided through service fees and sewer connections. A summary of enterprise resources are discussed in the "Revenue Information" section, beginning on page 83.

Accomplishments – FY 2011/12

- Completed draft Wastewater System Master Plan (*Council 1*)
- Completed five-year cleaning of the entire collection system (*Council goal 5*)
- Completed television inspection of the entire downtown collection system (*Council goal 5*)
- Developed a new operating agreement for the Lazy Z ranching operations



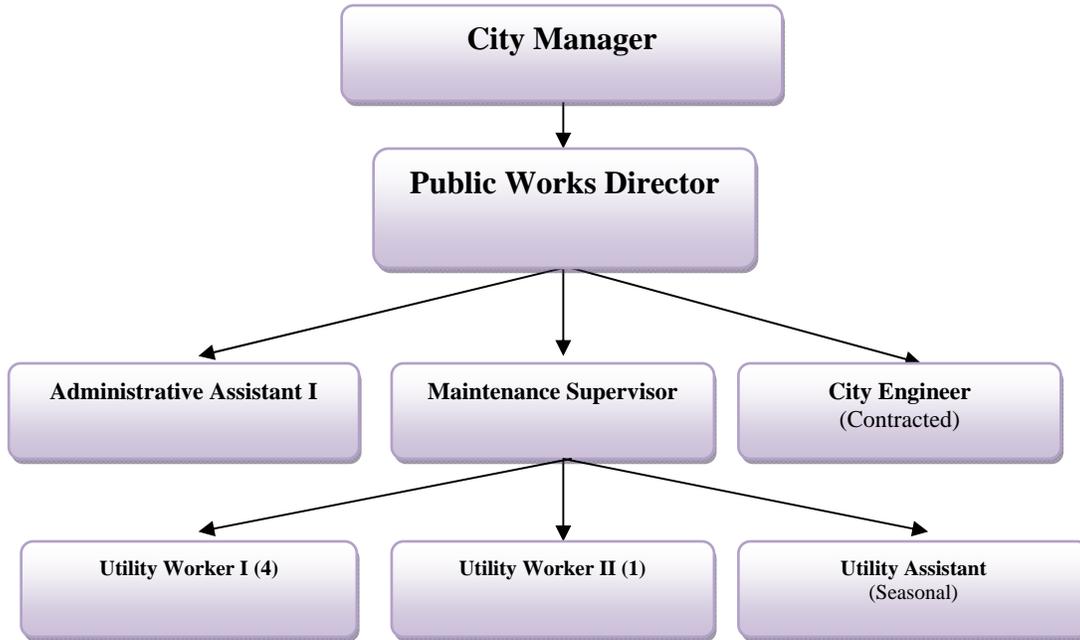
Goals and Objectives – FY 2012/13

- Approve Wastewater System Master Plan (*Council goal 1*)
- Develop a Lazy Z Reuse Plan. (*Council goal 1*)
- Evaluate opportunities to refinance/ reduce debt service payments. (*Council goal 5*)
- Evaluate sewer rate structure/effect of averaging sewer rates base on year round use (vs. winter averaging). (*Council goal 5*)

Budget Highlights

- No capital projects included in the adopted FY 12/13 budget.

SEWER ORGANIZATIONAL CHART:
(FUNDED THRU INDIVIDUAL FUNDS)



SEWER FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Sewer Receipts	\$ 659,139	\$ 676,724	\$ 680,000	\$ 680,000	\$ 680,000	\$ 680,000	0%
Charges for services	13,003	9,080	10,000	8,000	8,000	8,000	-20%
Licenses and fees	1,591	2,280	3,000	4,000	4,000	4,000	33%
Interest	9,061	5,459	6,000	4,000	4,000	4,000	-33%
Rental income	48,000	48,000	48,000	48,000	48,000	48,000	0%
Miscellaneous	-	40,862	-	1,100	1,100	1,100	-
Total Resources	730,794	782,406	747,000	745,100	745,100	745,100	0%
Beginning Fund Balance	1,478,465	1,289,896	706,211	905,491	905,491	905,491	28%
Total Resources	2,209,259	2,072,302	1,453,211	1,650,591	1,650,591	1,650,591	0%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Personnel services	265,669	279,197	292,816	190,814	184,655	184,655	-37%
Materials & services	190,095	180,372	191,150	178,200	178,200	178,200	-7%
Capital improvements	19,943	112,414	12,100	-	-	-	-100%
Debt service	405,660	409,338	408,700	406,800	406,800	406,800	0%
Operating contingencies	-	-	515,445	509,897	516,056	516,056	0%
Unappropriated Reserves	-	-	-	331,880	331,880	331,880	-
Transfers	38,000	38,000	33,000	33,000	33,000	33,000	0%
Total Expenditures	919,367	1,019,321	1,453,211	1,650,591	1,650,591	1,650,591	14%
Net Total	\$ 1,289,896	\$ 1,052,994	\$ -	\$ -	\$ -	\$ -	

05 -SEWER FUND		FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
REVENUE							
05-4-00-301	INTEREST EARNED	\$ 9,061	\$ 5,459	\$ 6,000	\$ 4,000	\$ 4,000	\$ 4,000
05-4-00-314	PUBLIC WORKS FEES	1,591	2,280	3,000	4,000	4,000	4,000
05-4-00-327	SEWER RECEIPTS	659,139	676,724	680,000	680,000	680,000	680,000
05-4-00-337	OVERNIGHT PARK SEWER RECPTS	7,638	9,080	10,000	8,000	8,000	8,000
05-4-00-342	SALE OF ASSETS	-	22,462	-	-	-	-
05-4-00-353	MAPLE STREET REIMB DISTRICT	4,438	4,438	-	-	-	-
05-4-00-354	PROPERTY RENTAL	48,000	48,000	48,000	48,000	48,000	48,000
05-4-00-360	MISCELLANEOUS	-	(16)	-	-	-	-
05-4-00-362	REFUNDS/REIMBURSEMENTS	-	13,428	-	-	-	-
05-4-00-381	SEWER TAP FEE	-	550	-	1,100	1,100	1,100
05-4-00-398	SEWER CONNECTIONS	927	-	-	-	-	-
REVENUE TOTAL		730,794	782,406	747,000	745,100	745,100	745,100
BEGINNING FUND BALANCE							
05-4-00-400	BEGINNING FUND BALANCE	1,478,465	1,289,896	706,211	905,491	905,491	905,491
BEGINNING FUND BALANCE TOTAL		1,478,465	1,289,896	706,211	905,491	905,491	905,491
05 -SEWER FUND REVENUES TOTAL		2,209,259	2,072,302	1,453,211	1,650,591	1,650,591	1,650,591
05 -SEWER FUND EXPENDITURES							
OPERATING CONTINGENCIES							
05-5-00-400	OPERATING CONTINGENCY			515,445	509,897	516,056	516,056
OPERATING CONTINGENCIES TOTAL		-	-	515,445	509,897	516,056	516,056
UNAPPROPRIATED RESERVES							
05-5-00-455	DEBT SERVICE		-	-	331,880	331,880	331,880
UNAPPROPRIATED RESERVES TOTAL		-	-	-	331,880	331,880	331,880
PERSONNEL SERVICES							
05-5-00-500	CITY MANAGER	9,591	10,141	10,608	11,880	11,880	11,880

05 -SEWER FUND		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
05-5-00-501	FINANCE ACCOUNTING ANALYST	6,247	3,196	3,294	4,524	3,393	3,393
05-5-00-502	ADMIN ASST	13,989	9,138	9,416	8,808	8,808	8,808
05-5-00-503	PUBLIC WORKS DIRECTOR	14,933	21,487	17,804	13,727	13,727	13,727
05-5-00-504	UTILITY TECHNICIAN II	-	-	-	13,395	13,395	13,395
05-5-00-505	UTILITY TECHNICIAN I	39,544	40,107	43,726	32,570	32,570	32,570
05-5-00-509	PLANNING DIRECTOR	3,573	6,736	6,982	-	-	-
05-5-00-510	UTILITY TECHNICIAN III	30,664	30,995	29,318	-	-	-
05-5-00-513	OVERTIME	1,788	1,206	1,500	1,500	1,500	1,500
05-5-00-515	PLANNING TECHICIAN	2,240	2,267	2,267	2,327	2,327	2,327
05-5-00-516	ASSOCIATE PLANNER	2,401	-	-	-	-	-
05-5-00-517	OFFICE SPECIALIST I	4,121	4,712	4,854	-	3,039	3,039
05-5-00-518	ACCOUNTING TECHNICIAN	2,730	8,279	8,593	-	-	-
05-5-00-519	DESKTOP SUPPORT TECHNICIAN	-	1,078	915	1,120	1,120	1,120
05-5-00-520	PRINCIPAL PLANNER	-	3,017	3,145	-	-	-
05-5-00-524	PUBLIC WORKS COORDINATOR	9,885	7,835	-	-	-	-
05-5-00-526	SENIOR PLANNER	2,932	82	-	-	-	-
05-5-00-527	CITY RECORDER	4,424	4,644	4,667	5,383	5,383	5,383
05-5-00-529	FINANCE & ADMIN DIRECTOR	14,367	14,818	15,278	11,802	11,802	11,802
05-5-00-533	MAINTENANCE SUPERVISOR	10,190	10,559	13,382	5,512	5,512	5,512
05-5-00-560	CONTINGENCY	-	-	3,536	3,960	-	-
05-5-00-573	ON CALL COMPENSATION	-	-	3,046	2,396	2,396	2,396
05-5-00-581	SOCIAL SECURITY	10,558	10,942	11,304	7,092	6,769	6,769
05-5-00-582	WORKER'S COMP	5,705	7,104	7,007	4,379	4,187	4,187
05-5-00-583	PERS/OSPRS	16,792	17,353	27,505	18,256	17,343	17,343
05-5-00-584	MED/DENT/VISION INSURANCE	55,739	60,136	61,225	39,972	37,387	37,387
05-5-00-586	LTD	503	526	513	362	350	350
05-5-00-587	LIFE INSURANCE	110	103	105	71	70	70
05-5-00-588	UNEMPLOYMENT INS.	174	180	182	119	114	114
05-5-00-589	MEDICARE	2,468	2,558	2,644	1,659	1,583	1,583
PERSONNEL SERVICES TOTAL		265,669	279,197	292,816	190,814	184,655	184,655

05 -SEWER FUND		FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
TRANSFERS							
05-5-00-602	TRANSFER TO CITY HALL FUND	38,000	38,000	33,000	33,000	33,000	33,000
TRANSFERS TOTAL		38,000	38,000	33,000	33,000	33,000	33,000
MATERIALS & SERVICES							
05-5-00-705	ADVERTISING	-	207	-	-	-	-
05-5-00-706	AUDIT FEES	4,212	4,212	6,000	4,000	4,000	4,000
05-5-00-710	COMPUTER SOFTWARE MAINT.	1,886	2,215	2,300	2,000	2,000	2,000
05-5-00-712	CHEMICALS	3,949	3,113	5,000	3,000	3,000	3,000
05-5-00-713	DEVELOPMENT REVIEW	3,606	2,876	3,000	4,000	4,000	4,000
05-5-00-714	OFFICE SUPPLIES	3,626	2,540	3,100	3,050	3,050	3,050
05-5-00-715	POSTAGE	4,963	4,450	2,750	2,250	2,250	2,250
05-5-00-717	OFFICE EQUIPMENT	-	721	-	500	500	500
05-5-00-718	LEASES	1,312	808	-	-	-	-
05-5-00-721	COPIER/PRINTER	-	2,369	1,000	150	150	150
05-5-00-722	CHLORINATOR REPAIR	-	14	500	1,000	1,000	1,000
05-5-00-726	CONTRACTED SERVICES	22,665	6,186	3,700	3,700	3,700	3,700
05-5-00-727	PERMITS & FEES	3,654	6,244	7,100	6,000	6,000	6,000
05-5-00-733	DUES & SUBSCRIPTIONS	160	109	100	400	400	400
05-5-00-735	TELEPHONE	8,501	8,473	6,400	6,000	6,000	6,000
05-5-00-736	CELLULAR PHONES	-	1,691	1,300	750	750	750
05-5-00-740	EDUCATION	1,408	735	3,000	1,500	1,500	1,500
05-5-00-743	ELECTRICITY	46,919	50,798	53,000	52,000	52,000	52,000
05-5-00-746	SMALL TOOLS & EQUIPMENT	4,584	2,566	5,000	3,000	3,000	3,000
05-5-00-755	GAS/OIL	5,565	7,715	8,000	8,800	8,800	8,800
05-5-00-764	WINTERIZATION	119	-	300	-	-	-
05-5-00-765	IMPROVEMENTS & REPAIRS	691	51	500	1,000	1,000	1,000
05-5-00-766	INS: COMP/LIA/UMB	8,381	5,460	5,400	8,400	8,400	8,400
05-5-00-768	INTERNAL GEN FUND SERVICES	9,300	9,300	9,300	9,300	9,300	9,300
05-5-00-770	SEWER LOCATE SERVICE	117	142	200	200	200	200
05-5-00-771	MEDICAL TESTING & SERVICES	48	25	100	100	100	100

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
05 -SEWER FUND					PROPOSED	APPROVED	ADOPTED
05-5-00-772	ROW FRANCHISE FEE	32,957	33,836	33,000	34,000	34,000	34,000
05-5-00-775	LABORATORY FEES	-	-	-	200	200	200
05-5-00-777	LEGAL FEES	-	934	2,000	2,000	2,000	2,000
05-5-00-780	CREDIT CARD FEE	623	1,711	1,000	2,000	2,000	2,000
05-5-00-782	UNIFORMS	1,016	810	1,500	1,000	1,000	1,000
05-5-00-787	SEWER SYSTEM REPAIRS	3,650	9,985	15,000	10,000	10,000	10,000
05-5-00-789	MILEAGE/TRAVEL REIMBURSEMT	845	348	500	300	300	300
05-5-00-790	MISCELLANEOUS	-	-	1,900	-	-	-
05-5-00-793	MEETINGS/WORKSHOPS	165	144	200	100	100	100
05-5-00-795	SUPPLIES	1,434	2,413	4,000	3,000	3,000	3,000
05-5-00-796	VEHICLE MAINTENANCE	12,330	5,640	5,000	4,000	4,000	4,000
05-5-00-799	BAD DEBT EXPENSE	1,411	1,530	-	500	500	500
MATERIALS & SERVICES TOTAL		190,095	180,372	191,150	178,200	178,200	178,200
DEBT SERVICE							
05-5-00-802	OEDD W/W DEPT SERVICE PRINC	30,376	35,659	36,000	36,300	36,300	36,300
05-5-00-803	OEDD W/W DEPT SERVICE INT.	43,299	41,704	40,000	37,900	37,900	37,900
05-5-00-804	OEDD SPWF DEBT SVC PRINC	7,110	7,501	8,000	8,400	8,400	8,400
05-5-00-805	OEDD SPWF DEBT SVC INT	11,528	11,137	10,800	10,300	10,300	10,300
05-5-00-806	DEQ HARDSHIP DEBT SVD PRINC	1,964	2,031	2,200	2,200	2,200	2,200
05-5-00-807	DEQ HARDSHIP DEBT SVD INT.	1,152	1,075	1,000	1,000	1,000	1,000
05-5-00-809	RUD BONDED LOAN #04 INT	132,225	130,041	128,000	125,500	125,500	125,500
05-5-00-811	RUD BONDED LOAN #06 INT	97,801	96,375	95,000	93,500	93,500	93,500
05-5-00-813	RUD BONDED LOAN #04 PRINC	48,527	50,711	53,000	55,500	55,500	55,500
05-5-00-814	RUD BONDED LOAN #06 PRINC	31,678	33,104	34,700	36,200	36,200	36,200
DEBT SERVICE TOTAL		405,660	409,338	408,700	406,800	406,800	406,800
CAPITAL OUTLAY							
05-5-00-906	CAPITAL OUTLAY	19,943	-	12,100	-	-	-
05-5-00-926	VEHICLES	-	112,414	-	-	-	-

	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
				PROPOSED	APPROVED	ADOPTED
05 -SEWER FUND						
CAPITAL OUTLAY TOTAL	19,943	112,414	12,100	-	-	-
05 -SEWER FUND EXPENDITURES	919,367	1,019,321	1,453,211	1,650,591	1,650,591	1,650,591
05 -SEWER FUND NET TOTAL	\$ 1,289,896	\$ 1,052,994	\$ -	\$ -	\$ -	\$ -



Sewer SDC Fund

Description

The Sewer System Development Charge (SDC) Fund accounts for planning, design and construction of sewer system improvements that are necessitated by new development and paid by the collection of system development charges and interest income. An adopted 5-year sewer capital improvement (CIP) plan is discussed in the “Capital Improvements” section on pages 93 and 96.

Accomplishments – FY 2011/12

- Upsized irrigation piping on the Lazy Z property for a pressurized irrigation system and future effluent transmission main (*Council goals 1 & 5*)
- Completed collection system improvement project (*Council goals 1 & 3*)
- Completed the draft update of the Sewer SDC master plan. (*Council goal 1*)

Goals and Objectives – FY 2012/13

- Complete update of the Wastewater System Master Plan (*Council goal 1*)

Budget Highlights

- No capital outlay projects included in the adopted FY 12/13 budget.

SEWER SDC FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Interest	\$ 4,146	\$ 2,631	\$ 1,800	\$ 1,000	\$ 1,000	\$ 1,000	-44%
System development charges	59,695	81,236	45,000	56,000	56,000	56,000	24%
Total Resources	63,840	83,867	46,800	57,000	57,000	57,000	22%
Beginning Fund Balance	605,828	506,672	408,316	279,814	279,814	279,814	-31%
Total Resources	669,668	590,539	455,116	336,814	336,814	336,814	-26%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Materials & services	1,301	256	8,000	-	-	-	-100%
Capital improvements	2,481	-	57,400	-	-	-	-
Debt service	159,214	159,214	159,500	159,500	159,500	159,500	0%
Operating contingencies	-	-	230,216	177,314	177,314	177,314	-23%
Total Expenditures	162,995	159,470	455,116	336,814	336,814	336,814	-26%
Net Total	\$ 506,672	\$ 431,069	\$ -	\$ -	\$ -	\$ -	

	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
10 -SEWER SDC FUND				PROPOSED	APPROVED	ADOPTED
REVENUE						
10-4-00-301 INTEREST EARNED	\$ 4,146	\$ 2,631	\$ 1,800	\$ 1,000	\$ 1,000	\$ 1,000
10-4-00-394 SEWER SDC	59,695	81,236	45,000	56,000	56,000	56,000
REVENUE TOTAL	63,840	83,867	46,800	57,000	57,000	57,000
BEGINNING FUND BALANCE						
10-4-00-400 BEGINNING FUND BALANCE	605,827	506,672	408,316	279,814	279,814	279,814
BEGINNING FUND BALANCE TOTAL	605,827	506,672	408,316	279,814	279,814	279,814
10 -SEWER SDC FUND REVENUES TOTAL	669,667	590,539	455,116	336,814	336,814	336,814
10 -SEWER SDC FUND EXPENDITURES						
OPERATING CONTINGENCIES						
10-5-00-400 OPERATING CONTINGENCY	-	-	230,216	177,314	177,314	177,314
OPERATING CONTINGENCIES TOTAL	-	-	230,216	177,314	177,314	177,314
MATERIALS & SERVICES						
10-5-00-726 CONTRACTED SERVICES	1,301	256	8,000	-	-	-
MATERIALS & SERVICES TOTAL	1,301	256	8,000	-	-	-
DEBT SERVICE						
10-5-00-820 LOAN PRINCIPLE	93,676	97,866	102,500	107,000	107,000	107,000
10-5-00-821 LOAN INTEREST	65,538	61,348	57,000	52,500	52,500	52,500
DEBT SERVICE TOTAL	159,214	159,214	159,500	159,500	159,500	159,500
	65,538					
CAPITAL OUTLAY						
10-5-00-906 CAPITAL OUTLAY	2,481	-	57,400	-	-	-
CAPITAL OUTLAY TOTAL	2,481	-	57,400	-	-	-
10 -SEWER SDC FUND EXPENDITURES TOTAL	162,996	159,470	455,116	336,814	336,814	336,814
10 -SEWER SDC FUND NET TOTAL	\$ 506,672	\$ 431,069	\$ -	\$ -	\$ -	\$ -



Water SDC Fund

Description

The Water System Development Charges (SDC) Fund accounts for planning, design and construction of water system improvements that are necessitated by new development and paid by the collection of system development charges and interest income. An adopted 5-year water capital improvement (CIP) plan is discussed in the “Capital Improvements” section on page 93 and 95.

Accomplishments – FY 2011/12

- Updated the 2005 Water System Master Plan with new system maps and flow data (*Council goal 1*)

Goals and Objectives – FY 2012/13

- Complete Hood/Fir Street improvement project. (*Council goal 5*)

Budget Highlights

- Includes developer upsizing funds of \$50,000.

WATER SDC FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Resources							
Interest	\$ 8,002	\$ 4,350	\$ 3,800	\$ 4,000	\$ 4,000	\$ 4,000	5%
System development charges	36,833	53,694	35,000	50,000	50,000	50,000	43%
Total Resources	44,834	58,043	38,800	54,000	54,000	54,000	39%
Beginning Fund Balance	1,218,623	863,885	547,481	800,287	800,287	800,287	46%
Total Resources	1,263,457	921,928	586,281	854,287	854,287	854,287	46%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED	% CHANGE
Materials & services	1,538	303	-	-	-	-	-
Capital improvements	398,034	186,666	110,000	190,192	190,192	190,192	73%
Operating contingencies	-	-	476,281	664,095	664,095	664,095	39%
Total Expenditures	399,572	186,969	586,281	854,287	854,287	854,287	46%
Net Total	\$ 863,885	\$ 734,959	\$ -	\$ -	\$ -	\$ -	

	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 COUNCIL ADOPTED
11 -WATER SDC FUND						
REVENUE						
11-4-00-301 INTEREST EARNED	\$ 8,002	\$ 4,350	\$ 3,800	\$ 4,000	\$ 4,000	\$ 4,000
11-4-00-362 REFUNDS/REIMBURSEMENTS	83	-	-	-	-	-
11-4-00-394 WATER SDC	36,750	53,694	35,000	50,000	50,000	50,000
REVENUE TOTAL	44,834	58,043	38,800	54,000	54,000	54,000
BEGINNING FUND BALANCE						
11-4-00-400 BEGINNING FUND BALANCE	1,218,623	863,885	547,481	800,287	800,287	800,287
BEGINNING FUND BALANCE TOTAL	1,218,623	863,885	547,481	800,287	800,287	800,287
11 -WATER SDC FUND REVENUES TOTAL	1,263,457	921,928	586,281	854,287	854,287	854,287
11 -WATER SDC FUND EXPENDITURES						
OPERATING CONTINGENCIES						
11-5-00-400 OPERATING CONTINGENCY	-	-	476,281	664,095	664,095	664,095
OPERATING CONTINGENCIES TOTAL	-	-	476,281	664,095	664,095	664,095
MATERIALS & SERVICES						
11-5-00-726 CONTRACTED SERVICES	1,538	303	-	-	-	-
MATERIALS & SERVICES TOTAL	1,538	303	-	-	-	-
CAPITAL OUTLAY						
11-5-00-906 CAPITAL OUTLAY	398,034	186,666	110,000	190,192	190,192	190,192
CAPITAL OUTLAY TOTAL	398,034	186,666	110,000	190,192	190,192	190,192
11 -WATER SDC FUND EXPENDITURES TOTAL	399,572	186,969	586,281	854,287	854,287	854,287
11 -WATER SDC FUND NET TOTAL	\$ 863,885	\$ 734,959	\$ -	\$ -	\$ -	\$ -

REVENUE INFORMATION



SUMMARY OF PROGRAM REVENUES

General Fund

Within the General Fund, principal sources of revenue include property tax, licenses and franchisee fees, state shared revenue and charges for services.

Special Revenue Funds

Special revenue funds account for purpose-specific revenues primarily from licenses and fees, charges for services and intergovernmental sources.

Street Fund Reserve Fund Transportation SDC Fund
Park SDC Fund Parking District Fund

Debt Service Fund

Debt service fund accounts for resources accumulated and payments made for principal and interest on a bond obligation.

City Hall Debt Service Fund

Enterprise Funds

These funds account for goods and services provided on a continuing basis to the general public. User fees are charged for these services. Enterprise funds are managed similarly to private business and are structured to be self-supporting.

Water Fund Sewer Fund Sewer SDC Fund
Water SDC Fund

CITY OF SISTERS REVENUE	09/10 ACTUAL	10/11 ACTUAL	11/12 BUDGET	12/13 MANAGER PROPOSED	12/13 COMMITTEE APPROVED	12/13 COUNCIL ADOPTED
<i>Governmental Funds</i>						
General Fund	\$ 3,512,378	\$ 2,551,588	\$ 2,160,774	\$ 2,584,956	\$ 2,584,956	\$ 2,584,956
<i>Special Revenue Funds</i>						
Street Fund	657,770	575,512	1,559,549	720,885	720,885	720,885
Reserve Fund	2,159,257	1,888,440	1,358,377	1,376,693	1,376,693	1,376,693
Transportation SDC Fund	566,094	515,380	476,405	523,730	523,730	523,730
Park SDC Fund	153,070	141,840	126,922	117,058	117,058	117,058
Parking District Fund	276,352	65,349	80,007	94,631	94,631	94,631
City Hall Debt Service Fund	152,745	153,298	153,535	153,649	153,649	153,649
Total Special Revenue Funds	3,965,288	3,339,819	3,754,795	2,986,646	2,986,646	2,986,646
<i>Proprietary Funds</i>						
Water Fund	642,126	581,966	558,748	571,109	571,109	571,109
Refuse Fund	190,902	-	-	-	-	-
Sewer Fund	2,209,259	2,072,302	1,453,211	1,650,591	1,650,591	1,650,591
Sewer SDC Fund	669,668	590,539	455,116	336,814	336,814	336,814
Water SDC Fund	1,263,457	921,928	586,281	854,287	854,287	854,287
Total Proprietary Funds	4,975,412	4,166,735	3,053,356	3,412,801	3,412,801	3,412,801
TOTAL REVENUE	12,453,078	10,058,142	8,968,925	8,984,403	8,984,403	8,984,403

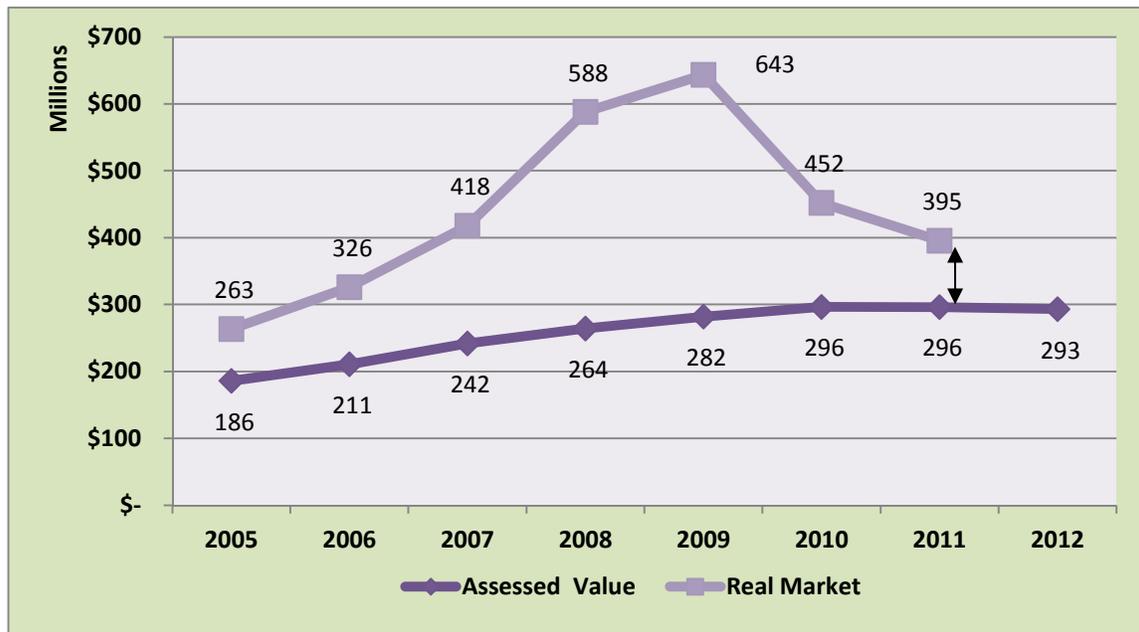


Property Taxes Overview

In 1997, voters approved Measure 50 which separated real market value from assessed value, rolled back assessed values to 90% of 1995-96 values and limited future increases of taxable assessed values to 3% per year, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rate provided a majority approval at a general election in an even numbered year or at any other election in which at least 50% of registered voters cast a ballot.

Assessed Valuation – Assessed value is a measure of the taxable value of real, personal and utility property in the City. Property taxes are paid by business and homeowners based on the assessed value of their property. The budget assumes an estimated assessed valuation of \$293,067,180 for the FY 2012/13 budget. Due to volatile and devaluation in the real estate market of the last years, it has become more difficult to forecast assessed values. This budget assumes a 1.5% decrease from the 2011/12 actual assessed valuation.

**CITY OF SISTERS
REAL MARKET vs. ASSESSED VALUE**



For FY 11/12, 40% of the property taxes accounts the Real Market Value = Assessed Value and 60% of the accounts still have a market value that is higher than their maximum assessed value (M50 value).

General Levy Property Tax Rate – In Sisters, the permanent tax rate is \$2.6417 per \$1,000 of assessed valuation without any outstanding local initiatives. As with the FY 2011/12, the FY 2012/13 adopted budget levies the full \$2.6417 rate. Budget taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.



Increases to permanent tax rates and any new local option levies must be approved at a General Election.

The following page is a table that lists all tax districts with tax rates for the year 2007-2011.

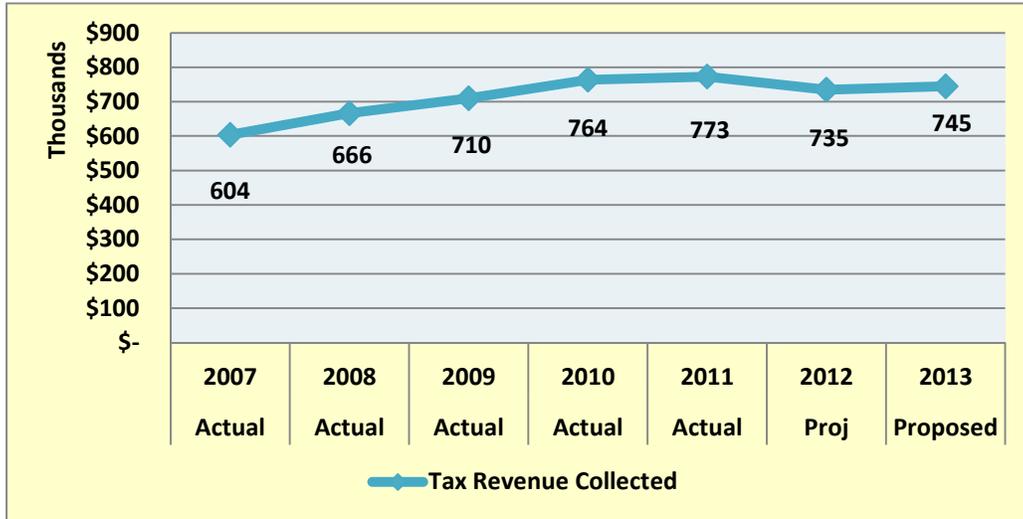
**CITY OF SISTERS
PROPERTY TAXES YEARS 2007-2011**

Taxing Entity	2007	2008	2009	2010	2011
Government					
City of Sisters	2.92	2.98	3.04	3.12	3.01
Deschutes County	3.15	3.14	3.37	3.32	3.34
Sherman Fire District	2.67	2.97	2.88	2.86	2.89
Sisters Park and Recreation District	0.21	0.21	0.21	0.21	0.21
Total Government	\$ 8.95	\$ 9.30	\$ 9.50	\$ 9.51	\$ 9.45
Education					
School District #6	6.53	6.41	6.36	6.30	5.86
Central Oregon Community College	0.70	0.69	0.69	0.71	0.73
Total Education	\$ 7.23	\$ 7.10	\$ 7.05	\$ 7.01	\$ 6.59
Total Tax Rate	\$ 16.18	\$ 16.40	\$ 16.55	\$ 16.52	\$ 16.04

Property tax collected and distributed - The projected total property taxes collected during the FY 2011/12 is totaled at \$734,947. This is a 5.18% decrease from FY 2010/11 collections. Property taxes comprise approximately 46.53% of the City’s General Fund’s FY 2012/13 budgeted operating revenues. Deschutes County Assessor determines the assessed value of the property collects taxes and remits payment to the City. Taxes for FY 2012/13 will be billed by late October, and can be paid in thirds on November 15, February 15 and May 15. Taxes from the permanent rate are recorded in the General Fund. The chart below shows the last six years and projected of property tax revenue collections.



**GENERAL LEVY PROPERTY TAX COLLECTED
FY 2006-2012**



SUMMARY OF GENERAL FUND REVENUES

(Below is a description of the top 6 General Fund revenue sources)

Property Tax is revenue from residential and commercial property taxes throughout the City. The City is assuming a 1.5% decrease in assessed value with a 92.5% collection rate on property taxes.

Assumptions - The property tax rate is fully levied. The property tax revenues are based on a collection rate of 92.5%. Normally based on legislative limits and historical growth rates, the property tax revenues usually assume an increase for growth and new construction. Due to economic times, the Deschutes County Assessor is projecting Sisters FY 12/13 property taxes will change a plus or minus of 1.5% from the prior fiscal year.

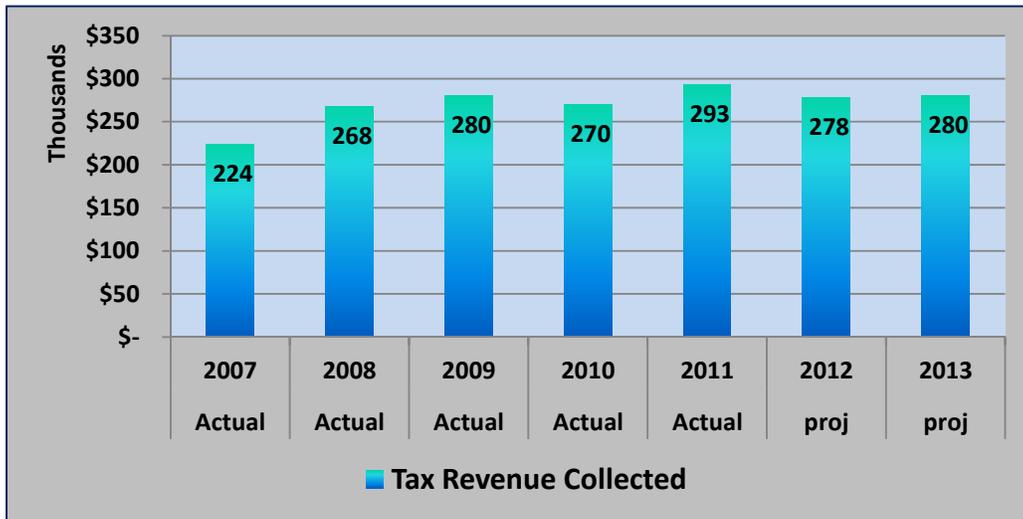
Economic Factors - The housing sector remains expected to remain slow, but is showing encouraging signs with increased activity in new construction starts and homes sales from the prior year.

Major Influences - Development; Economic Climate; and Assessed Values

Transient Room Tax - Sisters administers a lodging tax of eight percent on room rates, figured on the first thirty days of any stay. These taxes are expected to remain relatively flat from FY 11/12 to FY 12/13. Tourism is affected by gasoline prices. Major revenue influences are development, economic climate and assessed values



**CITY OF SISTERS
ROOM TAX REVENUE COLLECTION
FY 2007 - 2013**



Economic Factors - Tourism market is affected by gas prices

Major Influences – Economic climate

Franchisee Fees - The City currently assesses franchise fees for the privilege of using public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable, television, electric, garbage and utilities. The franchise fee ranges from 4% - 7% of gross revenues generated by the utility within the City limits. These FY 12/13 franchise fee revenues are anticipated to increase 4.28% compared to prior year.

Economic Factors – State and Sisters’ population

Major Influences – Usage, consumption and rate changes

Charges for Services - These fees are paid by outside parties for the use of city services which include; park user fees from the city’s Three Sisters Overnight park facilities and event fees for a special event permitting process for the craft shows, fairs, weddings, reunions and other activities. FY 12/13 Park user fees are estimated to remain flat.

Economic Factors – Tourism market is affected by gas prices

Major Influences – Economic climate

Business License - A license issued to all business within city limits or doing business in Sisters. The business license is effective from July 1 – June 30. Licenses are budget conservatively and anticipated to decrease by 2% compared to prior year.



Major Influences – Economic climate and collection rate

State Shared Revenue - The City receives revenue from the State of Oregon based on per capita population allocation for taxes on gas, cigarette and liquor. The FY 2012/13 budget assumes a 12.55% increase in this category primarily as a result of an anticipated increase to state liquor tax revenue.

Major Influences – Per capital income and population (relative to State) and economic climate

SUMMARY OF SPECIAL REVENUE FUNDS

These funds account for revenue derived from specific tax or other earmarked revenue sources which are legally restricted to fund particular functions or activities.

Street Fund – The Street Fund generates revenue from state highway gas tax, franchise fees, pay for service, and local gas tax. The City approved a three cent per gallon of local gas tax sold and estimates to collect \$138,400 in FY 2011/12 and is budgeted at \$140,000 for FY 12/13.

Reserve Fund – The Reserves Fund is funded by transfers from other funds and earnings for investments. No transfers from other funds are budgeted in FY 2012/13.

Park SDC Fund – The Park SDC Fund provides for the accounting of system development charges reserved for future park improvement projects. FY 12/13 is budgeted at \$5,000 based on anticipated development and will remain relatively flat.

Parking District – Development fees collected from developers and business located in Commercial Parking District for parking improvements per the City's parking master plan. The revenue is anticipated to remain relatively flat.

System Development Charges - System Development Charges (SDCs) are assessed on all new residential and commercial construction within the City. Charges are based on a formula related to increased demands on the City's infrastructure caused by new construction. The City of Sisters currently collects four different types of system development charges: sewer, water, streets and parks. The revenues collected are earmarked for improvements needed within the City specifically attributable to the growing demands on these types of infrastructure. All system development charges are collected by the City and are segregated into special revenue funds.

SDCs in the FY 12/13 budget increased by 17.50% from prior year's budget due to anticipated new developments. The table on the following page is a revenue comparison of SDC charges.



**CITY OF SISTERS
SUMMARY OF SYSTEM DEVELOPMENT CHARGES**

	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Projected 2011/12	Adopted 2012/13	% Inc(Dec)
Transportation SDC Fund							
System Development Charges	\$ 111,780	\$ 8,705	\$ 16,205	\$ 15,000	\$ 48,768	\$ 20,000	30.85%
Investment Income	8,929	3,894	2,692	2,000	2,500	2,500	18.57%
Total Revenues	120,709	12,599	18,897	17,000	51,268	22,500	
Sewer SDC Fund							
System Development Charges	96,363	59,695	81,236	45,000	71,645	56,000	13.54%
Investment Income	14,254	4,146	2,631	1,800	2,000	1,000	-30.41%
Total Revenues	110,617	63,841	83,867	46,800	73,645	57,000	
Water SDC Fund							
System Development Charges	82,420	36,833	53,694	35,000	61,327	50,000	27.94%
Investment Income	27,903	8,002	1,350	3,800	4,000	4,000	14.81%
Total Revenues	110,323	44,835	55,044	38,800	65,327	54,000	
Park SDC Fund							
System Development Charges	11,647	4,904	18,000	5,000	6,743	5,000	0.00%
Investment Income	2,281	819	800	500	500	500	0.00%
Total Revenues	13,928	5,723	18,800	5,500	7,243	5,500	
Total SDC Funds	\$ 355,577	\$ 126,998	\$ 176,608	\$ 108,100	\$ 197,483	\$ 139,000	17.50%

SUMMARY OF ENTERPRISE FUNDS

An enterprise fund is established to finance and account for acquisitions, operation, and maintenance of government facilities and services which are entirely or predominately self-supporting by user charges and fees.

Water Fund - Revenue received from water utility customers pays for water collection and distribution system operations. Charges for services are billed based on actual water consumption. In November 2011, Council approved a permanent 4% rate increase. No rate adjustments are adopted in the FY 2012/13 budget. Revenue is anticipated to increase by 3.56% in comparison to FY 2011/12 budget.

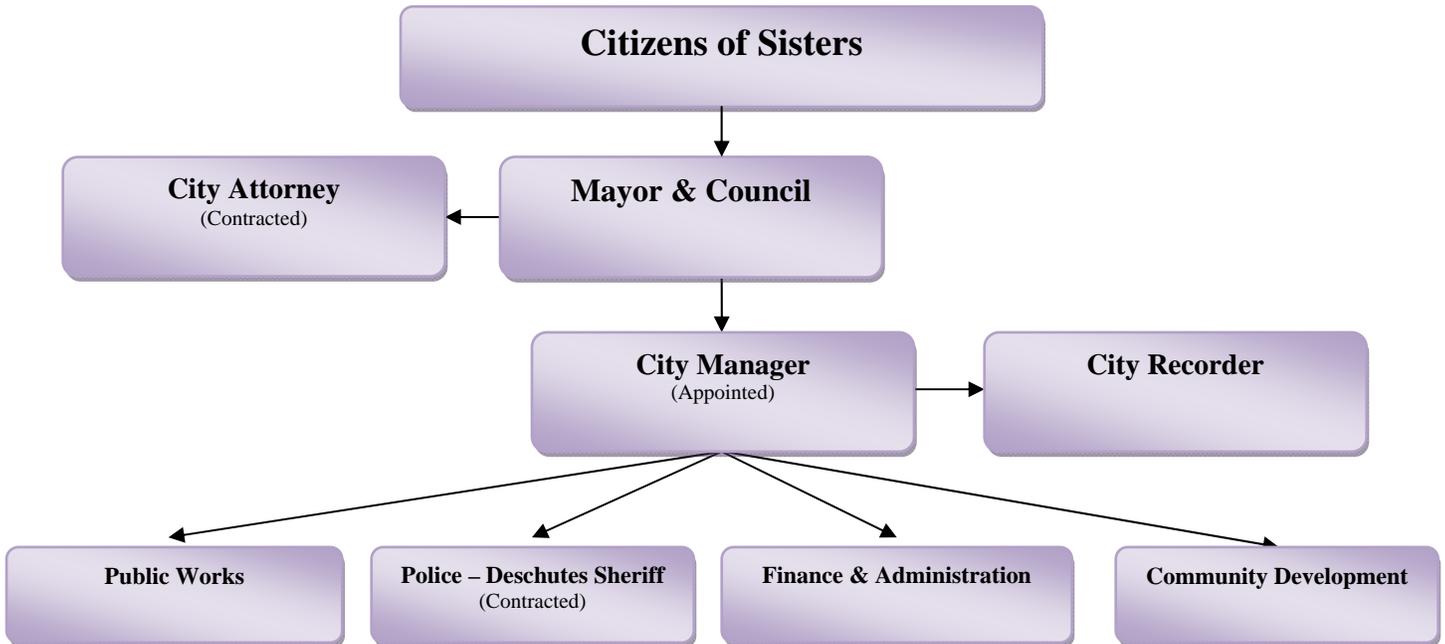
Sewer Fund - Revenue received from wastewater utility customers pays for the City's wastewater collection and treatment system. Sewer fees for residential customers are calculated at one (1) sewer equivalent dwelling unit (EDU). Commercial sewer charges are based on water consumption which represents a standard measurement of wastewater. The measurement translates into EDUs. Each year the City evaluates average winter water consumption (January – March) and calculates on all commercial utility accounts' EDUs. The EDU number is multiplied by the standard EDU and billed from July to June of each year. No rate adjustments are adopted in the FY 2012/13 budget. Revenue is anticipated to remain flat.

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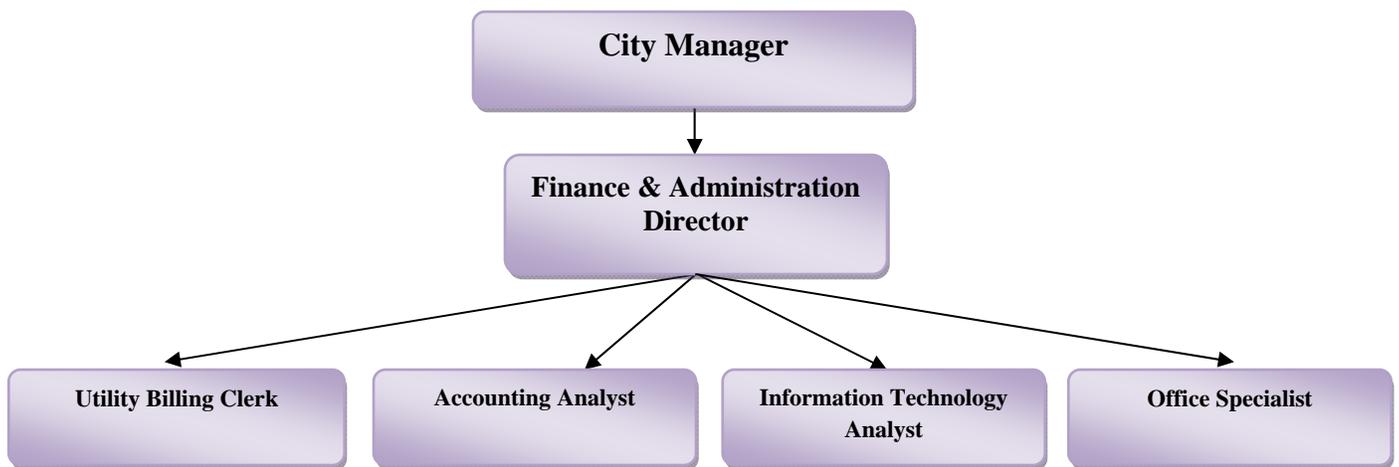


CITY FUNCTIONS

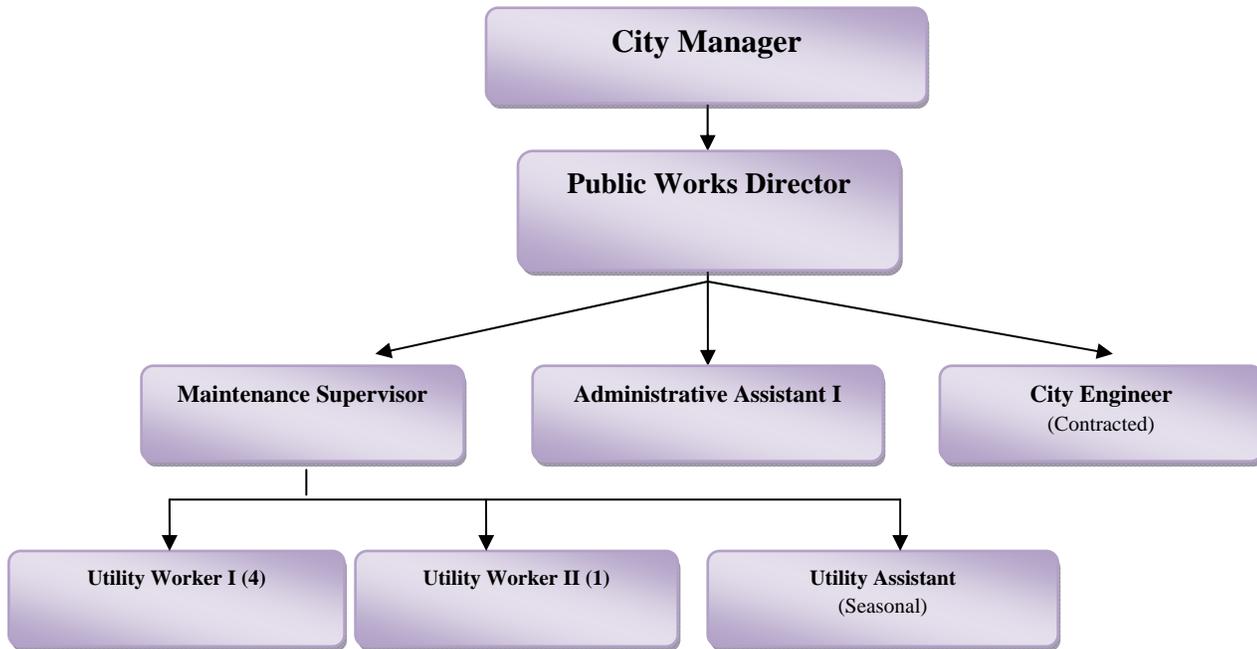
Council – Manager



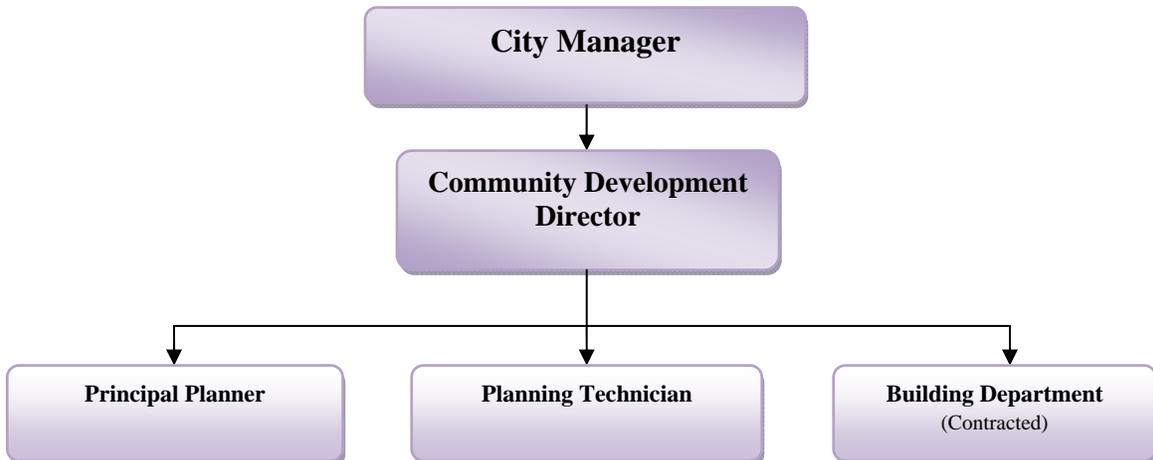
Finance & Administration Department



Public Works Department



Community Development Department



CAPITAL IMPROVEMENTS



OVERVIEW

A Capital Improvement Plan (CIP) is a major public infrastructure and planning tool for municipalities. The development of a five-year CIP provides a systematic plan for providing infrastructure improvements within a prioritized framework. Projects have been introduced based on anticipated future growth trends in the City’s Comprehensive Plan, Water and Sewer System Master Plans, Transportation System Development Charge (SDC) Project list and the natural cycle of deterioration and decay evident in all physical improvements in the community and issues brought to the City’s attention through a variety of sources.

These documents attempt to recognize known or perceived capital improvement needs, but as with any plan recognizes that social, economic, and political considerations will by necessity determine final project outcomes. Capital Improvement Plans have been updated for the following categories; Water, Sewer, Street, Building and Facility, Information Technology and Rolling Stock.

The City of Sisters adopts the five-year Capital Improvement Plans during the budget process. Oregon Budget Law requires that the anticipated requirements for each fiscal year of the project be budgeted during that year. In FY 2012/13, staff will continue to work on improving the capital improvement plan by creating a project description sheet that will convey significant information in an easy-to-understand format; project name, project number, location, description/justification, status, funding and operational impact.

The City’s Urban Renewal Agency capital projects are included in the following pages to present the reader with a full disclosure of all capital projects planned. However, the Urban Renewal Agency budgets and adopts their projects separately from the City’s. In FY 2012/13, there are no scheduled Urban Renewal capital projects.

Summary of Resources

	Water	Sewer	Street	Building	IT	Rolling Stock	Total
Operating Funds	\$ 32,208	\$ -	\$ 47,000	\$ 10,000	\$ 13,455	\$ -	\$ 102,663
SDCs	190,192	-	-	-	-	-	190,192
Grants	-	-	175,000	-	-	-	175,000
Subtotal	222,400	-	222,000	10,000	13,455	-	467,855
Urban Renewal	-	-	-	-	-	-	-
TOTAL	\$ 222,400	\$ -	\$ 222,000	\$ 10,000	\$ 13,455	\$ -	\$ 467,855

Summary of Appropriations

	Water	Sewer	Street	Building	IT	Rolling Stock	Total
Design/Construction	\$ 222,400	\$ -	\$ 222,000	\$ 10,000	\$ -	\$ -	\$ 454,400
Equipment	-	-	-	-	13,455	-	\$ 13,455
M&S/Admin	-	-	-	-	-	-	-
TOTAL	\$ 222,400	\$ -	\$ 222,000	\$ 10,000	\$ 13,455	\$ -	\$ 467,855



CAPITAL IMPROVEMENT PROJECTS:

➤ **Water Capital Projects**

12" Distribution Improvement Development Upsizing – Distribution improvements that will only be constructed with new development. Fiscal year 2012/13 budget is \$50,000 and will be funded by 100% Water SDC Fund.

Status: Annual

Estimated date of completion: FY 2012/13

Operational Impact: Line upsizing for increased circulation and fire flows.

Hood and FIR Street Water Services – Water distribution that be funded with \$10,000 from the Water Fund.

Status: New

Estimated date of completion: FY 2012/13

Operational Impact: Minimal annual maintenance

8" and 10" Hood/FIR Street Improvement – Distribution and new development improvements that be funded as follows; \$32, 208 from the Water Fund and \$130,192 from the Water SDC Fund.

Status: New

Estimated date of completion: FY 2012/13

Operational Impact: Minimal annual maintenance.

➤ **Sewer Capital Projects**

No capital projects budgeted in FY 12/13.

➤ **Street Capital Projects**

Street Overlay – Per the Street Maintenance plan, an overlay is structural improvement that renews the street surface and extends the life cycle of the original payment. This project totals \$47,000 and is funded thru fuel tax collections.

Status: Annual

Estimated date of completion: FY 2012/13

Operational Impact: Minimal annual maintenance.

Safe Routes to School – This project provides a coherent bicycle and pedestrian connectivity which includes sidewalks, paths, school crossings, and bike racks at Sisters Elementary and Sisters Middle Schools. This project is funded by the Oregon Department of Transportation- Safety Division for the total of \$290,000. This project was initialed in FY 10/11 and will be completed in FY 12/13.

Status: Construction in progress and 50% complete

Estimated date of completion: FY 2012/13

Operational Impact: Lower carbon footprint and encourages walking and bicycling to school. Minimal annual maintenance.



Highway 20 Multi-use Path - This project connects the downtown core with the west end highway commercial district which make it easier for pedestrians and cyclists to avoid busy highways and streets. The project began in July 2011 and will be constructed by the end of the summer of 2012. This project is funded by Oregon Department of Transportation - Quick fix grant program.

The total and budget project cost is \$125,000.

Status: Construction in progress and 60% complete

Estimated date of completion: FY 12/13

Operational Impact: Lower carbon footprint and improve bike/pedestrian safety. Minimal annual maintenance.

➤ ***Building and Facilities***

Overnight Park – This project includes Americans with Disabilities Act (ADA) improvements, demolition and reconstructs existing stalls to provide ADA compliant clearances and turning radii. Fiscal year 2012/13 budget is \$10,000 and funded by the Reserve Fund.

Status: New

Estimated date of completion: June 2013

Operational Impact: Continual maintenance and repairs.

➤ ***Information Technology (IT)***

IT inventory includes a detail listing of network, security and sound systems. The City is switching to a pooled replacement plan (replace as it fails) vs. three year fixed replacement schedule. All existing desktop computers will have been replaced within the first four years of this plan.

Status: Budget annual 25% failure rate

Estimated date of completion: Ongoing

Operational impact: Continual monitoring and maintenance of computers in order to extend useful life.

➤ ***Rolling Stock***

No vehicle or inland marine equipment budgeted in FY 12/13.

Capital Improvement Plan



5-Year Forecast Water Projects

PROJECT	Project Cost	Prior Approp.	Remaining Cost	12-13	13-14	14-15	15-16	16-17	Funding Source	
									Operating	SDC
Well # 1 Improvements - Phase II	335,450	-	335,450						100%	
Well #2 Improvements	152,755	100,755	52,000						44%	56%
Reservoir Site Acquisition/Design	4,750,714	27,487	4,723,227							100%
8" and 10" Water, Fir Street, Hood to Adams	162,400	-	162,400	162,400					17%	83%
12" Water, Hood Street, Elm to Larch	124,200	-	124,200						46%	54%
Water Services, Hood and Fir	15,000	-	15,000	10,000					46%	54%
8" Water in Alley, Fir to Larch	91,200	-	91,200						46%	54%
6" Water Behind Barclay Square	41,000	-	41,000		41,000				46%	54%
8" Water, Oak Street, Main to Adams	44,200	-	44,200						46%	54%
Water Services, Main, Oak and Adams	21,000	-	21,000						46%	54%
8" Water, EOP, East Cascade to Black Butte	570,500	-	570,500		15,000				46%	54%
12" Water Curtis Court to Lundgren Mill Road	57,500	-	57,500				57,500			100%
12" Dist. Imp. - Timber Creek, Upsizing	60,000	-	60,000		60,000					100%
12" Dist. Imp. - Development Upsizing	250,000	-	250,000	50,000	50,000	50,000	50,000			100%
TOTAL	6,675,919	128,242	6,547,677	222,400	166,000	50,000	107,500	-		
Total Water Fund				32,208	25,760	-	-	-		57,968
Total Water SDC Fund				190,192	140,240	50,000	107,500	-		487,932
TOTAL				222,400	166,000	50,000	107,500	-		545,900

Notes:

FY 17-18+ includes \$6,001,777 of the remaining project cost.

Total Water Fund	826,000
Total Water SDC Fund	5,175,777
TOTAL	6,001,777

Capital Improvement Plan



5-Year Forecast
Sewer Projects

PROJECT	Project Cost	Prior Approp.	Remaining Cost	12-13	13-14	14-15	15-16	16-17+	Funding Source	
									Operating	SDC
Lazy Z Reuse System Improvements	980,814	74,814	906,000		906,000					100%
SCADA upgrades	97,200	4,066	93,134		50,000			43,134	39%	61%
* Collection System- Westside - Design	150,000	-	-						100%	
* Collection System - Westside - Construction	1,544,000	-	-							100%
Existing Treatment Facility Imp.	761,000	-	761,000					761,000		100%
Lazy Z Reuse Improvement - Phase II	648,000	-	648,000					648,000		100%
TOTAL	4,181,014	78,880	2,408,134	-	956,000	-	-	1,452,134		
Total Sewer Fund				-	19,500	-	-	16,822	36,322	
Total Sewer SDC Fund				-	936,500	-	-	1,435,312	2,371,812	
TOTAL				-	956,000	-	-	1,452,134	2,408,134	

Notes:

* Funding sources; SDCs, operating fund or grant. Pending SDC update.

Capital Improvement Plan



5-Year Forecast
Street Projects

PROJECT	Project Cost	Prior Approp.	Remaining Cost	12-13	13-14	14-15	15-16	16-17+	Funding Source	
									Operating	SDC
Street Overlay	386,000	-	386,000	47,000	71,000	71,000	71,000	126,000	100%	
Safe Routes to School	250,000	125,000	125,000	125,000					100%	
Highway 20 Multi-use Path	125,000	75,000	50,000	50,000					100%	
Locus St. Signal - Design	92,500	12,500	80,000					80,000		100%
Locus St. Signal - Construction	647,500	-	647,500					647,500		100%
Barclay St. Signal - Design	120,000	12,500	107,500		107,500					100%
Barclay St. Signal - Construction	840,000	-	840,000			840,000				100%
Jefferson Shoulders	42,742	4,300	38,442		38,442					100%
Jefferson Multi-use Path	106,854	10,700	96,154		96,154					100%
Hood/Cascade Roundabout	192,500	-	192,500					192,500	9%	91%
Locust/Main Intersection	137,500	-	137,500					137,500	9%	91%
Hwy 20/Locust Improvements	789,800	-	789,800					789,800	9%	91%
TOTAL	3,730,396	240,000	3,490,396	222,000	313,096	911,000	71,000	1,973,300		
Total Street Fund				222,000	71,000	71,000	71,000	226,782	661,782	
Total Street SDC Fund				-	242,096	840,000	-	1,746,518	2,828,614	
TOTAL				222,000	313,096	911,000	71,000	1,973,300	3,490,396	

Capital Improvement Plan



**5-Year Forecast
Building and Facility Projects**

PROJECT	Project Cost	Prior Approp.	Remaining Cost	12-13	13-14	14-15	15-16	16-17+	Funding Source	
									Operating	SDC
Reserve Fund										
Barclay Park - RR	50,000		50,000					50,000	100%	
Village Green - RR	115,000		115,000		15,000			100,000	100%	
Overnight Park - RR	110,000		110,000	10,000				100,000	100%	
TOTAL	275,000	-	275,000	10,000	15,000	-	-	250,000		

RR~Restroom



FUND	YEAR	LIFE	2012-13	2013-14	2014-15	2015-16	2016-17+
RESERVE FUND							
ADMIN JEEP Grand Cherokee	2002	10			15,000		
NEWER ADMIN VEHICLE	2010	10			15,000		
TOTAL RESERVE FUND			-	-	30,000	-	-
PARK FUND							
DODGE Flatbed	1996	10			30,000		
NEWER Diesel UT PU	2009	10			20,000		
JD MOWER TRACTOR	2007	20			28,000		
RIDING MOWER	1998	10			25,000		
TRAILER-LOAD LT	2005	10			10,000		
TOTAL PARK FUND			-	-	113,000	-	-
STREET FUND							
FORD F-250 4X4	2004	10				20,000	
FORD F250	2000	10				35,000	
5YD INTERNATIONAL DumpTrk	1983	20				30,000	
DE-ICER FORD	1989	20				30,000	
10YD INTERNATIONAL DumpTrk	1989	20				35,000	
SWEEPER ELGIN - PELICAN	1996	10				75,000	
NEWER ROLLER W/ TRAILER	2010	20				10,000	
BUCKET TRUCK FORD	1991	20				10,000	
CAT BACKHOE 420E	2007	20				100,000	
TRAILER-LOADT	2006	10				10,000	
TOTAL STREET FUND			-	-	-	355,000	-



FUND	YEAR	LIFE	2012-13	2013-14	2014-15	2015-16	2016-17+
SEWER FUND							
CASE BACKHOE 580K	1988	20				90,000	
CHEVY Diesel UT PU	2002	10				20,000	
CHEVY Diesel PW PU	2004	10				20,000	
SEWER CAMERA TRAILER	2006	10				75,000	
SEWER VACTOR TRUCK	1989	10				135,000	
PORTABLE GENERATOR	2010	10				80,000	
NEWER TRACTOR	2009	20				25,000	
BOBCAT UTILITY VEHICLE	2007	10				25,000	
SMITH-CO(AIR COMPRESSOR)	1985	10					
TOTAL SEWER FUND			-	-	-	470,000	-
WATER FUND							
FORD F250	2007	10				35,000	
FORD F250 Diesel	2001	10				20,000	
10YD FORD - LT9 Dump Truck	1982	20		25,000		30,000	
TOTAL WATER FUND			-	25,000	-	85,000	-

URBAN RENEWAL AGENCY



SISTERS URBAN RENEWAL AGENCY
(A COMPONENT UNIT OF THE CITY OF SISTERS)

**Adopted Budget
for Fiscal Year 2012/13**

BUDGET COMMITTEE

ELECTED OFFICIALS

Lon Kellstrom.....Mayor
David Asson..... Council President
Wendy HolzmanCouncil Member
Pat Thompson.....Council Member
Sharlene Weed.....Council Member

APPOINTED OFFICIALS

Davina LuzChairperson
McKibben Womack.....Vice Chairperson
Evelyn Brush Citizen Member
Gwen Chapman..... Citizen Member
Cris ConverseCitizen Member

CITY STAFF

Eileen Stein.....City Manager
Lisa Young.....Finance Director
Paul Bertagna.....Public Works Director
Pauline Hardie.....Community Development Director
Richard NoredCity Engineer
Kathy Nelson.....City Recorder
Steve Bryant.....City Attorney

www.ci.sisters.or.us

EXECUTIVE SUMMARY



TO: Budget Committee Members and Citizens
FROM: Eileen Stein, Sisters Urban Renewal Agency Manager
DATE: April 26, 2012
RE: Presenting the Fiscal Year 2012/13 Budget

OVERVIEW

Governance

The Sisters Urban Renewal Agency (URA) was established in 2003 and is a legally separate entity from the City of Sisters. The Sisters City Council serves as the Board of Directors for the URA and is financially accountable for its operations. The URA has one Urban Renewal District covering much of the Sisters’ downtown commercial district (the Sisters Downtown Urban Renewal Plan.) In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves its annual appropriations.

Urban renewal agencies are designed to borrow money and make expenditures for community development and implementation of the urban renewal plan. Increased property tax values that occur with development generate incremental tax revenue, which is used to repay debt and implement the plan.



Streetscape by Noah Eckstine

The **Sisters Downtown Urban Renewal Plan** is intended to promote the development of downtown as the commercial and cultural center of the Sisters community. The Plan identifies a number of projects to improve sidewalks, streetscape, building and other physical improvements as specified in the plan. It will also assist property owners in the rehabilitation, development or redevelopment of their properties.

Assessed Value Information

When an urban renewal district is first created, the assessed value within the district boundaries is established as the “frozen base”. If the urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions (schools, general governments, bonds) continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district.

Property Tax Information

The amount of tax increment revenue a district collects is determined under Measure 50. The amount of tax increments this District may collect is affected by the increased in assessed valuation on properties in the District above the frozen base valuation. A six-year history, current and proposed of property tax revenues in the District is in the table on the following page.

FY	Excess Assessed Value	Increase From Prior Year	%age Increase	Tax Rate	Levied Taxes	Budget	Actual Received
07-08	7,112,604	1,665,074	31%	0.0153465	108,936	107,979	102,650
08-09	8,816,365	1,703,761	24%	0.0153228	134,858	125,450	127,641
09-10	9,080,856	264,491	3%	0.0150965	137,369	124,500	133,883
10-11	11,679,396	2,598,540	29%	0.0150965	177,502	133,000	170,473
11-12	9,230,009	(2,449,387)	-21%	0.0150965	135,574	167,000	167,000 *
12-13	8,906,960	(323,049)	-3%	0.0150965	135,367	129,600	**

* Projected

** Proposed

Debt

The District has adopted a maximum indebtedness that can be issued. Proceeds from the issuance of debt are used to pay capital and related administrative costs. A recap of the debt limit activity since inceptions is presented below.

Maximum Indebtedness

Adopted 2003	\$ 9,889,199	
May 2008	(700,000)	East Cascade improvements
June 09/10	(100,000)	Hood & Elm/Ash improvements
Balance Available	\$ 9,089,199	

**FY 2011/12 BUDGET – A RECAP**

- 10% City match of \$72,400 for the Bike/Ped improvements on Main Avenue project totaling \$723,803 and paid in full during the fiscal year.

FOCUS OF THE FISCAL YEAR 2012/13 BUDGET

- New debt of \$3,100 to fund administrative operations and paid in full during the fiscal year.
- No capital projects budgeted.

BEYOND NEXT YEAR

As urban renewal must be accomplished with debt financing, projects must be considered with the ability of the District's tax increment cash flow to support debt service. Debt can come from interfund loans, as was done with the General Fund, or traditional commercial loans or bond issues. In these cases, the District can secure a lower interest rate if the City's full taxing power (called the 'full faith and credit') is pledged. But it means the General Fund must have the ability to pay on the debt if needed. For this reason, full faith and credit financings require an additional debt service reserve to be set aside in the General Fund.

The Sisters Urban Renewal District was created to achieve several goals including "*improving vehicular and pedestrian circulation through and within the downtown to accommodate through traffic and downtown patrons*". The adoption of the Transportation System Plan in FY 09/10 allows the City to undertake, in coordination with the Oregon Department of Transportation (ODOT) the improvement of Cascade Avenue (US 20) targeted for FY 2013/14. This project will involve widening sidewalks, adding curb extensions to facilitate safe pedestrian crossing of the highway, street lighting improvements, new pavement in the travel lanes and other improvements.

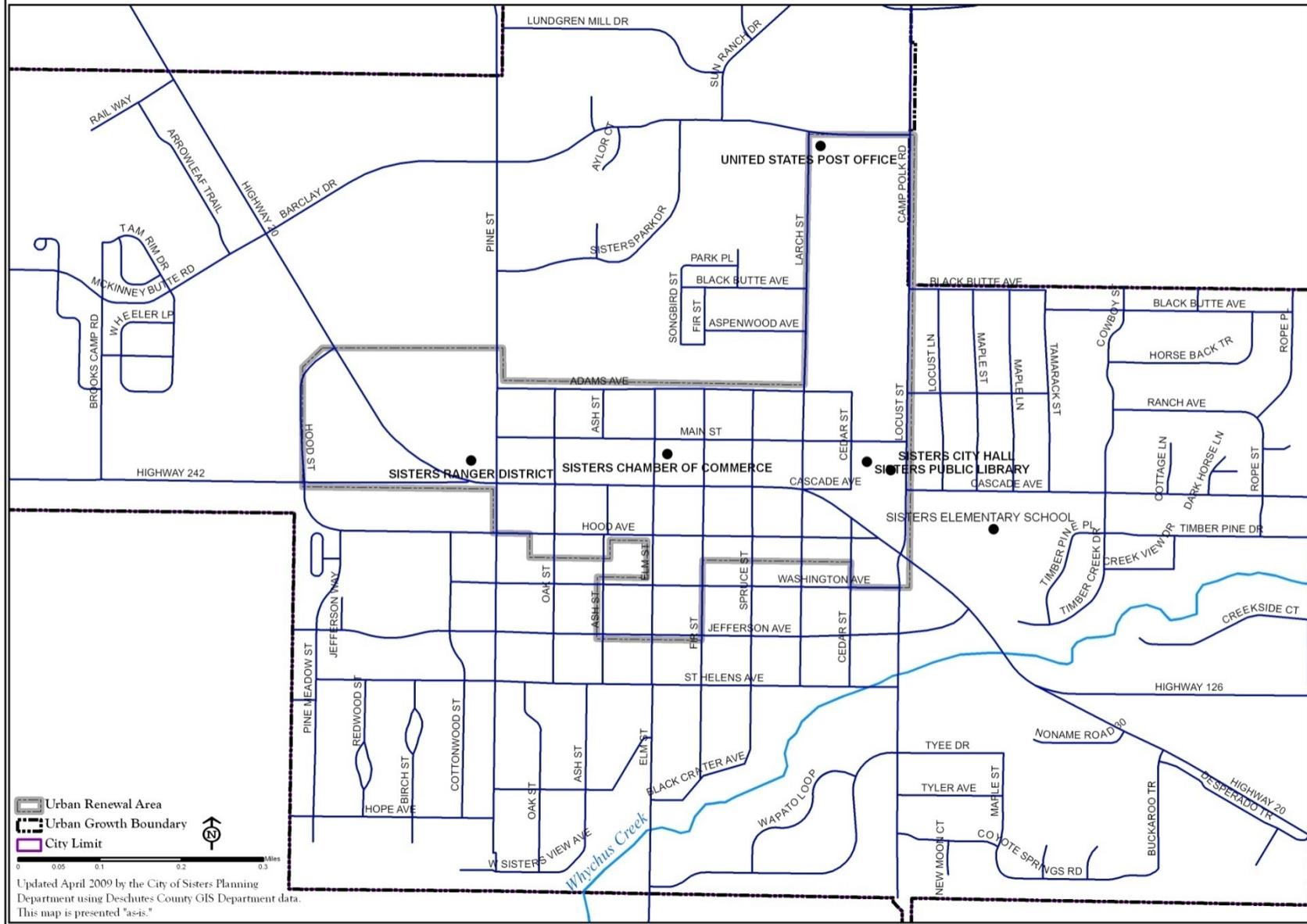
The \$5.9 million (estimated) project is not entirely funded. City and ODOT staff are pursuing other funding sources. Urban renewal financing is the mechanism by which the City can bring local resources to the project. In the coming year, as the project development comes together, staff will look at the tax increment projections, General Fund projections, and project needs, to determine how urban renewal funding can be used to contribute to the overall project

Respectfully submitted,

Eileen Stein
Budget Officer & Agency Manager



City of Sisters Urban Renewal Area





DOWNTOWN SISTERS URBAN RENEWAL PLAN

- 1) Strengthen Downtown Sisters' Role as the Heart of the Community**
 - Expand the range of commercial services in downtown Sisters.
 - Promote the development of civic and cultural facilities.
 - Assist in improvement and redevelopment and/or reuse of existing public buildings to expand the range of civic, commercial and residential services.

- 2) Improve Vehicular and Pedestrian Circulation Through and Within the Downtown to Accommodate Through Traffic and Downtown Patrons.**
 - Provide an alternative (to Cascade Avenue) route for through traffic and especially trucks and recreational vehicles, that relieves downtown congestion.
 - Use the alley system downtown for pedestrian and bicycle circulation, as well as to connect existing informal pedestrian ways.

- 3) Promote a Mix of Commercial and Residential Uses Oriented to Pedestrians.**
 - Develop a year round pedestrian environment that encourages use and patronage of downtown businesses.
 - Provide professional and technical expertise to assist property owners in maximizing the benefits of pedestrian circulation.
 - Provide on-street and off-street parking locations that make pedestrian circulation safe and convenient.
 - Promote development of housing units above commercial space to enhance the range of housing opportunities and create more downtown activity.

- 4) Enhance the Pedestrian Environment of Streets and In Public Parks, A Town Square and Public Gathering Places.**
 - Develop a consistent system of streetscape improvements that create a continuous pedestrian environment throughout the downtown.
 - Develop a town square, parks and other public gathering spaces that provide pedestrian destinations and accommodate public events.
 - Use roadway paving material and design in conjunction with a town square to create a public "living room" in the heart of downtown.

- 5) Promote High Quality Design and Development Compatible with the Sisters Western Frontier Architectural Theme.**



- Make available professional and technical expertise to help property and business owners achieve design objectives.
 - Provide financial assistance for rehabilitation, development or redevelopment in order to promote design that incorporates and enhances the Western Frontier Architectural Theme.
- 6) Encourage Intensive Development of Downtown Properties.**
- Provide public parking facilities to reduce the need for private on-site parking.
 - Assist in ongoing review of on-site parking requirements.
 - Design streetscape improvements to reduce the need for private on-site pedestrian space.
- 7) Promote Employment Uses to Generate Year-Round Jobs.**
- Work with state, regional and county economic development staff to attract appropriate light manufacturing uses that are commercial in nature to downtown Sisters.
 - Assist in ongoing review of land use regulations to encourage employment uses appropriate for downtown Sisters.

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FUND SUMMARIES



SUMMARY OF REVENUE & EXPENDITURES

This table below summarized the revenues and expenditures for the urban renewal agency. The table compares fiscal years for revenue and expenditures by categories and funds.

BUDGETARY SUMMARY – BY CATEGORY

	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 MANAGER PROPOSED	2012/13 COMMITTEE APPROVED	2012/13 BOARD ADOPTED
REVENUE						
Property taxes	\$ 133,883	\$ 170,473	\$ 167,000	\$ 129,600	\$ 129,600	\$ 129,600
Interest	4,599	3,764	4,000	2,000	2,000	2,000
Loan proceeds	100,000	-	74,600	3,100	3,100	3,100
Beginning fund balance	419,675	303,048	294,068	366,898	366,898	366,898
TOTAL REVENUE	658,157	477,285	539,668	501,598	501,598	501,598
EXPENDITURES						
Materials & services	5,254	3,269	3,950	4,100	4,100	4,100
Capital improvements	154,006	-	72,400	-	-	-
Debt service	245,848	167,048	183,200	110,300	110,300	110,300
Operating contingencies	-	-	280,118	387,198	387,198	387,198
TOTAL EXPENDITURES	405,108	170,317	539,668	501,598	501,598	501,598

BUDGETARY SUMMARY – BY FUND

EXPENDITURES	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 BOARD ADOPTED
<i>Governmental Funds</i>						
Urban Renewal Projects Fund	\$ 159,260	\$ 3,269	\$ 76,673	\$ 4,136	\$ 4,136	\$ 4,136
Urban Renewal Debt Service Fund	245,848	167,048	462,995	497,462	497,462	497,462
TOTAL EXPENDITURES	\$ 405,108	\$ 170,317	\$ 539,668	\$ 501,598	\$ 501,598	\$ 501,598



Urban Renewal Debt Service Fund

Description

This fund was established to account for the debt service associated with the downtown core area construction projects. The principal resource of revenue to pay the debt comes from property tax increment.

Accomplishment - FY 2011/12

- Payments made in a timely manner.

Budget Highlights – FY 2012/13

- New debt of \$3,100 to fund administrative operations and paid in full during fiscal year.

URBAN RENEWAL DEBT SERVICE FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 BOARD ADOPTED	% CHANGE
Resources							
Property taxes	\$ 133,883	\$ 170,473	\$ 167,000	\$ 129,600	\$ 129,600	\$ 129,600	-22%
Interest	4,389	3,742	4,000	2,000	2,000	2,000	-50%
Transfers	-	-	-	-	-	-	-
Total Resources	138,273	174,215	171,000	131,600	131,600	131,600	-23%
Beginning Fund Balance	355,001	297,425	291,995	365,862	365,862	365,862	25%
Total Revenue	493,274	471,640	462,995	497,462	497,462	497,462	7%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 BOARD ADOPTED	% CHANGE
Debt service	245,848	167,048	183,200	110,300	110,300	110,300	-40%
Operating contingencies	-	-	279,795	387,162	387,162	387,162	38%
Total Expenditures	245,848	167,048	462,995	497,462	497,462	497,462	7%
Net Total	\$ 297,425	* \$ 379,592	* \$ -	\$ -	\$ -	\$ -	-

*Includes budgetary basis adjustment

		FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2012/13
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	BOARD
20 -URBAN RENEWAL DEBT SERVICE FUND					PROPOSED	APPROVED	ADOPTED
REVENUE							
20-4-00-300	PREVIOUS LEVIED TAXES	\$ 6,789	\$ 6,292	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000
20-4-00-301	INTEREST EARNED	4,389	3,742	4,000	2,000	2,000	2,000
20-4-00-302	CURRENT TAXES	127,094	164,181	163,000	124,600	124,600	124,600
REVENUE TOTAL		138,273	174,215	171,000	131,600	131,600	131,600
BEGINNING FUND BALANCE							
20-4-00-400	BEGINNING FUND BALANCE	355,001	297,425	291,995	365,862	365,862	365,862
BEGINNING FUND BALANCE TOTAL		355,001	297,425	291,995	365,862	365,862	365,862
20 -URBAN RENEWAL DS FUND REV TOTAL		493,274	471,640	462,995	497,462	497,462	497,462
20 -URBAN RENEWAL DEBT SERVICE FUND EXPENDITURES							
OPERATING CONTINGENCIES							
20-5-00-400	OPERATING CONTINGENCY	-	-	279,795	387,162	387,162	387,162
OPERATING CONTINGENCIES TOTAL		-	-	279,795	387,162	387,162	387,162
DEBT SERVICE							
20-5-00-800	LOAN PRINCIPAL	60,688	63,109	65,700	68,500	68,500	68,500
20-5-00-801	LOAN INTEREST	24,760	22,339	19,900	17,500	17,500	17,500
20-5-00-802	CITY OF SISTERS LOAN	150,000	75,000	94,600	22,100	22,100	22,100
20-5-00-803	CITY OF SISTERS LOAN INTEREST	10,400	6,600	3,000	2,200	2,200	2,200
DEBT SERVICE TOTAL		245,848	167,048	183,200	110,300	110,300	110,300
20 -URBAN RENEWAL DS FUND EXP TOTAL		245,848	167,048	462,995	497,462	497,462	497,462
20 -URBAN RENEWAL DS FUND NET TOTAL		\$ 297,425	\$ 379,592	\$ -	\$ -	\$ -	\$ -



Urban Renewal Project Fund

Description

This fund accounts for construction projects related to the downtown core area of the Urban Renewal District. As required by law, funding for this activity is derived through debt financing.

Accomplishments – FY 2011/12

- No new capital projects included in budget.

Budget Highlights – FY 2012/13

- The budget includes interfund loan to cover overhead costs for audit services & administrative costs.
- No capital projects included in proposed budget.

URBAN RENEWAL PROJECT FUND BUDGET SUMMARY:

Resources by Type:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 BOARD ADOPTED	% CHANGE
Resources							
Interest	\$ 210	\$ 22	\$ -	\$ -	\$ -	\$ -	-
Loan proceeds	100,000	-	74,600	3,100	3,100	3,100	-
Total Resources	100,210	22	74,600	3,100	3,100	3,100	-96%
Beginning Fund Balance	64,674	5,623	2,073	1,036	1,036	1,036	-50%
Total Revenue	164,884	5,645	76,673	4,136	4,136	4,136	-95%
Expenditures by Category:							
	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 BOARD ADOPTED	% CHANGE
Materials & services	5,254	3,269	3,950	4,100	4,100	4,100	4%
Capital improvements	154,006	-	72,400	-	-	-	-
Operating contingencies	-	-	323	36	36	36	-89%
Total Expenditures	159,260	3,269	76,673	4,136	4,136	4,136	-95%
Net Total	\$ 5,623	\$ 2,376	\$ -	\$ -	\$ -	\$ -	

21 -URBAN RENEWAL PROJECT FUND		FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	FY 2012/13 MANAGER PROPOSED	FY 2012/13 COMMITTEE APPROVED	FY 2012/13 BOARD ADOPTED
REVENUE							
21-4-00-301	INTEREST EARNED	\$ 210	\$ 22	\$ -	\$ -	\$ -	\$ -
21-4-00-347	LOAN PROCEEDS	-	-	74,600	3,100	3,100	3,100
21-4-00-348	CITY OF SISTERS PROCEEDS	100,000	-	-	-	-	-
REVENUE TOTAL		100,210	22	74,600	3,100	3,100	3,100
BEGINNING FUND BALANCE							
21-4-00-400	BEGINNING FUND BALANCE	64,673	5,624	2,073	1,036	1,036	1,036
BEGINNING FUND BALANCE TOTAL		64,673	5,624	2,073	1,036	1,036	1,036
21 -URBAN RENEWAL PROJ FD REV TOTAL		164,884	5,646	76,673	4,136	4,136	4,136
21 -URBAN RENEWAL PROJ FD EXPENDITURES							
OPERATING CONTINGENCIES							
21-5-00-400	OPERATING CONTINGENCY	-	-	323	36	36	36
OPERATING CONTINGENCIES TOTAL		-	-	323	36	36	36
MATERIALS & SERVICES							
21-5-00-700	ADMINISTRATIVE SERVICES	1,224	619	1,000	1,000	1,000	1,000
21-5-00-706	AUDITING SERVICES	2,650	2,650	2,950	3,100	3,100	3,100
21-5-00-726	CONTRACTED SERVICES	1,380	-	-	-	-	-
MATERIALS & SERVICES TOTAL		5,254	3,269	3,950	4,100	4,100	4,100
CAPITAL OUTLAY							
21-5-00-906	CAPITAL OUTLAY	154,006	-	72,400	-	-	-
CAPITAL OUTLAY TOTAL		154,006	-	72,400	-	-	-
21 -URBAN RENEWAL PROJ FUND EXP TOTAL		159,260	3,269	76,673	4,136	4,136	4,136
21 -URBAN RENEWAL PROJ FUND NET TOTAL		\$ 5,624	\$ 2,376	\$ -	\$ -	\$ -	\$ -

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ADDITIONAL INFORMATION

RESOLUTION NO. 2012-10

**A RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

The City of Sisters resolves as follows:

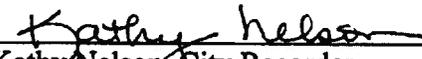
Section 1. Pursuant to ORS 221.770, the City of Sisters hereby elects to receive state revenues for fiscal year 2012-13.

Adopted by the Common Council and approved by the Mayor this 14th day of June 2012.



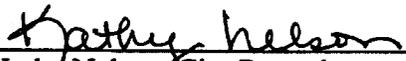
Lon Kellstrom, Mayor

ATTEST:



Kathy Nelson, City Recorder

I certify that a public hearing before the Budget Committee was held on April 30, 2012, and a public hearing before the City Council was held on June 14, 2012, giving citizens an opportunity to comment on use of State Revenue Sharing.



Kathy Nelson, City Recorder

RESOLUTION NO. 2012-11

**A RESOLUTION DECLARING THE MUNICIPAL SERVICES PROVIDED BY
THE CITY OF SISTERS**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services for Fiscal Year 2012-13:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) One or more utility services; and

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now therefore,

BE IT RESOLVED, that the City of Sisters hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

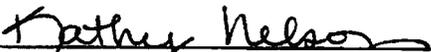
- Police protection
 Fire protection
 Street construction, maintenance and lighting
 Sanitary sewer
 Storm sewers
 Planning, zoning and subdivision control
 One or more utility services

Adopted by the City Council and signed by the Mayor this 14th day of June, 2012.



Lon Kellstrom, Mayor

ATTEST:



Kathy Nelson, City Recorder

RESOLUTION 2012-13

**A RESOLUTION ADOPTING THE FISCAL YEAR 2012-2013 BUDGET,
APPROPRIATING FUNDS, APPROVING A TAX LEVY AND DIRECTING STAFF TO
FILE THE BUDGET WITH THE COUNTY CLERK.**

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Sisters hereby adopts the budget for fiscal year 2012-13 in the total of \$8,984,403 now on file at City Hall. This figure does not include \$1,960,618 of unappropriated reserves.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated as follows:

General Fund

Council-Manager	200,742
Finance & Administration	212,263
Maintenance.....	111,200
Parks	196,329
Police	467,960
Community Development.....	316,242
Support Services	<u>804,720</u>
Total	\$2,309,456

Water Fund

Personal Services	195,734
Materials & Services.....	170,250
Capital Outlay	32,208
Transfers	24,000
Operating Contingency.....	<u>148,917</u>
Total	\$571,109

Street Fund

Personal Services	214,501
Materials & Services.....	179,275
Capital Outlay	222,000
Transfers	19,000
Operating Contingency.....	<u>86,109</u>
Total	\$720,885

Sewer Fund

Personal Services	184,655
Materials & Services.....	178,200
Debt Service.....	406,800

Transfers	33,000
Operating Contingency	<u>516,056</u>
Total	\$1,318,711

Reserve Fund

Capital Outlay	<u>23,455</u>
Total	\$23,455

Transportation SDC Fund

Operating Contingency	<u>523,730</u>
Total	\$523,730

Sewer SDC Fund

Debt Service	159,000
Operating Contingency	<u>177,314</u>
Total	\$336,814

Water SDC Fund

Capital Outlay	190,192
Operating Contingency	<u>664,095</u>
Total	\$854,287

Park SDC Fund

Operating Contingency	<u>117,058</u>
Total	\$117,058

Parking District Fund

Operating Contingency	<u>94,631</u>
Total	\$94,631

City Hall Debt Service Fund

Debt Service	138,700
Operating Contingency	<u>14,949</u>
Total	\$153,649

Total Appropriations, All Funds	\$7,023,785
Total Unappropriated Reserve amounts, All Fund	1,960,618

TOTAL ADOPTED BUDGET **\$8,984,403**

IMPOSING THE TAX

BE IT RESOLVED that the City Council of the City of Sisters hereby imposed the taxes provided for in the adopted budget at the rate of \$2.6417 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2012-13 upon assessed value of all taxable property within the city.

CATEGORIZING THE TAX

BE IT RESOLVED that the City Council of the City of Sisters hereby imposed taxes for 2012-13 as categorized below:

	General Government Limitation
General Fund	\$2.6417 per \$1,000

FILING THE BUDGET

BE IT RESOLVED that the City Council of the City of Sisters hereby directs staff to file the fiscal year 2012-13 budget with Deschutes County Clerk.

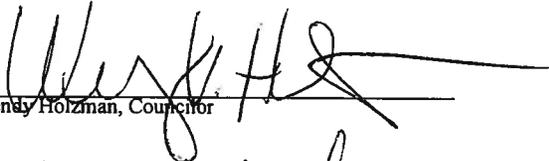
The above resolution statements were approved and declared adopted by the Sisters City Council and approved by the Mayor on this 14th day of June 2012.



Lon Kellstrom, Mayor



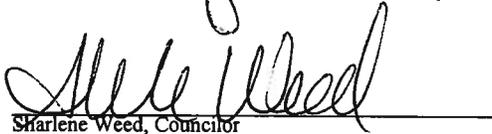
David Asson, Council President



Wendy Holzman, Councilor



Pat Thompson, Councilor



Sharlene Weed, Councilor

ATTEST:



Kathy Nelson, City Recorder

RESOLUTION NO. URA 2012-02

**A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2012-2013
ESTABLISHING THE TAX INCREMENT AUTHORITY, MAKING APPROPRIATIONS
AND COLLECTING 100% OF THE DIVISION OF TAX.**

BE IT RESOLVED that the Sisters Urban Renewal Agency Board hereby adopts the budget for fiscal year 2012-2013 as approved by the Budget Committee, in the sum of \$501,598 now on file at City Hall.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated:

Urban Renewal Project Fund

Materials & Services \$ 4,100
Contingency 36

Total Appropriations \$ 4,136

Urban Renewal Debt Service Fund

Debt Service \$ 110,300
Contingency 387,162

Total Appropriations \$ 497,462

BE IT RESOLVED THAT THE City Council of the City of Sisters hereby elects to collect 100% of the Division of Tax revenue for the Urban Renewal Area adopted Fiscal Year 2012-2013 budget.

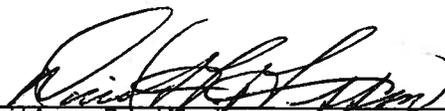
The following allocation and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the amount to be collected:

	Urban Renewal
Division of Tax:	100%

The above resolution statements were approved and declared adopted and approved by the Sisters Urban Renewal Agency Board on this 14th day of June 2012.



Lon Kellstrom, Board Chair



David Asson, Board Member



Wendy Holzman, Board Member



Pat Thompson, Board Member



Shariene Weed, Board Member

ATTEST:



Kathy Nelson, City Recorder



OVERVIEW

The City issues debt to pay for long term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. By policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has notes payable, revenue bonds and full faith and credit obligations.

Full faith and credit obligations are backed by the City’s General Fund and may be repaid from other resources.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

The City has four outstanding notes payable. The debt is with a State of Oregon Department of Environment Quality and Economic Development Department and was used to construction the sewer system. The debt is repaid from sewer charges.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports, and other disclosures as may be required.

LEGAL DEBT MARGIN

ORS 287.004 provides a debt limit general obligation bonds of 3% of the real market value of taxable property within the City’s boundaries. The City is not a risk of exceeding its legal debt limit.

Computation of Legal Debt Margin:

Assessed Valuation (estimated)	\$ 395,463,065
<i>Source: Deschutes County Assessor’s Office</i>	

Debt Limit Rate	<u>3%</u>
Debt Limit	11,863,862
Less general bonded debt June 30, 2012	<u>1,355,039</u>

Legal debt margin	<u>\$ 10,508,853</u>
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Total net bonded debt applicable to the limit as a percentage of debt limit	.034%
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LONG-TERM DEBT - ESTIMATED AS OF JUNE 30, 2012

	Interest Rate	Final Maturity Date	Issue Amount	Outstanding Principal
General Fund Supporting Full Faith & Credit Debt:				
City Hall Facility, Building, Series 2006	4.8%	06/01/2020	\$ 1,400,000	\$ 902,595
Urban Renewal, Infrastructure, Series 2008	3.95%	06/01/2018	700,000	452,444
Urban Renewal, Infrastructure 2010	4.00%	06/01/2015	100,000	55,000
Revenue Bonds:				
Sewer Revenue, Series 2000	4.5%	09/01/2040	5,708,000	4,860,086
Loans Payable:				
Sewer System, Series 2000	5.25%-5.625%	04/01/2025	1,000,000	680,200
Sewer System, Series 2002	5.5%	12/01/2026	250,000	187,074
Sewer System, Series 2002	3.39%	08/01/2021	42,080	23,935
Sewer System, Series 2007	4.40%	12/01/2021	1,700,000	1,230,738
				<u>\$ 8,392,072</u>

DEBT SERVICE OBLIGATIONS

GENERAL FUND - FULL FAITH AND CREDIT BOND, SERIES 2008

In May 28, 2008, the City issues full faith and credit obligation bonds to finance the costs of East Cascade Realignment to Fire Hall and to repay the City for costs of initially internally financed. Security of the loan is the full faith and credit of the City, but is payable from Urban Renewal Agency property tax increment revenues. The debt was issued in the amount of \$700,000 with a net interest cost of 3.95%. Final maturity is June 1, 2018.

GENERAL FUND - FULL FAITH AND CREDIT BOND, SERIES 2006

On April 5, 2006, the City issued a full faith and credit bonds to finance the construction of City Hall and to pay loan costs. The bond principal is payable annually and the interest is payable semiannually at 4.8%, with final payments due June 1, 2020. The bonds are direct obligations and pledge the full faith and credit of the City.



Future maturities of the combined issues are as follows:

Year Ending June 30	Principal	Interest
2013	165,961	60,528
2014	170,735	53,236
2015	178,355	45,617
2016	186,318	37,655
2017	194,638	29,334
2018	200,727	20,641
2019	126,125	1,398
2020	132,180	6,344
	<u>\$ 1,355,039</u>	<u>\$ 254,753</u>

SEWER REVENUE BONDS, SERIES 2000

In September of 2000, sewer revenue bonds were issued in the amount \$3,325,700 and \$2,832,300 to construct a sewer system. These bonds carry an interest rate of 4.5%. These bonds are held by Rural Development of the USDA. The debt covenants require the rates charged by the Sewer Fund to be sufficient for payment of all operating expenses including the loan repayment and to maintain the sewer treatment facility in good working condition.

Future maturities of the bonds are as follows:

Year Ending June 30	Principal	Interest
2013	91,527	218,704
2014-2018	523,250	1,027,905
2019-2023	652,067	899,088
2024-2028	812,593	738,562
2029-2033	1,012,636	538,519
2034-2038	1,261,930	289,225
2039-2041	506,082	39,105
	<u>\$ 4,860,086</u>	<u>\$3,751,108</u>



LOANS PAYABLE

On May 9, 1999, a loan in the amount of \$42,080 was borrowed from the State of Oregon Department of Environmental Quality (DEQ) to assist in the financing of the construction of the sewer wastewater system facility. The loan requires annual payments of \$1,483 for 40 years, including interest at 3.39%.

On April 12, 2000, a loan in the amount of \$1,000,000 was borrowed from the State of Oregon Economic Development Department (OEDD) to assist in the financing of the construction of a sewer system. The loan requires 25 annual payments of approximately \$75,000, including interest at 5.25% to 5.625%.

On July 23, 2002, a loan in the amount of \$250,000 was borrowed from the State of Oregon Economic Development Department (OEDD) to assist in the financing of the construction of a sewer system. The loan requires 25 annual payments on \$18,637, including interest at 5.5%.

In December 2006, a loan in the amount of \$1,700,000 was borrowed from the Bank of America to purchase 230.89 acres of property for effluent disposal and reuse. The loan requires quarterly interest and principal payments of \$39,803, including interest at 4.4%. Future maturities of the loans payable are as follows:

Year Ending June 30	Principal	Interest
2013	153,618	101,300
2014-2018	893,346	388,472
2019-2023	871,288	161,839
2024-2027	203,729	21,060
	<u>\$ 2,121,947</u>	<u>\$ 672,671</u>

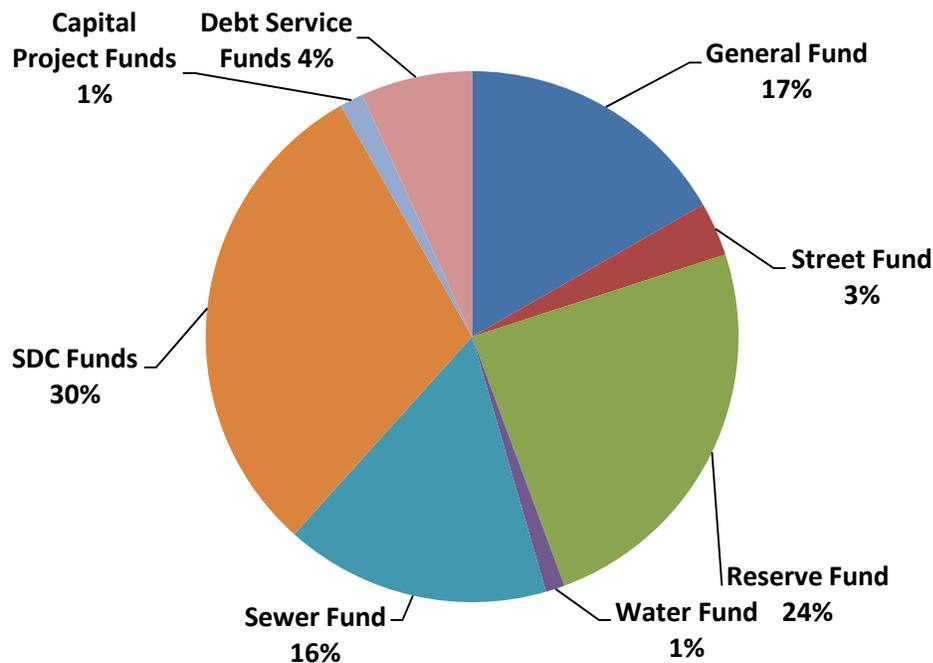
FUTURE DEBT PLANS

During the fiscal year 2012/13, the City has no new debt obligations budgeted.



The City is anticipated to have approximately \$5.6 million in beginning fund balance (BFB) for FY 2012/13. A fund balance is defined as the excess of a fund’s total assets over its total liabilities. The fund balance total is the money carried over from previous fiscal years.

**FY 2012/13 ADOPTED
BEGINNING FUND BALANCE BY FUND
\$5,636,890**



The largest portion of the fund balance balances is made up to \$2.66 million in the enterprise and SDC funds; Water Fund, Sewer Fund and SDC funds (Park, Transportation, Water and Sewer). These funds are dedicated to the ongoing operation, maintenance, and capital improvement projects for the City’s sewer, street, park and water infrastructure.

The second largest portion of the beginning fund balances, \$1.37 million, is the Reserve Fund. The 98% of this fund is unappropriated reserves for a “rainy day fund”, police reinstatement and equipment, building and vehicle acquisitions. An unappropriated reserve amount is not appropriated (not available to spend) in the current adopted budget and is carried forward to the next fiscal year.



FUND BALANCE ACTIVITY SUMMARY
FOR FY 2012/13

PROJECTED BEGINNING AND PROJECTED ENDING FUND BALANCES

The total beginning fund balance is expected to decrease over the FY 12/13, assuming all revenues and expenditures transpire as the FY 12/13 budget projects. The decrease is primarily driven by decrease in property taxes revenues, deferred capital projects, and debt service payments. The following is a summary of each projected balance for FY 12/13.

Fund	Beginning Fund Balance	Ending Fund Balance	Dollar Change in Fund Balance	Percentage Change in Fund Balance
* General Fund	\$ 960,745	\$ 867,559	\$ (93,186)	-9.70%
* Street Fund	182,735	86,109	(96,626)	-52.88%
Reserve Fund	1,369,193	1,353,238	(15,955)	-1.17%
Transportation SDC Fund	501,230	523,730	22,500	4.49%
Park SDC Fund	111,558	117,058	5,500	4.93%
Parking District Fund	79,731	94,631	14,900	18.69%
City Hall Debt Service Fund	14,849	14,949	100	0.67%
* Water Fund	64,359	148,917	84,558	131.38%
* Sewer Fund	905,491	847,936	(57,555)	-6.36%
* Sewer SDC Fund	279,814	177,314	(102,500)	-36.63%
* Water SDC Fund	800,287	664,095	(136,192)	-17.02%
Urban Renewal Debt Service Fund	365,862	387,162	21,300	5.82%
Urban Renewal Project Fund	1,036	36	(1,000)	-96.53%
Total Fund Balances	\$ 5,636,890	\$ 5,282,734	\$ (354,156)	-6.28%

* Major fund

General Fund

\$960,745 of the beginning fund balance comes from the General Fund. These fund resources are primarily from property taxes, franchise fees and charges for services. These revenues fund a variety of services provided to the community such as police protection (contracted with Deschutes County Sheriff's Department), city administration and support services. The General Fund is also the "backstop" for any Full Faith and Credit Debt obligations that cannot be met by other City funds. The primary, on-going, purpose of the beginning fund balance is to provide cash flow for operations mentioned above, until the current year property taxes are received.

In FY 11/12, the City began a significant effort to align expenditures more closely with resources, including capital expenditure deferrals and other materials/service reductions. The FY 12/13 beginning fund balance increase shows the financial success of the efforts of managing expenditures and maximizing revenues. The General Fund's ending fund balance is anticipated to decline by \$63,902 is a result of flattening revenues.

**Street Fund**

\$182,735 of the beginning fund balance comes from the Street Fund. These funds are dedicated to the operational and maintenance of all roads. Although the Street Fund balance is expected to decrease by \$96,626 in FY 12/13, over 49% of this amount is related to capital improvements and street maintenance. The Street Fund is better position than prior years but will need to continue find resources to bridge the gap or continue to reduce expenditures.

Water Fund

Water operations have been able working to increase and maintain its fund balance since FY 09/10 by revising the five-year Capital Improvement Plan and deferring capital improvements. In FY 11/12, the City Council adopted a 4% increase in water rates which provided needed revenue to the fund. In FY 12/13 the Water Fund is anticipated to increase by \$84,588. The 12/13 budget has Water operating revenues exceeding operating expenditures.

Sewer Fund

\$905,491 of the beginning fund balance comes from the Sewer Fund. These funds are dedicated to the operation, maintenance and capital improvement programs of the City's sanitary and stormwater systems. \$330,880 of the beginning fund balance amount is unappropriated debt service reserve required by Rural Development of the United States Department of Agriculture for the construction of the sewer system. The Sewer Fund is anticipated to decline by \$57,555 over FY 12/13. This suggests the Sewer will need evaluate the sewer rate in order to maintain a user rate at a level to cover all operation/maintenance and debt service or continue to reduction operational expenditures.

Sewer SDC Fund

\$279,814 of the beginning fund balance comes from the Sewer SDC Fund. These funds are dedicated to sewer capital improvement projects dictated by new development. The Sewer SDC Fund is anticipated to decrease by \$102,500. No capital improvement projects are budget in FY 12/13. In FY 11/12, SDC revenues have shown an uptick in revenues and are assumed to continue in FY 12/13 but not enough to cover the annual debt service payments of \$159,500.

Water SDC Fund

\$800,287 of the beginning fund balance comes from the Water SDC Fund. These funds are dedicated to water capital improvement projects dictated by new development. The Water SDC Fund is anticipated to decrease by \$136,192, which includes expending \$190,192 for a 12" distribution improvement development upsizing project on Fir Street, from Hood to Adams.

Other Funds

In the remaining funds, the beginning fund balance is projected to be \$461,478. This includes the Parking District Fund, City Hall Debt Service Fund, and Urban Renewal Agency Funds. There is no capital project budgeted amount in either fund for FY 2012/13.



STAFF RESOURCES

The fiscal year 2012/13 adopted budget includes funds for 16.75 full-time equivalents (FTE) positions.

Position	Wage Budget	% Benefits to Total Comp	% Benefits to Total Wage
City Manager	84,860	25.87%	37.68%
City Recorder	38,452	30.28%	46.78%
Finance Director	78,681	26.78%	39.42%
Acctg. Analyst**	33,933	34.05%	55.53%
Reception/Cust Svs***	12,157	11.27%	13.72%
UT Billing Clerk**	22,306	40.25%	72.32%
IT Analyst***	22,402	11.27%	13.72%
CDD Director	71,920	26.05%	37.96%
Principal Planner	64,786	25.45%	36.81%
Planning Tech	46,534	29.22%	44.48%
PW Director	68,635	27.29%	42.47%
Maint Supervisor	55,125	26.10%	40.21%
UT II	33,488	36.69%	65.43%
UT I	37,193	34.70%	60.31%
UT I	35,014	35.75%	63.18%
UT I	34,971	21.80%	31.62%
UT I	36,373	35.20%	61.65%
Admin Asst.	32,307	31.82%	52.91%
UT Asst.***	14,054	10.79%	13.72%
On Call Comp.	7,986		
Total Wages Regular	831,178	28.34%	43.65%
Janitor	4,274		
Park Host	12,000		
Total	16,274		
Maintenance OT	750		
Parks OT	1,000		
Water OT	2,000		
Street OT	1,000		
Sewer OT	1,500		
Planning OT	750		
Total Overtime	7,000		
Total Wages	\$854,452		

**Budgeted at 75% of Full Time

***Budgeted at 50% of Full Time



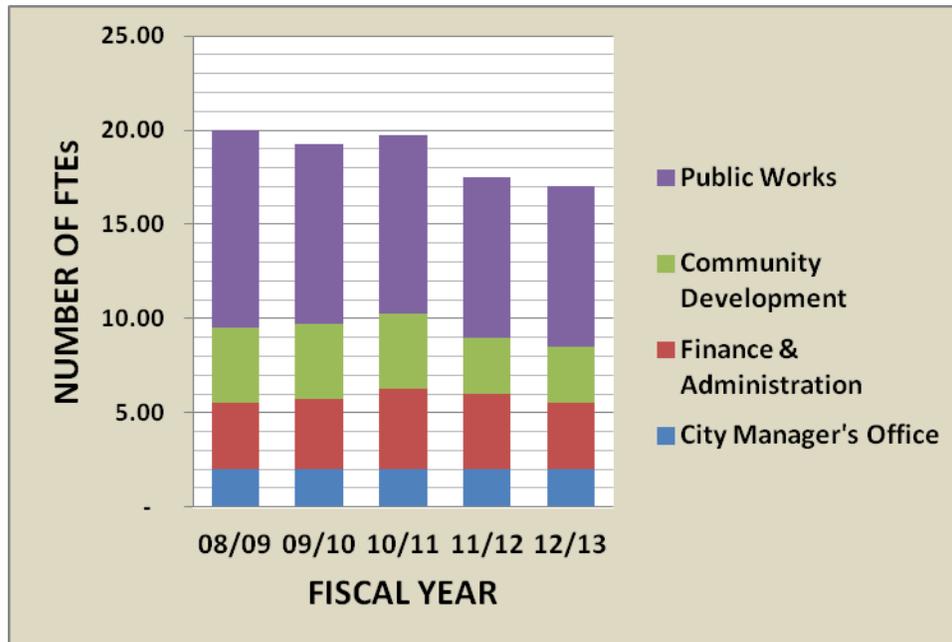
The table below illustrates the staff FTEs by department for the last four years and adopted FY 12/13 budget.

**COMPARISON OF PERSONNEL CHANGES
FULL TIME EQUIVALENT (FTE) POSITIONS**

DEPARTMENT	08/09	09/10	10/11	11/12	Adopted 12/13	Change From 11/12-12/13
City Manager's Office						
City Manager	1.00	1.00	1.00	1.00	1.00	-
City Recorder	1.00	1.00	1.00	1.00	1.00	-
Total	2.00	2.00	2.00	2.00	2.00	0.00%
Finance & Administration						
Finance Director	1.00	1.00	1.00	1.00	1.00	-
Accounting Analyst	1.00	1.00	1.00	0.75	0.75	-
Accounting Technician	1.00	1.00	1.00	1.00	-	(1.00)
Office Specialist I	0.50	0.75	0.75	0.75	0.50	(0.25)
Utility Billing Clerk	-	-	-	-	0.75	0.75
Desktop Support Technician	-	-	-	0.50	-	(0.50)
Information Technology Analyst	-	-	-	-	0.50	0.50
Total	3.50	3.75	3.75	4.00	3.50	(0.50)
Community Development						
Community Development Director	1.00	1.00	1.00	1.00	1.00	-
Principal Planner	1.00	1.00	1.00	1.00	1.00	-
Associate Planner	1.00	1.00	1.00	-	-	-
Planning Technician	1.00	1.00	1.00	1.00	1.00	-
Total	4.00	4.00	4.00	3.00	3.00	0.00%
Public Works						
Public Works Director	1.00	1.00	1.00	1.00	1.00	-
Public Works Project Coordinator	1.00	1.00	1.00	-	-	-
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	-
Utility Worker III	2.00	1.00	1.00	1.00	-	(1.00)
Utility Worker II	-	-	-	-	1.00	1.00
Utility Worker I	4.00	4.00	4.00	4.00	4.00	-
Utility Assistant	0.50	0.50	0.50	0.50	0.50	-
Total	10.50	9.50	9.50	8.50	8.50	0.00%
TOTAL FTEs	20.00	19.25	19.25	17.50	17.00	(0.50)
Total FTE %age inc(dec)	6.21%	-3.75%	0.00%	-9.09%	-2.86%	



PERSONNEL SERVICES COMPARISON



	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Personnel Services						
Budget	1,299,481	1,459,853	1,401,874	1,478,359	1,352,021	1,308,216
Actual	864,826	1,136,665	1,395,720	1,301,388	1,035,854	
FTE						
	18.83	20.00	19.25	19.75	17.50	17.00
COLA						
	0%	3%	0%	0%	0%	0%
Merit						
	3%	3%	3%	3%	3%	3%
Medical Premium						
CIS Budget Forecast	13%	10%	15%	8%	4.5%	10.6%
Actual FF Monthly Prem	1,157.05	1,088.93	1,189.07	1,281.68	1,331.39	1,422.95
% change	14.9%	-5.9%	9.2%	7.8%	3.9%	6.9%
		(CoPay Plan)				
PERS						
OPSRP	12.55%	12.55%	9.30%	9.30%	13.72%	13.72%
Tier	11.06%	11.06%	10.23%	10.23%	17.09%	17.09%



Introduction

The preparation of the budget begins the annual financial management cycle for the City. This process progresses to an adopted budget, and continues through accounting, monitoring and evaluating financial performance and status.

This manual is distributed to the Mayor, Councilors, City Manager and Directors. Anyone who has responsibility for management of the budget and/or the financial affairs of a department should have a manual made available to them by their Department Director.

This manual is intended to be an overview of various fiscal policies (and eventually procedures) and is not meant to be a detailed authority source. If the material in the manual does not answer a question, please contact the Finance Director for guidance.

Other resources are available to supplement this material such as the City of Sisters Personnel Handbook, Oregon Revised Statutes and Oregon Budget Law.

Objectives

- To enhance the City Council's decision-making ability by providing accurate information on revenue and operating costs.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.
- Establish a standard operating procedure to guide day-to-day activities of the City's financial operation. This will allow people to make a decision within a structured framework which provides consistency and order.
- To provide and maintain essential public services, facilities, utilities, infrastructure and capital equipment.

Revenue Policy

- A. 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.
- B. The City should take advantage of every revenue generating authority provided by Oregon Statutes, including but not limited to State Shared Revenues, Transient Room Taxes, franchise fees, user fees and System Development Charges.
- C. The City will maximize the use of service users' charges in lieu of ad valorem taxes and subsidies from other city funds, for services that can be identified and where costs are directly related to the level of service provided. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated.



- D. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, liens and other methods of collection, such as imposing penalties and late charges, may be used. Any utility account that has been closed with an outstanding balance and has not been collected within six (6) months, with the approval of the City Manager, will be considered a bad debt.
- E. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements. These enterprise funds will totally support total costs and rates will be reviewed as needed. Rates will be adjusted as needed to account for major changes in consumption, capital improvements and cost increases.
- F. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm water, water, sewer, and park facilities. These revenues are legally restricted by a formal plan.

Expenditures

- A. The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area.
- B. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personal Services.
- C. 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.
- D. The operation of City utilities and streets and city property maintenance must have adequate funds to procure needed supplies and parts.
- E. All consultant contracts in excess of an amount set by resolution will be approved by the City Council.
- F. All expenditure invoices must be approved by the City Manager, Finance Director, Public Works Director or Planning Director before going to the City Council for final approval.
- G. Two signatures are required on City checks and invoices or statements require the Finance Director's initial.
- H. Capital outlay expenses:
 - 1. The goal of capital budgeting is to sustain current service levels as growth occurs.
 - 2. The City will provide for adequate maintenance of equipment and capital assets. The City will make annual contributions to the Reserve Fund or fund reserves to ensure that monies will be available as needed to replace City vehicles, equipment and facilities.
 - 3. The City will determine and use the most appropriate method for financing all new capital projects. Long-term debt, leases or bond financing shall only be used for the acquisition of capital facilities or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.



4. Special funds dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.
5. The City will maintain a capital improvement plan (CIP) which will then be approved by the City Council.

Operating Budgetary Policies

- A. A Budget Committee will be appointed in conformance with the City Charter and state statutes. The Budget Committee's chief purpose is to review the City Manager's proposed budget and recommend a budget and maximum tax levy for the City Council to adopt. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- B. The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. The City will finance all current expenditures with current revenues which includes transfers-in and carry forward fund balances.
- C. The City budget will support City Council goals and priorities and the long-range needs of the community.
- D. Multi-year projections will be prepared in conjunction with the proposed budget to determine if adjustments in expenditures or revenues are needed.
- E. 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.
- F. 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.

Accounting Policy

- A. The City shall establish and maintain its accounting systems according to Generally Accepted Accounting Principles (GAAP) and Oregon Budget Law. The City will issue an Annual Financial Report (audit report) each fiscal year.
- B. An annual audit shall be performed by an independent certified public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- C. Full disclosure of the City's financial condition shall be provided in the financial statements and bond representations.
- D. Monthly budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate governmental, staff and management personnel in a timely manner and made available for public inspection.
- E. Adjustments to the annual budget will be made as appropriate by a Budget Transfer Resolution approved by the City Council.
- F. The accounting system will provide monthly information about cash position and investment performance.

**Debt Policy**

- A. Capital projects, financed through the issuance of bonds, will be financed for a period not to exceed the useful life of the project.
- B. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements.
- C. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

Reserve Policy

- A. The City shall establish an operating contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature to meet unexpected increases in service delivery costs. This appropriation shall be at least 15% of a fund's budgeted expenditures (excluding capital outlay) for the fiscal year.

In the event that reserves decrease to levels below the levels established by this policy, the City will develop a plan to restore reserves to the required levels.

- B. The City shall make annual contributions from appropriate funds to the Reserve Fund or fund reserves to ensure that monies will be available as needed.

Investments

- A. All City funds shall be invested to provide safety of principal and a sufficient level to meet cash flow needs. One hundred percent of all idle cash will be continuously invested in the Local Government Investment Pool or Bank of the Cascade Money Market Account, whichever reports the highest interest rates.

Management of Fiscal Policy

- A. Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution.
- B. The Finance Director shall recommend fiscal changes in policy to the City Council. The City Manager or designee shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
- C. The Finance Director shall review the City's fiscal policies annually.
- D. The City Manager shall implement fiscal policies and monitor compliance.
- E. If the City Manager discovers a material deviation from policy, the City Manager shall report it in writing to the City Council in a timely manner.



FIXED ASSET CAPITALIZATION POLICY

Purpose and Scope

The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting and safeguarding of City assets in compliance with generally accepted financial reporting requirements.

Asset Value

Capital assets are valued at their historical cost. In the absence of historical cost information, the asset’s estimated historical cost will be assigned and used. Contributed capital is reported at fair market value or cost on the date the asset is contributed.

The historical cost of a capital asset includes the following:

- Cost of the asset
- Ancillary charges necessary to place the asset in its intended location (i.e. freight charges)
- Ancillary charges necessary to place the asset in its intended condition for use (i.e. installation and site preparation charges)
- Capitalized interest
- Any subsequent improvements that meet the qualifications listed below.

Capitalization Threshold

The City will capitalize all individual assets with a threshold cost set by resolution or more and has an estimated useful life of 5 years or more.

Grouped or Networked Assets

Individual assets that cost less than the capitalization threshold, but that operates as part of a network system will be capitalized in the aggregate, using the group method if the estimated average useful life of the individual asset is 5 years or more. A network is determined to be where individual components may be below the capitalization threshold but are interdependent and the overriding value to the City is on the entire network and not the individual assets. Examples include: Computers, software licenses, new office furniture, etc.

Depreciation Method

Capitalized assets are depreciated using the straight line method in the Annual Financial Report. The City maintains a depreciation schedule for the General, Park Development, Street Fund, and all proprietary funds.

Estimated Useful Lives

The following guidelines are used in setting estimated useful lives for asset reporting:

Buildings & Improvements	25 – 40 years
Land Improvements	10 – 20 years
Machinery and Equipment	5 – 10 years
Vehicles	5 – 10 years



Utility Systems	25 – 40 years
Infrastructure	20 – 40 years

Improvements vs. Maintenance Costs

With respect to asset improvements, costs at or over the capitalization threshold should be capitalized if:

- The estimated life of the asset is extended by more than 25%, or
- The cost results in an increase in the capacity of the asset, or
- The efficiency of the asset is increased by more than 10%, or
- Significantly changes the character of the asset, or
- In the case of streets and roads – if the work done impacts the “base” structure.

Improvements that do not meet these criteria would be expensed as repair and maintenance.

Assets Below Capitalization Policy

The City shall report assets which do not meet the capitalization threshold on an inventory list to maintain adequate control and safeguard City property. Periodic audits will be performed to verify that items listed on the inventory report are still located on City property for City personnel use. Example: Tools, small equipment, office equipment, public works supplies, etc. An annual inventory shall be completed each year.

**Accrual Basis**

Method of accounting recognizing transactions when they occur without regard toward cash flow timing.

Actual

Actual, as used in the fund, revenue, and expenditure summaries within the budget document, represents the actual cost results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Adopted Budget

Financial program which forms the basis for appropriations. Adopted by the governing body.

Approved Budget

Proposed budget as amended and approved by the Budget Committee and recommended to the City Council for adoption.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Value

The value set on real and personal taxable property as a basis for levying taxes.

Assets

Resources having monetary values and that are owned or held by an entity.

Audit

Conducted by an independent Certified Public Accounting (CPA) Firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget

A budget in which planned expenditures do not exceed projected funds available.

Balance Sheet

A financial statement reporting the organization's assets, liabilities and equity activities.

Beginning Fund Balance

The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond

A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate.

**Budget**

Written report showing the local government's comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year. (ORS 294.311. (4))

Budget Calendar

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

Budget Committee

Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the district. (ORS 294.336)

Budget Document

The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan.

Budget Message

Written explanation of the budget and the local government's financial priorities. Prepared by the executive officer or chairperson of the governing body. (ORS 294.391)

Budget Officer

Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget. (ORS 294.311)

Budgetary Basis

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

Capital Budget

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings.)

Capital Expenditures

Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

Capital Improvement

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

Capital Improvement Project

Expenditures which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewers, storm drains and other public facilities.

**Capital Improvement Plan (CIP)**

A twenty year plan which outlines the anticipated infrastructure needs to service the City's population growth.

Capital Outlay

Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings. (ORS 294.352 (6))

Capital Projects

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks and buildings).

Cash Management

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

CDD

Refers to the City's Community Development Department.

Charges for Service

Includes a wide variety of fees charged for services provided to the public and other agencies.

Comprehensive Annual Financial Report (CAFR)

The annual audited results of the City's financial position and activity.

Comprehensive Plan

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

Consumer Price Index (CPI)

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

The General Contingency is not a fund. It is a line item appropriation within an operating fund. Each operating fund is allowed one appropriation for a general operation contingency. The estimate for general operating contingencies is based on the assumption that in any municipal operating fund, certain unforeseen expenditures will become necessary.

**Contractual Services**

Services rendered to City activities by private firms, individuals or other government agencies. Examples of these services include engineering, law enforcement, and city attorney services.

Debt Service

Interest and principal on outstanding bonds due and payable during the fiscal year.

Debt Service Fund

A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's General Obligation Bonds.

Department

A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation

(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital Asset which is charged as an expense during a particular period.

Designated Fund

A portion of unreserved fund balance designated by City Balance policy for a specific future use.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

Encumbrances

Amount of money committed and set aside, but not yet expended, for the purchase of specific goods or services.

Ending Balance

The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

Enterprise Funds

A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting by user charges and fees.

Expenditures

The outflow of funds paid or to be paid for an asset obtained (Requirements) or goods and services obtained regardless of when expense is actually paid. The term applies to all funds.

**Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

Fiduciary Fund

Funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Fiscal Management

A government's directive with respect to revenue's, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budget and its funding.

Fiscal Year

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (July 1 through June 30 for the City of Sisters.) (ORS 294.311 (13))

Fixed Assets

Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

Franchise Fee

A franchise fee is charged for the privilege of using public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television, utilities, gas and telephone services.

FTE

Refers to a full time employee or full time equivalent.

Fund

A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund Balance

The excess of a fund's total assets over its total liabilities. A negative fund balance is often referred to as a deficit.

Funding

Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

**General Fund**

Financial transactions relating to all governmental activities for which specific types of funds are not required are recorded in a General Fund. This fund is used for all receipts not dedicated for a specific purpose.

General Long-term Debt

Represents any unmatured debt not considered to be a fund liability.

General Obligation Bonds

Bonds secured by the full faith and credit of the issuer. General Obligation bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Governmental Fund

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.

Grant

Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity, or facility.

Infrastructure

That portion of a city's assets located at or below ground level, including the water system, sewer system, and streets.

Indirect Charges

Administrative costs that are incurred in one fund in support of another operating program.

Indirect Cost Allocation

The allocation of administrative costs that are incurred in one fund in support of another operating program.

Interfund Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund. (ORS 294.450)

Investment Revenue

Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

ISF

Refers to an inter-service fund transfer where certain departments recoup costs based on the services provided to other departments within the City.

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

L.I.D. (Local Improvement District)

The property which is to be assessed for the cost or part of the cost of a local improvement and the property on which the local improvement is located.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Option Levy

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50 percent voter turnout.

Materials & Services

Expendable items such as supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not considered as a capital item.

Measure 5

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools' maximum rate is limited to \$5.

Measure 50

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to 3 percent except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent registered voters cast a ballot.

Non-Operating Budget

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

ODOT

Refers to the Oregon Department of Transportation.

**Operating Budget**

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Revenue

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is the full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

PERS

Refers to the Public Employee Retirement System.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in Fiscal Year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Sisters is \$2.64 per \$1,000 of assessed value.

Personal Services

The cost of salaries and benefits associated with compensating employees for their labor.

Projection

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Property Tax

Based according to assessed value of property and is used as the source of monies to support various funds.

Proposed Budget

Financial and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

**Real Market Value**

The estimated value of property if sold.

Reserve

An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

Resolution

A special or temporary order of a legislative body requiring City Council action.

Resources (Revenues)

All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

Revenue Bonds

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

Special Assessment

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to be beneficial primarily to those properties. (Also See Local Improvement District)

Special Revenue Funds

Special Revenue Funds are established only for special tax levies and other dedicated revenues whenever required by statutes, charter provisions, or the terms under which revenue is dedicated.

Supplemental Budget

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

System Development Charges (SDCs)

Fees charged to new development to pay for capacity adding infrastructure improvements necessary to accommodate new growth within the transportation, parks, water and wastewater infrastructure systems. The framework for collection of SDCs is established per ORS 223.297-223.314.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Tax Levy

The total amount of property taxes needed to pay for various fund operations; General Fund.

**Tax Rate**

A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Tax Revenue

Includes property taxes, hotel and motel room tax, and state shared revenues.

Tax Roll

The official list showing the amount of taxes levied against each property.

Transfers

The authorized exchange of cash or other resources between funds.

Trust Fund

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

Unappropriated Ending Fund Balance

An account which records a portion of the fund balance. It must be segregated for future use and is not available for current appropriation or expenditure.

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