



BEFORE, MARCH 2014

SISTER'S RECONSTRUCTION 2014



AFTER, JUNE 2014

CITY OF SISTERS

ADOPTED BUDGET

FISCAL YEAR 2014-2015



**CITY OF SISTERS, OREGON
FY 2014/15 ADOPTED BUDGET**

	<u>City</u>	<u>%age of Total</u>	<u>Urban Renewal Agency</u>	<u>%age of Total</u>
<u>Where The Money Comes From:</u>				
Property Taxes	\$ 801,000	8.5%	\$ 186,000	24%
Other Taxes	\$ 490,000	5.2%	\$ -	0%
Franchise Fees	\$ 296,850	3.2%	\$ -	0%
Licenses And Fees	\$ 495,512	5.3%	\$ -	0%
Charges For Services	\$ 1,335,400	14.2%	\$ -	0%
Intergovernmental	\$ 219,862	2.3%	\$ -	0%
Fines And Forfeitures	\$ 2,500	0.0%	\$ -	0%
Rental Income	\$ 33,000	0.4%	\$ -	0%
Interest	\$ 27,950	0.3%	\$ 2,700	0%
Miscellaneous	\$ 27,354	0.3%	\$ -	0%
Reimbursements	\$ 666	0.0%	\$ -	0%
Loan Proceeds	\$ 81,600	0.9%	\$ 315,000	41%
Transfers In	\$ 65,000	0.7%	\$ -	0%
System Development Charges	\$ 448,400	4.8%	\$ -	0%
Beginning Fund Balance	\$ 5,077,276	54.0%	\$ 271,330	35%
Total Revenues	\$ 9,402,370	100.0%	\$ 775,030	100%

<u>Where The Money Goes:</u>				
Personnel Services	\$ 1,329,678	14%	\$ -	0%
Materials & Services	\$ 2,073,362	22%	\$ 4,647	1%
Capital Improvements	\$ 407,500	4%	\$ 390,000	50%
Debt Service	\$ 523,230	6%	\$ 86,100	11%
Operating Contingency	\$ 679,349	7%	\$ 4,281	1%
Unappropriated Reserves	\$ 313,250	3%	\$ -	0%
Reserves	\$ 1,595,697	17%	\$ -	0%
Reserve for Future Expenditures	\$ 2,415,304	26%	\$ 290,002	37%
Transfers Out	\$ 65,000	1%	\$ -	0%
Total Expenditures	\$ 9,402,370	100%	\$ 775,030	100%

Other Facts:	
Staffing (Full Time Equivalent)	17.25
Assessed Value (FYE 2013)	\$ 303,167,507
Tax Rate (Per \$1,000)	\$ 2.6417
Debt Outstanding (June 30, 2014)	\$ 6,176,733



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**City of Sisters
Adopted Budget
For Fiscal Year 2014-2015**

CITY COUNCIL

Brad Boyd, Mayor
McKibben Womack, Council President
David Asson
Wendy Holzman
Chris Frye

APPOINTED OFFICIALS

Sue Boettner
Gwen Chapman
Davina Luz
Chris Vogelgesang
Charles Ryan

CITY STAFF

Andrew Gorayeb, City Manager
Lynne Fujita-Conrads, Finance Officer
Paul Bertagna, Public Works Director
Pauline Hardie, Community Development Director
Kathy Nelson, City Recorder
Erik Huffman, City Engineer
Steve Bryant, City Attorney

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www.ci.sisters.or.us



TO: Budget Committee Members and Citizens
FROM: Andrew Gorayeb, City Manager
DATE: June 26, 2014
RE: Presenting the Fiscal Year 2014/15 Adopted Budget

OVERVIEW

This Fiscal Year 2014/15 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.

Sisters continues to work its way out of the overall effects of the Great Recession. Vacancies are high (but declining), businesses are struggling to hang on but rents and revenues have begun to stabilize. The disruption associated with the Cascade Avenue project has adversely impacted some businesses and helped others. Despite these challenging economic conditions, some positive news continues to appear on the horizon. The Portland metropolitan region unemployment rate reached 6.4% in January of 2014, down from around 7% a year earlier. The unemployment rate for Deschutes County dropped from 10% in March of 2013 to 8.5% in March of 2014. Essentially, most of the job growth in the state of Oregon in 2013 was in the Portland region, but some growth appears to be spilling over into Central Oregon.

These positive events have brought increased activity to Sisters. The City has seen a significant increase in business license and building permit requests and the number of inquiries to the planning and building departments has grown over the past year. Sisters' largest employer, Sisters School District, continues to struggle with enrollment and related budget challenges, but the rate of decline in enrollment appears to be stabilizing. These factors give a reason to continue to be cautiously optimistic regarding the overall economy here in Sisters. Some other employers are growing in Sisters, examples being Energyneering, Mohr Power Systems and Metabolic Maintenance. Given the expected volume of construction, the growth in some employers and the expected positive impact of the Cascade Avenue project and related upgrades, 2014/15 could be a fairly strong economic year.

The City has implemented significant structural changes, is proceeding with refinancing some of our debts and continues to aggressively manage cost controls and looks for new areas through which to reduce operating expenses.

CITY OVERVIEW

We are a city of 17.25 FTE (Full Time Employees), we employ an additional 2 people on a part-time contracted basis, as well as contract for building permit / inspection services from Deschutes County. We own 12 buildings and 3 public restroom facilities book



valued at \$2,898,045; Equipment and Systems book valued at \$15,927,255 and Street Improvements book valued at \$3,508,452. We work 365 days per year, 7 days a week, 24 hours a day. We process approximately 800 Public Works service calls each year. We process approximately 10,000 to 12,000 customer inquiries per year.

COMMUNITY AND ECONOMIC TRENDS

- The population in the city increased by approximately 35 individuals during the past year, which represents a 1.7% growth in population.
- School enrollment decreased by 0.6% from 1,148 to 1,141 from the 2012/13 to 2013/14 school year.
- The fiscal year began with 423 licensed businesses and grew to 429 licensed businesses. This 1.4% increase in licensed businesses represents a continuation of the positive trend that began last year.
- Total assessed property values of the city increased \$6,063,350 which represents a 2.0% increase from the prior year.
- SPRD (Sisters Park and Recreation District) saw a 3% decrease in revenues.
- SSD (Sisters School District) has budgeted for a 3.38% decrease in revenues, mostly attributable to a decline in enrollment and compression of the Local Option Tax.
- SCSFD (Sisters Camp Sherman Fire District) saw a 7.2% increase in revenues over budget.
- FAN (Family Access Network) provided services to 840 clients in 2012/13 and is on track to serve slightly fewer by fiscal year end 2013/14.
- The following businesses had sales changes from 2012 to 2013 as follows:
 - Rays (after being down by -2.6% in 2010 and down -3% in 2011), Sales were slightly up 0.2% in 2012 and ended down -1.04% in 2013),
 - BiMart (up 10%),
 - Melvins (up 22%),
 - Hoyts (up 15.64%)
- Energyneering (a rapidly growing local employer) saw more than 29% growth from 2012 to 2013. Ten employees were added over that same period.
- Home sales within city limits saw a significant increase in activity: Approximated sales from July to June of 2012/13 averaged \$188,293 with 89 homes/properties sold. For the year to date period in 2013/14, approximated sales averaged \$214,032 and 73 homes sold (through April of 2014).
- Gas Taxes grew by 5.3% from 2012-13 to 2013-14 year to date.
- Transient Room Tax revenue grew by 7.5% from FY 11/12 to FY 12/13 and is growing at an estimated rate of 8.4% through February of 2014. Based on direct feedback from a number of local hotel operators, both rates and occupancies appear to be climbing.



KEY ECONOMIC FACTORS AND ASSUMPTIONS

The FY 14/15 budget is driven by key economic factors and assumptions as follows:

- **Property tax revenue** will remain relatively flat from FY 2013/14 collections. This consists of two components:
 - The Deschutes County Assessor is forecasting a 3% - 5% increase in the City's assessed value. A portion of that increase will be paid to the Sisters Urban Renewal Agency. The city is assuming an increase of 2% in assessed value for City collections.
 - Collection rates have been increasing in the previous two years to approximately 95.5%. The City is assuming a conservative rate of 93.5% for fiscal year 2014-15.
- **Population** continues to increase. The city's current population is approximately 2,115. It is expected that during the upcoming fiscal year the city's population will continue to increase by approximately 1.2% or twenty-five individuals. 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**
 - Some significant highlights of economic activity during the 2013-14 fiscal year include:
 - The Airport annexation was completed;
 - Cascade Avenue project is proceeding well towards completion;
 - The Urban Renewal Agency implemented the first urban renewal grant program in Sisters. This program has helped 20 different properties and businesses make significant exterior upgrades that should have positive impact on commerce in Sisters;
 - A Sisters Economic Development Manager was hired;
 - Business openings and relocations: Mohr Power Systems, Latigo Restaurant, Ken Scott Gallery, Outlaw Martial Arts, Outlaw Cab Company, Bronco Billy's (acquired by new owner) and others;
 - Business closures included: Sisters Mercantile, Bandit's Mercantile and Outlaw Tattoo and others.
 - Some anticipated economic activity for the 2014/15 fiscal year include:
 - Expansion of Sisters Airport facilities;
 - Relocation and expansion of Metabolic Maintenance;
 - Cascade Avenue project completion;
 - Job Creation / Forgivable Loan Program



- New Construction: There are a number of construction projects currently in the application process or preparing to submit applications. General construction activities in Sisters are on track to increase for FY 2014/15;
- **Staffing and Labor Costs**
 - The budget includes an increase of .25 FTE for the Accounting Clerk to 1.0 FTE, the Data Analyst to 1.0 FTE, and the addition of 2 half time Seasonal Utility Assistants. The City lost 1.75 FTE's last year. For more historical personnel services information, please refer to additional information section.
 - Cost of living adjustments (COLA) of 1.5% are included in the budget.
 - Merit adjustments of up to 3% are tied to performance.
 - Healthcare benefit premiums are budgeted with at an estimated 5% increase above FY 13/14 levels. Employees will continue to contribute 10% of premium cost, ranging estimating from \$60.20 to \$173.06/month per employee depending on the medical plan. The City actively promotes employee wellness through various initiatives including safety meetings, fitness programs, employee assistance programs and other measures.
 - The Public Employee Retirement System (PERS) employer contribution rate remained at 10.96% and 7.36% 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.
- **Risk Management** assumptions include the following:
 - Worker's compensation insurance rates will not increase.
 - Liability insurance will increase by 26.0%.
 - Property insurance rates will not increase.
 - Auto liability insurance will increase by 15.0%

FOCUS OF THE FISCAL YEAR 2014/15 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 12 funds: 8 governmental and 4 proprietary.



The City's total budget, net of transfers in and out, is \$9,337,370 which represents a 4.4% increase from the \$8,943,523 budgeted last year. Highlights include:

- **Revenues:** Projected General Fund revenues are \$1,880,446, an increase of 16.4% from budgeted amounts for FY 13/14. The city's largest source of General Fund revenues will continue to be derived from property tax.
- **Reserves:** Per the City's Comprehensive Financial Management Policies, operating contingencies are set at two months operating expenses. Capital Replacement and Capital Improvement Reserves were established in each operating fund this past fiscal year. Balances and annual contributions to these funds are analyzed each year to ensure the City is adequately reserved for future capital expenditures. A Strategic Reserve was also established in the General Fund to allow the City Council to plan and make strategic investments that can benefit the overall economy of Sisters.
- **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
- **FTE Re-allocation:** Personnel Service allocations can have a major impact on operating funds. The allocation plan presented this year is designed to reflect, in general, how staff will support the City's programs and services. Large changes to allocations are avoided in order to provide operating stability in the funds.
- **Economic Development:** The city continues to fund an Economic Development Manager for Sisters with additional funding contributions from Deschutes County.
- **Law Enforcement Contract:** The City renewed a three year law enforcement contract with the Deschutes County Sheriff's Office effective July 1, 2014. This contract calls for increases of 4% per year. No changes in service levels are proposed.
- **Capital Projects:** The development of a 10 year CIP (Capital Improvement Plan) provides a strategy that allows the City to fund infrastructure improvements over the medium and long term. These projects involve system wide upgrades and when appropriate, take into account opportunities to plan for future growth. Funding for these projects essentially comes from a combination of the operating funds and SDC funds. The City develops a five year plan and then, through the budget process, sources ways to fund these projects. Major projects for the upcoming year include: Barclay Square water line improvements, Edge of the Pines fire flow improvements, ongoing water system upsizing for new lines to 12



inches, where appropriate, to accommodate growth, as well as street pavement overlays to maintain the overall condition of city streets.

BUDGET ADJUSTMENT DETAIL – FISCAL YEAR 2013/14

A number of items have been changed since the fiscal year 2013/14 budget was adopted last June. The budget adjustments include:

September 26, 2013 Supplement Budget

General Fund

- Re-class franchise fees to the Street Fund and record cell tower revenue in the General Fund. Increase in Parks Program for campground reservation system, increase in Support Services for a loan to the Urban Renewal Agency for the Fir Street Project.

Street Fund:

- To record the corresponding re-class of franchise fees and cell tower revenue from the General Fund. Increase in Materials & Services for Deschutes County Sheriff work crews.

Water Fund:

- An increase in Capital Outlay for Barclay & Locust Utility Relocation project which was not completed until July 2013.

October 10, 2013 Supplement Budget

General Fund

- Record transfer of the balance of the Reserve Fund. Transfer to other funds to establish Capital Replacement Reserves. Remaining balance was recorded in the General Fund as the Strategic Reserve. Record loan to Urban Renewal Agency for Fir Street Park.

Reserve Fund

- Record dissolution of the Reserve Fund. Transfer balance to the General Fund.

Water Fund

- Transfer from General Fund to establish Capital Replacement Reserve.

Street Fund

- Transfer from the General Fund to establish Capital Replacement Reserve and Development Agreements Reserve.

Sewer Fund



- Transfer from the General Fund to establish Capital Replacement and Capital Improvement Reserve.

January 23, 2014 Supplement Budget

General Fund

- Contracted Services increased by \$5,100 for website design services. Parks Program increased by \$2,500 for half of the cost of a stump grinder. Community Development increased legal fees by \$6,000 related to the Airport Annexation. Building and Electrical Inspection fees increased by \$37,560 due to an increase in permit volume. Support Services-increased by \$407,283 for a loan to the URA. Capital Outlay increased to establish appropriated amounts in the Reserve Fund. Capital Outlay was also increased \$250,000 for Creekside Campground Improvements.

Water Fund

- An increase in Materials & Services for allocated share of website design costs and water system repairs.

Street Fund

- An increase in Materials & Services for allocated share of website design, Deschutes County Sheriff work crews, development review costs, 50% of the stump grinder costs, and unanticipated increase in fuel costs.

Sewer Fund

- An increase in Materials & Services for allocated share of website design costs.

March 27, 2014 Supplement Budget

General Fund

- An increase in Park Program for restroom repairs related to cold weather. Increase in Community Development for additional legal expenses and State Building Fees due to increased permit volume. Increase in Support Services for increased room tax payments to the Chamber of Commerce and payments to the Central Oregon Intergovernmental Council (COIC) for higher than budgeted payments for the Public Transit Grant.

Water Fund

- Materials and Services increased by \$6,700 due to an increase in development review fees and backflow testing services related to new development. An additional \$17,000 for new meter installations and replacement of old meters and MXU units.

Street Fund



- Materials and Services increased by \$31,000 due to a relocation of utility services on Cascade Avenue, an increase in snow removal expense, and the bulk purchase of supplies.

Sewer Fund

- Materials and Services increased by \$23,700 for the replacement of Treatment Plant software, development review fees for new development, higher than budgeted electricity costs, and a new fence on the Lazy Z property. Capital Outlay increased in the Sewer Fund for the purchase of trees for the Tree Nursery.

May 8, 2014 Supplement Budget

General Fund

- An increase in Support Services for a loan to the Urban Renewal Agency for Cascade Avenue Façade Grants. Transfer from the Strategic Reserve to the Street Fund for unforeseen expenditures related to the Cascade Avenue Project.

Water Fund

- Materials and Services increased for SCADA (SCADA (Supervisory Control and Data Acquisition) replacement and Cascade Avenue Project expenditures.

Street Fund

- Materials and Services increased by \$42,000 for sidewalk replacement and signage on Cascade Avenue, an increase in engineering expenses and the purchase of street trees.

Sewer Fund

- Materials and Services increased by \$3,000 for Sewer Fund portion of SCADA replacement.

June 26, 2014 Supplemental Budget

Sewer Fund

- Increase Debt Service by \$30,000 for costs associated with debt refinancing.

Sewer SDC Fund

- Increase Debt Service by \$10,000 for costs associated with debt refinancing.

City Hall Debt Service Fund

- Increase Debt Service by \$7,000 for costs associated with debt refinancing.



BEYOND FISCAL YEAR 2014/15

FY 2014/15 is a year of opportunity for the City of Sisters. A significant amount of funds for loans were made to the Urban Renewal Agency and those loans were extended by the City of Sisters through the Strategic Reserve Fund. Now that the loans have been funded and the related projects nearly complete, they can be out-placed to a third party lender (likely a commercial bank). This should replenish the Strategic Reserve Fund and allow for additional community investment and economic development projects.

Staff will continue to closely monitor each and every expenditure of taxpayer funds and will be held accountable for the same. Being responsible and careful with the taxpayer's money, being responsible stewards of community assets and promoting the economic health and well-being of this community are all part of our mission. The City of Sisters is open for business and we intend to make that message resound throughout the State of Oregon.

ACKNOWLEDGEMENTS

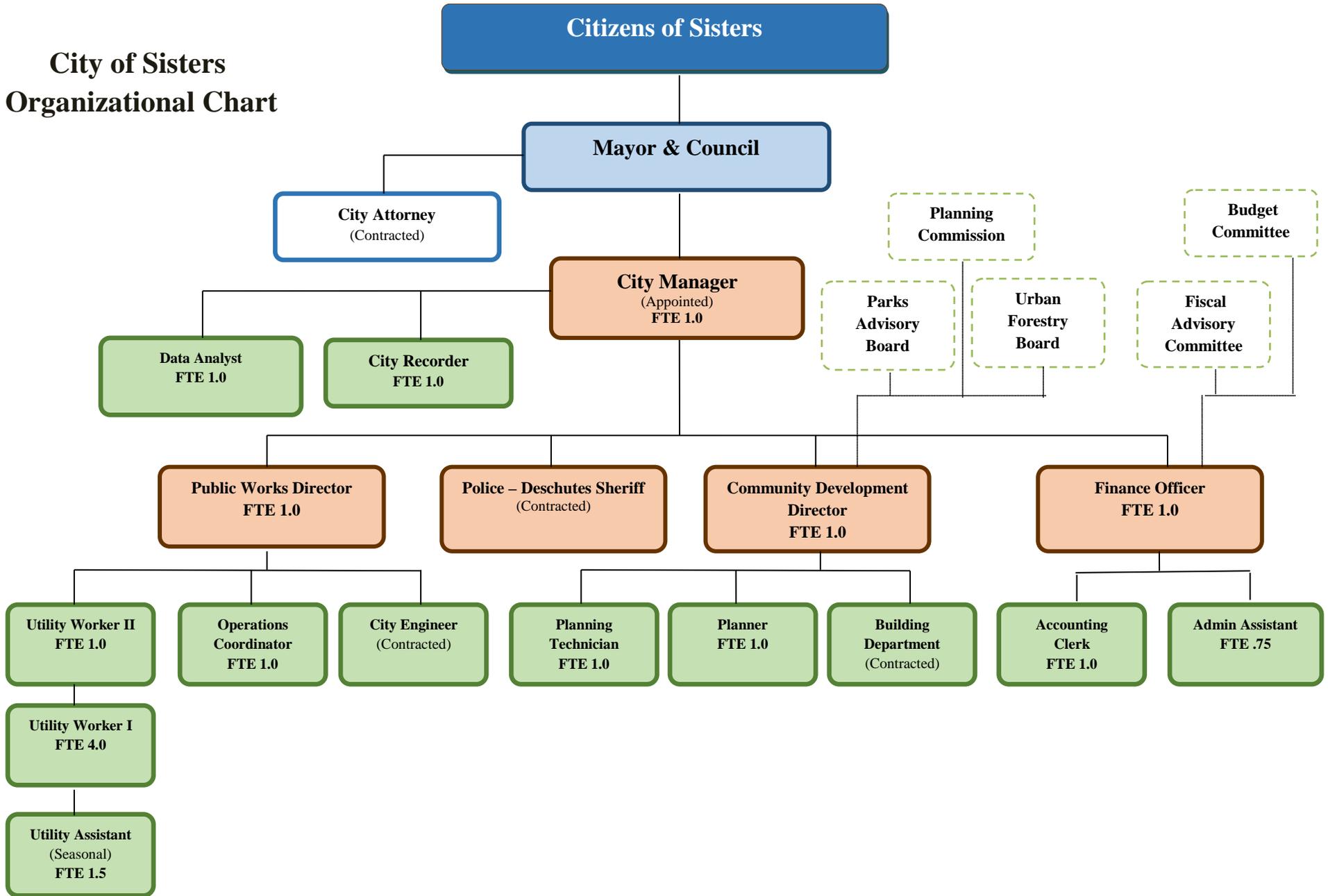
In closing, I would once again like to thank Lynne Fujita-Conrads, Finance Officer, for her efforts in coordinating and completing the budget process. Lynne has done an excellent job of managing the City Finances over the past year and we should all applaud her hard work and fiduciary skills. In addition, I would like to thank the other Department Directors, Paul Bertagna and Pauline Hardie as well as the staff (especially Kathy Nelson, Nicole Montalvo and Dustin Walsh) that have contributed to the creation of this document.

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 many changes have been implemented during the last year, I feel privileged to work alongside talented employees and volunteers to implement our collective vision and I thank them for their hard work and dedication in making good decisions for our community.

Your humble servant,

Andrew Gorayeb
City Manager & Budget Officer

City of Sisters Organizational Chart





FISCAL YEAR 2014/15 GOALS

On January 17, 2014, the Sisters City Council met to discuss its goals for 2014. “Goals are what we want, the direction we want to head towards, not the how to, but rather the outcome” stated Mayor Brad Boyd. “The Council sets goals and staff comes up with strategies, projects and tasks to achieve those goals. Implicit in these goals is the need to maintain Sisters unique character and attractiveness.” Keeping that sentiment in mind, the Council agreed on these overarching goals:

- Strengthen the City's finances
- Increase both the community and private sector asset base
- Promote economic development
- Improve connectivity
- Improve public outreach



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 12. 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 in a



newspaper of general circulation, 5 to 30 days before the scheduled budget committee meeting date and also posted on the City's website at least 10 days before the meeting.

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
- Capital Improvements
- Urban Renewal Agency
- Additional Information

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

message outlines a recap of FY 13/14 and general overview of key economic factors and assumptions for FY 14/15 budget and the focus of the budget to facilitate the implementation of Council priorities and ongoing service to Sisters city residents.

The **Reader's Guide** includes Council Goals for the next fiscal year, a description of the City's budget process and budget calendar.

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 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 **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 Fund – 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. The City's Capital Project fund is the 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

Notice of Budget Committee Meetings NuggetNews and City Website	May 7, 2014
Budget Message and Public Comment Budget Committee Meeting #2	May 19 May 22
Publish Notice of Budget Hearing NuggetNews and City Website	June 18
Hold Budget Hearing/Budget Adoption	June 26
Submit Tax Certification to Assessor	July 15
Final budget document is printed and published	July 31



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 2013/14
- *Goals & Objectives* – FY 2014/15
- *Budget Highlights* for FY 2014/15
- *Budget Summary*- Revenue & Expenditure by category
 - Two years of prior year actual data
 - Current Budget FY 2013/14
 - Manager Proposed Budget FY 2014/15
 - Budget Committee Approved FY 2014/15
 - Council Adopted FY 2014/15



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.

NON-MAJOR FUNDS

STREET 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.

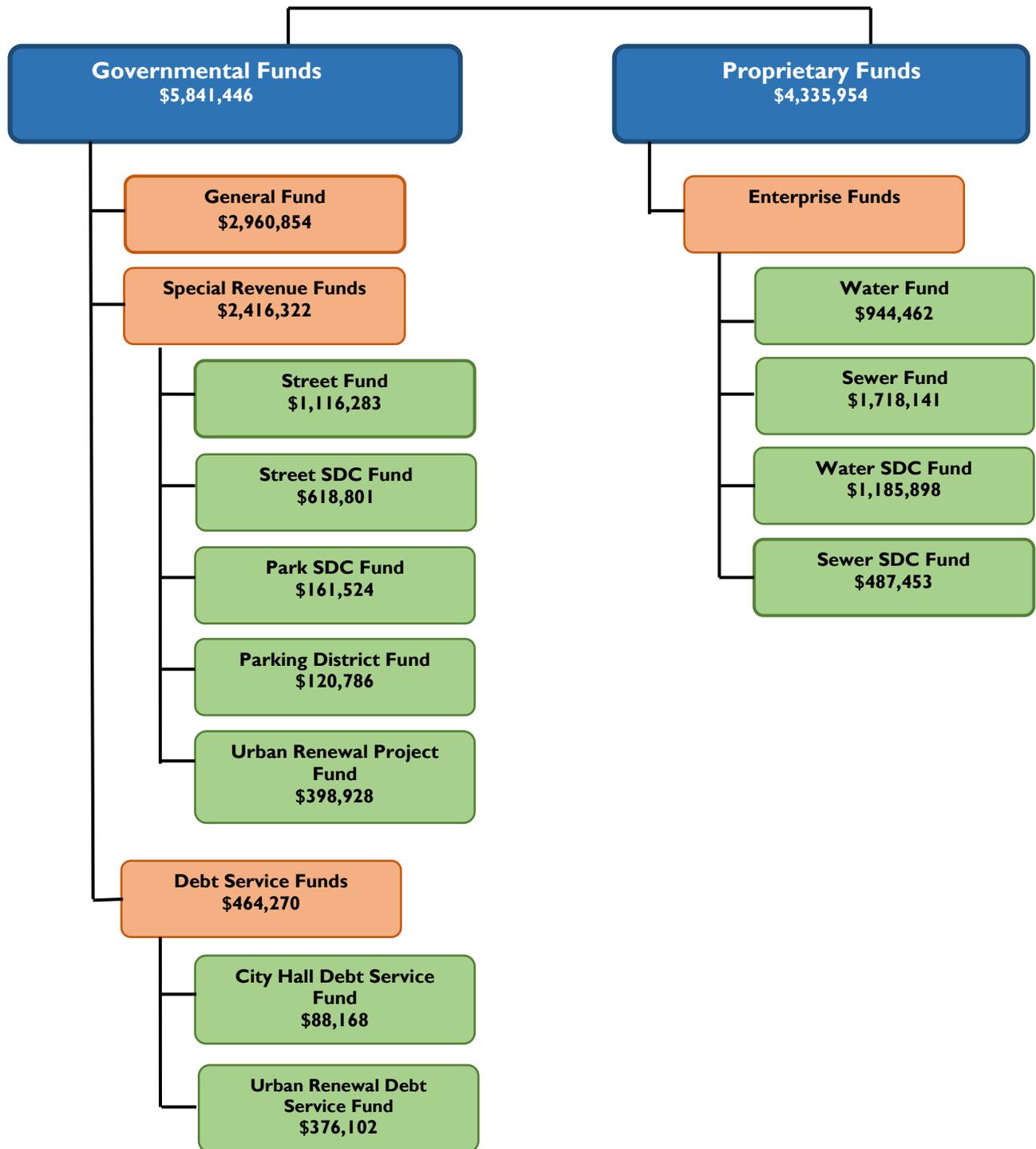
SEWER FUND – Dedicated to operations, maintenance and debt service on the wastewater collection and treatment system.

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 (GAAP)





CONSOLIDATED FINANCIAL SCHEDULE

This section is a budgetary summary of major revenues and expenses, as well as other financing sources and uses to provide an overview of total revenues and expenditures budgeted in FY 2014/15 by the City.

Revenues include various program revenue resources, transfers and beginning fund balances. Detailed program revenue descriptions by fund are found in the Revenue Information section. 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 are presented by category levels; personnel services, materials and services, capital outlay, debt service, transfers, operating contingencies and unappropriated reserves.

The table below summarizes the major revenues and expenditures categories for all City funds exclusive of the Urban Renewal Agency.

REVENUE AND EXPENDITURE SUMMARY – ALL CITY FUNDS COMBINED

	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES						
Revenues:						
Property Taxes	\$ 769,256	\$ 782,387	\$ 761,000	\$ 789,000	\$ 801,000	\$ 801,000
Other Taxes	444,425	478,725	454,500	490,000	490,000	490,000
Franchise Fees	260,103	259,467	252,000	296,850	296,850	296,850
Licenses And Fees	360,731	417,481	358,300	495,512	495,512	495,512
Receipts	-	-	-	-	-	-
Charges For Services	1,221,821	1,245,427	1,212,800	1,335,400	1,335,400	1,335,400
Intergovernmental	629,986	674,021	302,708	219,862	219,862	219,862
Fines And Forfeitures	1,766	3,157	2,500	2,500	2,500	2,500
Rental Income	57,000	57,000	57,000	33,000	33,000	33,000
Interest	34,297	31,380	31,110	27,950	27,950	27,950
Miscellaneous	67,729	124,005	19,550	27,354	27,354	27,354
Reimbursements	-	103,967	-	666	666	666
Loan Proceeds	94,600	37,080	40,100	81,600	81,600	81,600
Transfers In	139,000	138,700	1,825,841	65,000	65,000	65,000
Other grants	1,000	-	-	-	-	-
System Development Charges	219,997	242,976	176,500	312,400	448,400	448,400
Revenues Total	4,301,711	4,595,773	5,493,909	4,177,094	4,325,094	4,325,094
Beginning Fund Balance	5,328,598	5,223,745	5,275,455	5,077,276	5,077,276	5,077,276
TOTAL RESOURCES	\$ 9,630,309	\$ 9,819,518	\$ 10,769,364	\$ 9,254,370	\$ 9,402,370	\$ 9,402,370
REQUIREMENTS						
Expenditures:						
Personnel Services	\$ 1,294,591	\$ 1,373,433	\$ 1,417,569	\$ 1,329,678	\$ 1,329,678	\$ 1,329,678
Materials & Services	1,471,140	1,534,260	2,644,259	2,073,362	2,073,362	2,073,362
Capital Improvements	776,381	479,348	565,634	407,500	407,500	407,500
Debt Service	705,453	704,044	708,000	523,230	523,230	523,230
Expenditures Total	4,247,565	4,091,085	5,335,462	4,333,770	4,333,770	4,333,770
Operating Contingency	-	-	92,194	679,349	679,349	679,349
Unappropriated Reserves	-	-	1,295,344	313,250	313,250	313,250
Reserves	-	-	527,049	1,583,697	1,595,697	1,595,697
Reserve for Future Expenditures	-	-	1,693,470	2,279,304	2,415,304	2,415,304
Transfers Out	158,999	138,700	1,825,845	65,000	65,000	65,000
TOTAL REQUIREMENTS	\$ 4,406,564	\$ 4,229,785	\$ 10,769,364	\$ 9,254,370	\$ 9,402,370	\$ 9,402,370
NET TOTAL	\$ 5,223,745	\$ 5,589,733	\$ -	\$ -	\$ -	\$ -

**SUMMARY OF CITY FUNDS - FY 2014/15**

	General Fund	Street Fund	Reserve Fund	Street SDC Fund	Park SDC Fund
RESOURCES					
Revenues:					
Property Taxes	\$ 801,000	\$ -	\$ -	\$ -	\$ -
Other Taxes	360,000	130,000	-	-	-
Franchise Fees	-	296,850	-	-	-
Licenses And Fees	468,512	3,000	-	-	-
Receipts	-	-	-	-	-
Charges For Services	18,600	-	-	-	-
Intergovernmental	104,712	115,150	-	-	-
Fines And Forfeitures	2,500	-	-	-	-
Rental Income	9,000	-	-	-	-
Interest	11,500	1,000	-	2,800	600
Miscellaneous	23,022	3,666	-	-	-
Loan Proceeds	81,600	-	-	-	-
Transfers In	-	-	-	-	-
System Development Charges	-	-	-	30,000	18,400
Revenues Total	1,880,446	549,666	-	32,800	19,000
Beginning fund balance	1,080,408	\$ 566,617	-	586,001	142,524
TOTAL RESOURCES	\$ 2,960,854	\$ 1,116,283	\$ -	\$ 618,801	\$ 161,524
REQUIREMENTS					
Expenditures:					
Personnel Services	768,650	\$ 202,264	\$ -	\$ -	\$ -
Materials & Services	1,480,702	197,570	-	-	-
Capital Improvements	15,500	262,000	-	-	-
Transfers Out	29,250	9,100	-	-	-
Debt Service	-	-	-	-	-
Expenditures Total	2,294,102	670,934	-	-	-
Operating Contingency	300,000	105,403	-	-	-
Reserves	366,752	339,946	-	-	-
Unappropriated Reserves	-	-	-	-	-
Reserve for Future Expenditures	-	-	-	618,801	161,524
TOTAL REQUIREMENTS	\$ 2,960,854	\$ 1,116,283	\$ -	\$ 618,801	\$ 161,524



Parking District Fund	City Hall Debt Service Fund	Water Fund	Sewer Fund	Water SDC Fund	Sewer SDC Fund	TOTAL
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 801,000
-	-	-	-	-	-	490,000
-	-	-	-	-	-	296,850
14,000	-	5,000	5,000	-	-	495,512
-	-	505,000	770,000	-	-	1,275,000
-	-	33,800	8,000	-	-	60,400
-	-	-	-	-	-	219,862
-	-	-	-	-	-	2,500
-	-	-	24,000	-	-	33,000
500	50	1,000	4,200	4,300	2,000	27,950
-	-	666	666	-	-	28,020
-	-	-	-	-	-	81,600
-	65,000	-	-	-	-	65,000
-	-	-	-	200,000	200,000	448,400
14,500	65,050	545,466	811,866	204,300	202,000	4,325,094
106,286	23,118	398,996	906,275	981,598	285,453	5,077,276
\$ 120,786	\$ 88,168	\$ 944,462	\$ 1,718,141	\$ 1,185,898	\$ 487,453	\$ 9,402,370
\$ -	\$ -	\$ 206,498	\$ 152,266	\$ -	\$ -	\$ 1,329,678
-	-	191,645	203,445	-	-	2,073,362
44,000	-	25,760	5,000	55,240	-	407,500
-	-	11,050	15,600	-	-	65,000
-	64,694	-	375,144	-	83,392	523,230
44,000	64,694	434,953	751,455	55,240	83,392	4,398,770
-	-	153,750	120,196	-	-	679,349
-	-	355,759	533,240	-	-	1,595,697
-	-	-	313,250	-	-	313,250
76,786	23,474	-	-	1,130,658	404,061	2,415,304
\$ 120,786	\$ 88,168	\$ 944,462	\$ 1,718,141	\$ 1,185,898	\$ 487,453	\$ 9,402,370



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.

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.

DEPARTMENTS

COUNCIL-MANAGER

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.

Accomplishments - FY 2013/14

- Create an auditable Capital Reserve analysis for the Water, Street, Sewer and General Funds that “right sizes” the Reserves for these funds and establishes annual reserves contributions for each;
- Create a Strategic Reserve for Council to use for designated purposes that will positively impact the economy of Sisters as well as generate revenue for the City;
- Engage with ODOT to ensure the on-schedule and on-budget completion of the Cascade Avenue Improvement Project;
- Work actively to “customize” the Cascade Avenue Project to address any and all needs for local merchants, building owners and the City;
- Engage local merchants to minimize the adverse impact of the Cascade Avenue Improvement Project;
- Work diligently with the Planning Department and Building Department to facilitate the annexation and improvement of the Sisters Airport;
- Work diligently with the Planning Department, City of Redmond, County Commissioners, State of Oregon and local taxing agencies to ensure the rapid adoption of the Enterprise Zone expansion;



- Work diligently with EDCO to facilitate the hiring, support and collaboration for/with the new Economic Development Manager;
- Review and modify existing CIPs to maximize long term planning for projects;
- Work diligently with Sisters School District to facilitate the engagement of our community's youth in government;
- Work diligently with local artists, business owners and concerned citizens to create a "transition zone" of information at the east and west portals of Sisters to facilitate more visitors to Sisters parking and getting out of their cars to enjoy Sisters;
- Diligently work with local public agencies as well as the Community Leadership Group to develop the new City of Sisters website as a central clearinghouse for communication and connection within the Sisters Country;
- Diligently work with PW to clean up and beautify as much of Sisters as is possible within the current budget. Work with local agencies and private property owners to effectuate repairs, cleanup and any other needed improvements to key locations throughout the City of Sisters;
- Audit all contracts, leases and agreements to determine status, financial condition, compliance and condition;

Goals and Objectives – FY 2014/15

- Strengthen the City's finances
- Increase both the community and private sector asset base
- Promote economic development
- Improve connectivity
- Improve public outreach

FINANCE AND ADMINISTRATION

The Finance and Administration Department is responsible for the financial and budgetary activity of the City including accounting (payroll, accounts payable, and accounts receivable), budgeting, auditing, investments, debt issuance, capital asset, internal controls, grant administration, transient vendor licensing, business licensing, utility billing, front counter reception, human resources, and risk management.

Accomplishments - FY 2013/14

- Banking Services RFP
- Implementation of new banking services provider
- Room Tax and Gas Tax Audit
- Implementation of Utility Billing Penalty Policy
- Revised Personnel Handbook
- Refinancing of City debt
- Created Fleet Policy
- Created Purchase Order Policy
- Reduced +4 months receivables by 73%

**Goals and Objectives – FY 2014/15**

- Research and implement options to improve health of Sewer Fund
- Implement Utility Billing Collection Policy
- Reduce delinquency and receivables for all accounts
- Implement Third Party payroll
- Update Comprehensive Financial Management Policies
- Create Emergency Action Plan
- Implement CIS Agility program

COMMUNITY DEVELOPMENT DEPARTMENT

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 2013/14

- Completed the Sisters Eagle Airport Annexation, Comprehensive Plan Amendment, Rezone and Master Plan, Site Plan, Lot Line Adjustment and Partition applications
- Implemented ACCELA
- Created The City of Sisters Urban Renewal Agency Small Projects Improvement Grant Fund program.
- Worked with Mayes Architecture on elevation drawings for several buildings on Cascade Avenue.
- Completed Development Code updates including permitting residential on Adams Avenue and permitting a one year blanket extension and amending front/exterior side yard setbacks in the Downtown Commercial (DC) District.
- Successfully awarded the Oregon Parks and Recreation Grant for the construction of Fir Street Park and worked with the City Parks Advisory Board on naming the park Fir Street Park
- Updated Municipal Code Title 8, Health and Safety for Vegetation, Weed and Brush Removal, and Urban Rural Interface Standards
- Completed Arbor Day celebration and Tree City coordination
- Created a sign program that is being used during the construction of the Cascade Avenue Streetscape Project
- Hired two college-interns
- Improve code enforcement tactics and methods



- Put Land Inventory together for residential, commercial, industrial, business park land city-wide.
- Put occupancy rate data together for all overnight lodging in City
- Continue to research and apply for funding opportunities.

Goals and Objectives - FY 2013/14

- Implement wayfinding signage on Hood and Main Avenue
- Develop and adopt a Sisters Creekside Campground Master Plan
- Amend Development Code creating a new Urban Forestry Board
- Development and adopt a Urban Forestry Management Plan
- Continue to research and apply for funding opportunities
- Create a Public Art Program
- Assist with the Urban Forestry Board goals, Arbor Day celebration, Tree City coordination

POLICE

The City of Sisters contracts with the Deschutes County Sheriff's Office for public safety services. These services include crime prevention, responding to 911 calls for services, enforcement of traffic laws and investigation of traffic accidents and apprehension of suspects. These services are managed through a local Sisters substation with 7 days a week, 24 hour service.

PUBLIC WORKS DEPARTMENT

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 2013/14

- Completed HVAC replacement at the Chamber Building that is more efficient and reliable.
- Painting the exterior of the Chamber and the Recycle building (June 2014)
- Completed a Capital Reserve plan for future building systems and equipment replacement/upgrades.

Goals and Objectives – FY 2014/15

- Continue to develop energy savings projects for City owned buildings.
- Chamber building lighting improvements to provide energy savings and system reliability.
- Re-stain City Hall exterior wood work
- Complete pavement maintenance at City Hall and Recycle Center



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

Accomplishments – FY 2013/14

- Constructed approximately 14,000 sq. ft. of new sod and irrigation in Creekside Park.
- Constructed an additional 5300 sq. ft. of parking at Creekside Park.
- Received an Oregon Parks and Recreation Department (OPRD) grant for the construction of Fir Street Park, completed the design and started construction of the Park with and construction with completion July of 2014.
- Planted over 30 trees adjacent to Creekside Campground.
- Completed Phase I Parking improvements at Village Green.
- Applied for an OPRD grant for a new restroom building at Village Green Park.
- Completed a Capital Reserve plan for future building and equipment replacement/upgrades.
- Designed parking improvements at Village Green (phase I).
- Completed the Fir Street Park concept plan and applied for an Oregon Parks and Recreation grant to construct the park improvements.

Goals and Objectives – FY 2013/14

- Complete a new Capital Improvement Plan with the Parks Advisory Committee and provide a Park SDC update for Council consideration.
- Complete a new Master Plan for Creekside Campground and obtain approval of the plan from OPRD.
- Upgrade the Village Green Restrooms to include additional stalls, ADA improvements, showers and Bike lockers.
- Re-locate the Peterson Ridge Trailhead to Village Green Park



GENERAL FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Property Taxes	\$ 769,256	\$ 782,387	\$ 761,000	\$ 789,000	\$ 801,000	\$ 801,000	5%
Other Taxes	307,575	330,912	315,500	360,000	360,000	360,000	14%
Franchise Fees	202,042	200,062	-	-	-	-	0%
Licenses And Fees	275,752	312,784	339,800	468,512	468,512	468,512	38%
Charges For Services	18,600	18,600	18,600	18,600	18,600	18,600	0%
Intergovernmental	171,131	93,181	108,708	104,712	104,712	104,712	-4%
Fines And Forfeitures	1,766	3,157	2,500	2,500	2,500	2,500	0%
Rental Income	9,000	9,000	9,000	9,000	9,000	9,000	0%
Interest	8,205	7,911	7,440	11,500	11,500	11,500	55%
Miscellaneous	20,699	19,004	12,450	23,022	23,022	23,022	85%
Other Grants	1,000	-	-	-	-	-	0%
Loan Proceeds	94,600	37,080	40,100	81,600	81,600	81,600	103%
Total Revenues	1,879,626	1,814,078	1,615,098	1,868,446	1,880,446	1,880,446	16%
Beginning Fund Balance	770,221	961,066	905,190	1,080,408	1,080,408	1,080,408	19%
Transfers In	-	-	1,343,351	-	-	-	-100%
TOTAL RESOURCES	\$ 2,649,847	\$ 2,775,144	\$ 3,863,639	\$ 2,948,854	\$ 2,960,854	\$ 2,960,854	-23%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Programs:							
Council-Manager	\$ 190,567	\$ 256,867	\$ 282,849	\$ 281,720	\$ 281,720	\$ 281,720	0%
Finance & Administration	164,877	208,251	242,543	198,473	198,473	198,473	-18%
Maintenance	103,962	108,750	128,345	99,103	99,103	99,103	-23%
Parks	180,366	189,724	463,887	234,139	234,139	234,139	-50%
Police	449,961	467,960	486,678	523,010	523,010	523,010	7%
Community Development	276,514	342,609	383,542	423,195	423,195	423,195	10%
Support	302,534	231,237	1,031,941	505,212	505,212	505,212	-51%
Total Programs	1,668,781	1,805,398	3,019,785	2,264,852	2,264,852	2,264,852	-25%
Operating Contingency	-	-	13,361	300,000	300,000	300,000	2145%
Reserves	-	-	191,752	354,752	366,752	366,752	91%
Unappropriated Reserves	-	-	275,500	-	-	-	-100%
Transfers Out	-	-	363,241	29,250	29,250	29,250	-92%
TOTAL REQUIREMENTS	\$ 1,668,781	\$ 1,805,398	\$ 3,863,639	\$ 2,948,854	\$ 2,960,854	\$ 2,960,854	-23%
<i>Budgetary basis adjustment</i>	(20,000)	(19,000)	-	-	-	-	0%
NET TOTAL	\$ 961,066	\$ 950,746	\$ -	\$ -	\$ -	\$ -	

01-GENERAL FUND	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
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RESOURCES

REVENUE							
01-4-00-300	PREVIOUS LEVIED TAXES	\$ 34,372	\$ 36,954	\$ 36,000	\$ 25,000	\$ 25,000	\$ 25,000
01-4-00-301	INTEREST EARNED	5,205	5,711	6,000	7,000	7,000	7,000
01-4-00-302	CURRENT TAXES	734,884	745,433	725,000	764,000	776,000	776,000
01-4-00-303	TRANSIENT ROOM TAX	307,575	330,912	315,500	360,000	360,000	360,000
01-4-00-304	LIQUOR TAX	27,861	27,582	27,800	28,000	28,000	28,000
01-4-00-305	CIGARETTE TAX	2,994	2,936	2,600	2,500	2,500	2,500
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	45,740	46,515	46,000	50,000	50,000	50,000
01-4-00-311	CURRENT PLANNING FEES	44,280	52,661	40,000	70,000	70,000	70,000
01-4-00-312	PARK USERS FEE	91,714	93,628	100,000	100,000	100,000	100,000
01-4-00-313	BUILDING INSPECTION FEES	70,721	99,062	70,000	140,000	140,000	140,000
01-4-00-314	PUBLIC WORKS FEES	1,652	700	1,500	1,000	1,000	1,000
01-4-00-315	ELECTRICAL INSPECTION FEES	12,565	12,280	12,000	20,000	20,000	20,000
01-4-00-317	EVENT FEES	9,080	7,938	9,000	8,000	8,000	8,000
01-4-00-330	TELEPHONE FRANCHISE	15,224	13,045	-	-	-	-
01-4-00-331	TELEVISION FRANCHISE	26,594	28,710	-	-	-	-
01-4-00-333	C.E.C. FRANCHISE	140,840	139,625	-	-	-	-
01-4-00-338	JUSTICE COURT	1,766	3,157	2,500	2,500	2,500	2,500
01-4-00-340	CELL TOWERS	-	-	61,300	79,512	79,512	79,512
01-4-00-344	GARBAGE FRANCHISE	19,384	18,682	-	-	-	-
01-4-00-350	STATE REVENUE SHARING	24,670	31,489	28,000	28,000	28,000	28,000
01-4-00-354	PROPERTY RENTAL	9,000	9,000	9,000	9,000	9,000	9,000
01-4-00-360	MISCELLANEOUS	341	664	-	-	-	-
01-4-00-362	REFUNDS/REIMBURSEMENTS	9,831	6,062	2,150	13,322	13,322	13,322
01-4-00-363	CMA ADMIN FEE	6,100	7,019	5,200	5,200	5,200	5,200
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	3,000	2,200	1,440	4,500	4,500	4,500
REVENUE SUBTOTAL		1,663,993	1,740,565	1,519,590	1,736,134	1,748,134	1,748,134

GRANTS & PASS THROUGHS

01-4-00-607	OCDBG GRANT	89,000	-	-	-	-	-
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01-GENERAL FUND		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-4-00-609	CITY MANAGED ACCOUNTS	4,427	5,259	5,100	4,500	4,500	4,500
01-4-00-640	STATE GRANTS	26,606	21,808	20,308	26,212	26,212	26,212
01-4-00-650	LOAN REPAYMENT	94,600	37,080	40,100	81,600	81,600	81,600
01-4-00-665	OTHER GRANTS	-	9,366	30,000	20,000	20,000	20,000
01-4-00-670	DLCD GRANT	1,000	-	-	-	-	-
TOTAL GRANTS & PASS THROUGHS		215,633	73,513	95,508	132,312	132,312	132,312
TOTAL REVENUE		1,879,626	1,814,078	1,615,098	1,868,446	1,880,446	1,880,446
BEGINNING FUND BALANCE							
01-4-00-400	BEGINNING FUND BALANCE	770,221	961,066	905,190	1,080,408	1,080,408	1,080,408
TOTAL BEGINNING FUND BALANCE		770,221	961,066	905,190	1,080,408	1,080,408	1,080,408
TRANSFERS IN							
01-4-00-509	TRANSFER FROM OTHER FUNDS	-	-	1,343,351			
TOTAL TRANSFERS		-	-	1,343,351	-	-	-
TOTAL RESOURCES		2,649,847	2,775,144	3,863,639	2,948,854	2,960,854	2,960,854
REQUIREMENTS							
OPERATING CONTINGENCY							
01-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 13,361	\$ 300,000	\$ 300,000	\$ 300,000
TOTAL OPERATING CONTINGENCIES		-	-	13,361	300,000	300,000	300,000
RESERVES							
01-5-00-425	STRATEGIC RESERVE	-	-	57,503	204,137	216,137	216,137
01-5-00-445	CAPITAL REPLACEMENT RESERVE	-	-	134,249	150,615	150,615	150,615
TOTAL RESERVES		-	-	191,752	354,752	366,752	366,752
UNAPPROPRIATED RESERVES							
01-5-00-457	WORKING CAPITAL	-	-	275,500	-	-	-
TOTAL UNAPPROPRIATED RESERVES		-	-	275,500	-	-	-

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
TRANSFERS							
01-5-00-600	TRANSFER TO OTHER FUNDS	-	-	300,541	-	-	-
01-5-00-602	TRANSFER TO CITY HALL FUND	-	-	62,700	29,250	29,250	29,250
TOTAL TRANSFERS		-	-	363,241	29,250	29,250	29,250

TOTAL GENERAL		-	-	843,854	684,002	696,002	696,002
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EXPENDITURES

01-000 COUNCIL-MANAGER							
PERSONNEL SERVICES							
01-5-01-500	CITY MANAGER	41,218	96,876	51,178	53,104	53,104	53,104
01-5-01-501	FINANCE ACCOUNTING ANALYST	1,646	-	-	-	-	-
01-5-01-517	OFFICE SPECIALIST I	296	-	-	-	-	-
01-5-01-519	DATA ANALYST	2,524	2,789	18,505	15,811	15,811	15,811
01-5-01-527	CITY RECORDER	18,657	23,227	24,253	28,560	28,560	28,560
01-5-01-581	SOCIAL SECURITY	3,902	7,348	5,693	5,859	5,859	5,859
01-5-01-582	WORKER'S COMP	190	212	317	300	300	300
01-5-01-583	PERS/OSPRS	10,264	10,598	18,525	13,023	13,023	13,023
01-5-01-584	MED/DENT/VISION INSURANCE	18,727	19,167	28,177	26,742	26,742	26,742
01-5-01-586	LTD	173	207	231	301	301	301
01-5-01-587	LIFE INSURANCE	54	61	65	73	73	73
01-5-01-588	UNEMPLOYMENT INS.	64	106	94	97	97	97
01-5-01-589	MEDICARE	913	1,718	1,331	1,370	1,370	1,370
TOTAL PERSONNEL SERVICES		98,628	162,309	148,369	145,240	145,240	145,240

MATERIALS & SERVICES							
01-5-01-700	MAYOR & COUNCIL	3,833	4,614	5,500	4,000	4,000	4,000
01-5-01-704	RECRUITMENT	-	235	-	-	-	-
01-5-01-705	ADVERTISING	76	-	200	200	200	200
01-5-01-710	COMPUTER SOFTWARE MAINT	-	1,426	2,000	2,000	2,000	2,000
01-5-01-714	OFFICE SUPPLIES	1,801	1,932	1,200	1,300	1,300	1,300
01-5-01-715	POSTAGE	359	190	100	100	100	100
01-5-01-716	RECORDING FEES	500	-	500	500	500	500

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
01-5-01-717	OFFICE EQUIPMENT	160	228	-	100	100	100
01-5-01-721	COPIER/PRINTER	1,953	2,965	4,000	2,700	2,700	2,700
01-5-01-726	CONTRACTED SERVICES	76	12,659	14,200	9,700	9,700	9,700
01-5-01-727	PERMITS & FEES	239	39	200	200	200	200
01-5-01-733	DUES & SUBSCRIPTIONS	11,336	11,617	13,000	3,000	3,000	3,000
01-5-01-735	TELEPHONE	1,010	998	730	880	880	880
01-5-01-736	CELLULAR PHONES	339	610	550	-	-	-
01-5-01-740	EDUCATION	1,957	1,228	1,500	200	200	200
01-5-01-741	ELECTIONS	-	154	2,000	2,000	2,000	2,000
01-5-01-755	GAS/OIL	-	-	-	600	600	600
01-5-01-766	INS:COMP/LIAB/UMB	783	783	800	-	-	-
01-5-01-777	LEGAL FEES	31,256	30,391	25,000	25,000	25,000	25,000
01-5-01-783	PUBLIC OUTREACH	1,441	311	1,000	14,000	14,000	14,000
01-5-01-789	MILEAGE/TRAVEL REIMBURSEM	1,016	815	1,000	1,000	1,000	1,000
01-5-01-791	ECONOMIC DEVELOPMENT	31,475	22,487	60,000	67,500	67,500	67,500
01-5-01-793	MEETINGS/WORKSHOPS	2,329	876	1,000	1,500	1,500	1,500
TOTAL MATERIALS & SERVICES		91,939	94,558	134,480	136,480	136,480	136,480

01-000 TOTAL COUNCIL-MANAGER	190,567	256,867	282,849	281,720	281,720	281,720
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02-000 FINANCE AND ADMINISTRATION							
PERSONNEL SERVICES							
01-5-02-501	FINANCE ACCOUNTING ANALYST	17,117	23,828	-	-	-	-
01-5-02-502	ADMIN ASST	3,135	-	-	13,206	13,206	13,206
01-5-02-507	UTILITY BILLING CLERK	-	7,355	7,702	-	-	-
01-5-02-517	OFFICE SPECIALIST I	5,913	4,165	6,514	-	-	-
01-5-02-518	ACCOUNTING TECHNICIAN	10,246	-	-	-	-	-
01-5-02-519	DATA ANALYST	5,680	14,985	-	13,835	13,835	13,835
01-5-02-521	FINANCE OFFICER	-	-	24,938	45,741	45,741	45,741
01-5-02-523	ACCOUNTING CLERK	-	-	-	8,743	8,743	8,743
01-5-02-529	FINANCE & ADMIN DIRECTOR	34,366	51,324	49,593	-	-	-
01-5-02-550	OVERTIME	-	-	330	-	-	-
01-5-02-581	SOCIAL SECURITY	4,432	5,730	5,316	4,817	4,817	4,817
01-5-02-582	WORKER'S COMP	273	232	264	219	219	219
01-5-02-583	PERS/OSPRS	12,151	16,184	18,515	12,538	12,538	12,538

01-GENERAL FUND		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-02-584	MED/DENT/VISION INSURANCE	25,156	23,205	25,285	31,918	31,918	31,918
01-5-02-586	LTD	210	249	261	264	264	264
01-5-02-587	LIFE INSURANCE	54	59	63	73	73	73
01-5-02-588	UNEMPLOYMENT INS.	76	92	89	82	82	82
01-5-02-589	MEDICARE	1,037	1,340	1,243	1,127	1,127	1,127
TOTAL PERSONNEL SERVICES		119,846	148,748	140,113	132,563	132,563	132,563
MATERIALS & SERVICES							
01-5-02-705	ADVERTISING	922	999	900	900	900	900
01-5-02-706	AUDIT FEES	8,015	10,038	11,800	11,050	11,050	11,050
01-5-02-707	EMPLOYEE RECOGNITION	449	317	500	1,500	1,500	1,500
01-5-02-708	CITY-WIDE TRAINING	-	-	-	-	-	-
01-5-02-709	WELLNESS & RISK MGT PROGS.	-	281	300	300	300	300
01-5-02-710	COMPUTER SOFTWARE MAINT	6,469	4,087	3,400	3,500	3,500	3,500
01-5-02-714	OFFICE SUPPLIES	1,876	748	1,130	1,500	1,500	1,500
01-5-02-715	POSTAGE	821	1,569	1,050	1,300	1,300	1,300
01-5-02-717	OFFICE EQUIPMENT	98	229	500	500	500	500
01-5-02-721	COPIER/PRINTER	1,201	1,600	1,200	1,600	1,600	1,600
01-5-02-726	CONTRACTED SERVICES	361	6,352	4,400	3,000	3,000	3,000
01-5-02-727	PERMITS & FEES	8,712	8,836	4,300	4,500	4,500	4,500
01-5-02-733	DUES & SUBSCRIPTIONS	761	595	600	200	200	200
01-5-02-735	TELEPHONE	1,347	1,707	1,680	1,020	1,020	1,020
01-5-02-736	CELLULAR PHONES	346	604	450	-	-	-
01-5-02-740	EDUCATION	2,160	1,455	2,100	1,000	1,000	1,000
01-5-02-755	GAS/OIL	30	-	-	-	-	-
01-5-02-763	PROPERTY TAXES	-	-	6,000	6,000	6,000	6,000
01-5-02-766	INS:COMP/LIAB/UMB	9,161	17,507	19,200	15,700	15,700	15,700
01-5-02-767	LGIP SERVICE FEE	126	137	120	240	240	240
01-5-02-777	LEGAL FEES	274	713	500	3,000	3,000	3,000
01-5-02-789	MILEAGE/TRAVEL REIMBURSEMENT	1,383	929	1,800	500	500	500
01-5-02-790	MISCELLANEOUS	32	450	-	100	100	100
01-5-02-793	MEETINGS/WORKSHOPS	487	350	500	500	500	500
TOTAL MATERIALS & SERVICES		45,031	59,503	62,430	57,910	57,910	57,910

CAPITAL OUTLAY

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
01-5-02-906	CAPITAL OUTLAY	-	-	40,000	8,000	8,000	8,000
TOTAL CAPITAL OUTLAY		-	-	40,000	8,000	8,000	8,000

02-00 TOTAL FINANCE AND ADMINISTRATION	164,877	208,251	242,543	198,473	198,473	198,473
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03-000 MAINTENANCE							
PERSONNEL SERVICES							
01-5-03-501	ACCOUNTING ANALYST	1,646	-	-	-	-	-
01-5-03-503	PUBLIC WORKS DIRECTOR	6,182	13,684	14,542	7,900	7,900	7,900
01-5-03-504	UTILITY TECHNICIAN II	-	4,107	3,939	3,986	3,986	3,986
01-5-03-505	UTILITY TECHNICIAN I	23,376	14,119	14,332	11,140	11,140	11,140
01-5-03-506	JANITORIAL SERVICE	4,250	4,381	4,492	4,470	4,470	4,470
01-5-03-511	UTILITY ASST	874	3,021	3,638	7,606	7,606	7,606
01-5-03-522	PUBLIC WORKS OPS COORDINATOR	-	-	-	3,758	3,758	3,758
01-5-03-533	MAINTENANCE SUPERVISOR	2,779	5,525	5,792	-	-	-
01-5-03-550	OVERTIME	124	300	750	750	750	750
01-5-03-581	SOCIAL SECURITY	2,373	2,702	2,858	2,395	2,395	2,395
01-5-03-582	WORKER'S COMP	1,444	1,956	2,686	2,041	2,041	2,041
01-5-03-583	PERS/OSPRS	5,674	6,562	9,354	5,764	5,764	5,764
01-5-03-584	MED/DENT/VISION INSURANCE	12,694	11,917	12,514	8,788	8,788	8,788
01-5-03-586	LTD	94	134	128	89	89	89
01-5-03-587	LIFE INSURANCE	19	27	25	21	21	21
01-5-03-588	UNEMPLOYMENT INS.	39	44	47	40	40	40
01-5-03-589	MEDICARE	555	632	668	560	560	560
TOTAL PERSONNEL SERVICES		62,123	69,111	75,765	59,308	59,308	59,308

MATERIALS & SERVICES							
01-5-03-717	OFFICE EQUIPMENT	117	-	-	-	-	-
01-5-03-726	CONTRACTED SERVICES	22	-	-	650	650	650
01-5-03-733	DUES & SUBSCRIPTIONS	32	-	35	-	-	-
01-5-03-735	TELEPHONE	1,629	2,423	420	2,395	2,395	2,395
01-5-03-736	CELLULAR PHONES	350	326	400	300	300	300
01-5-03-740	EDUCATION	72	92	100	100	100	100
01-5-03-743	ELECTRICITY	16,165	12,660	11,000	12,000	12,000	12,000

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
01-5-03-746	SMALL TOOLS & EQUIPMENT	100	114	100	500	500	500
01-5-03-755	GAS/OIL	5,444	4,005	4,500	4,700	4,700	4,700
01-5-03-771	MEDICAL TESTING & SERVICES	150	77	100	100	100	100
01-5-03-781	CHAMBER BLDG MAINTENANCE	1,484	729	11,800	1,000	1,000	1,000
01-5-03-782	UNIFORMS	241	176	200	300	300	300
01-5-03-784	MAINTENANCE RECYCLE CENTER	29	6,212	5,000	500	500	500
01-5-03-785	MAINTENANCE CITY HALL	5,253	3,724	4,000	4,000	4,000	4,000
01-5-03-786	MAINTENANCE CITY SHOP	2,381	3,281	2,000	2,500	2,500	2,500
01-5-03-788	PWHQ MAINTENANCE	3,265	2,812	2,000	1,000	1,000	1,000
01-5-03-789	MILEAGE/TRAVEL REIMBURSEMENT	-	3	-	-	-	-
01-5-03-793	MEETINGS/WORKSHOPS	6	11	25	50	50	50
01-5-03-795	SUPPLIES	925	994	1,000	1,200	1,200	1,200
01-5-03-796	VEHICLE MAINTENANCE	1,654	740	1,000	1,000	1,000	1,000
01-5-03-797	DUMPSTER/RECYCLES	2,520	1,260	-	-	-	-
01-5-03-799	BAD DEBT EXPENSE	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES		41,839	39,639	43,680	32,295	32,295	32,295
CAPITAL OUTLAY							
01-5-03-906	CAPITAL OUTLAY	-	-	8,900	7,500	7,500	7,500
TOTAL CAPITAL OUTLAY		-	-	8,900	7,500	7,500	7,500

03-000 TOTAL MAINTENANCE	103,962	108,750	128,345	99,103	99,103	99,103
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05-000 PARKS							
PERSONNEL SERVICES							
01-5-05-500	CITY MANAGER	4,122	-	-	1,770	1,770	1,770
01-5-05-501	FINANCE ACCOUNTING ANALYST	1,646	-	-	-	-	-
01-5-05-502	ADMIN ASST	6,271	19,467	20,362	3,602	3,602	3,602
01-5-05-503	PUBLIC WORKS DIRECTOR	9,273	13,684	14,542	15,800	15,800	15,800
01-5-05-504	UTILITY TECHNICIAN II	-	4,107	3,939	7,972	7,972	7,972
01-5-05-505	UTILITY TECHNICIAN I	21,884	24,782	25,357	29,654	29,654	29,654
01-5-05-507	UTILITY BILLING CLERK	-	1,560	1,634	-	-	-
01-5-05-508	PARK HOST	12,685	12,582	9,700	12,000	12,000	12,000
01-5-05-509	PLANNING DIRECTOR	6,980	7,205	7,557	7,900	7,900	7,900

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
01-5-05-510	UTILITY TECHNICIAN III	2,218	-	-	-	-	-
01-5-05-511	UTILITY ASST	3,786	4,029	4,851	12,777	12,777	12,777
01-5-05-513	OVERTIME	139	421	1,070	1,000	1,000	1,000
01-5-05-515	PLANNING TECHNICIAN	2,270	-	-	-	-	-
01-5-05-517	OFFICE SPECIALIST I	1,183	735	1,149	-	-	-
01-5-05-518	ACCOUNTING TECHNICIAN	2,391	-	-	-	-	-
01-5-05-519	DATA ANALYST	947	-	-	1,976	1,976	1,976
01-5-05-520	PRINCIPAL PLANNER	3,144	-	-	-	-	-
01-5-05-522	PUBLIC WORKS OPS COORDINATOR	-	-	-	18,788	18,788	18,788
01-5-05-527	CITY RECORDER	1,866	-	-	-	-	-
01-5-05-529	FINANCE & ADMIN DIRECTOR	3,818	-	-	-	-	-
01-5-05-533	MAINTENANCE SUPERVISOR	8,337	11,049	11,584	-	-	-
01-5-05-573	ON CALL COMPENSATION	-	-	1,447	1,925	1,925	1,925
01-5-05-581	SOCIAL SECURITY	5,593	5,909	6,211	6,936	6,936	6,936
01-5-05-582	WORKER'S COMP	2,848	4,055	5,442	5,201	5,201	5,201
01-5-05-583	PERS/OSPRS	11,403	12,160	19,707	16,492	16,492	16,492
01-5-05-584	MED/DENT/VISION INSURANCE	23,314	25,519	26,804	28,915	28,915	28,915
01-5-05-586	LTD	211	297	284	291	291	291
01-5-05-587	LIFE INSURANCE	51	66	67	68	68	68
01-5-05-588	UNEMPLOYMENT INS.	93	103	103	115	115	115
01-5-05-589	MEDICARE	1,308	1,382	1,452	1,622	1,622	1,622
TOTAL PERSONNEL SERVICES		137,781	149,112	163,262	174,804	174,804	174,804
MATERIALS & SERVICES							
01-5-05-714	OFFICE SUPPLIES	29	355	540	850	850	850
01-5-05-715	POSTAGE	333	60	-	-	-	-
01-5-05-717	OFFICE EQUIPMENT	134	-	4,225	-	-	-
01-5-05-718	LEASES	1,200	1,100	1,200	1,200	1,200	1,200
01-5-05-721	COPIER/PRINTER	781	437	80	200	200	200
01-5-05-726	CONTRACTED SERVICES	29	700	15,000	4,100	4,100	4,100
01-5-05-727	PERMITS & FEES	105	176	150	150	150	150
01-5-05-731	SPECIAL EVENTS	425	683	750	1,000	1,000	1,000
01-5-05-733	DUES & SUBSCRIPTIONS	33	-	-	-	-	-
01-5-05-735	TELEPHONE	786	816	1,100	1,035	1,035	1,035
01-5-05-736	CELLULAR PHONES	1,036	917	630	900	900	900

01-GENERAL FUND		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
01-5-05-740	EDUCATION	362	179	200	300	300	300
01-5-05-743	ELECTRICITY	9,720	9,789	9,500	13,000	13,000	13,000
01-5-05-746	SMALL TOOLS & EQUIPMENT	2,796	711	4,500	2,500	2,500	2,500
01-5-05-755	GAS/OIL	3,266	3,952	4,000	5,800	5,800	5,800
01-5-05-771	MEDICAL TESTING & SERVICES	746	284	400	300	300	300
01-5-05-782	UNIFORMS	258	290	300	400	400	400
01-5-05-786	PARK MAINTENANCE	7,078	9,111	17,700	15,000	15,000	15,000
01-5-05-789	MILEAGE/TRAVEL REIMBURSEMENT	-	3	-	-	-	-
01-5-05-793	MEETINGS/WORKSHOPS	8	18	50	100	100	100
01-5-05-795	SUPPLIES	11,543	9,509	9,000	11,000	11,000	11,000
01-5-05-796	VEHICLE MAINTENANCE	1,917	1,522	1,300	1,500	1,500	1,500
TOTAL MATERIALS & SERVICES		42,585	40,612	70,625	59,335	59,335	59,335
CAPITAL OUTLAY							
01-5-05-906	CAPITAL OUTLAY	-	-	230,000	-	-	-
TOTAL CAPITAL OUTLAY		-	-	230,000	-	-	-
05-000 TOTAL PARKS		180,366	189,724	463,887	234,139	234,139	234,139
06-000 POLICE							
MATERIALS & SERVICES							
01-5-06-783	DCSD - POLICING SERVICES	449,961	467,960	486,678	523,010	523,010	523,010
TOTAL MATERIALS & SERVICES		449,961	467,960	486,678	523,010	523,010	523,010
06-000 TOTAL POLICE		449,961	467,960	486,678	523,010	523,010	523,010
07-000 COMMUNITY DEVELOPMENT							
GRANTS & PASS THROUGHGS							
01-5-07-300	BUILDING INSPECTIONS	46,967	71,062	76,000	86,800	86,800	86,800
01-5-07-301	ELECTRICAL INSPECTION	8,998	9,794	12,400	12,400	12,400	12,400
01-5-07-302	STATE BUILDING FEES	6,703	6,986	10,240	19,200	19,200	19,200
TOTAL GRANTS & PASS THROUGHGS		62,668	87,842	98,640	118,400	118,400	118,400

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
PERSONNEL SERVICES							
01-5-07-500	CITY MANAGER	4,122	-	-	1,770	1,770	1,770
01-5-07-501	FINANCE ACCOUNTING ANALYST	1,975	-	-	-	-	-
01-5-07-503	PUBLIC WORKS DIRECTOR	6,182	-	-	-	-	-
01-5-07-509	PLANNING DIRECTOR	31,408	50,436	52,896	71,101	71,101	71,101
01-5-07-515	PLANNING TECHICIAN	34,045	39,765	41,548	43,497	43,497	43,497
01-5-07-517	OFFICE SPECIALIST I	493	-	-	-	-	-
01-5-07-518	ACCOUNTING TECHNICIAN	1,025	-	-	-	-	-
01-5-07-519	DATA ANALYST	3,313	-	-	1,976	1,976	1,976
01-5-07-520	PRINCIPAL PLANNER	44,011	64,900	68,049	-	-	-
01-5-07-526	SENIOR PLANNER	-	-	-	53,743	53,743	53,743
01-5-07-527	CITY RECORDER	1,866	-	-	-	-	-
01-5-07-529	FINANCE & ADMIN DIRECTOR	3,818	-	-	-	-	-
01-5-07-550	OVERTIME	61	443	750	750	750	750
01-5-07-581	SOCIAL SECURITY	7,913	9,240	9,862	10,419	10,419	10,419
01-5-07-582	WORKER'S COMP	495	345	485	466	466	466
01-5-07-583	PERS/OSPRS	21,314	24,883	32,964	26,619	26,619	26,619
01-5-07-584	MED/DENT/VISION INSURANCE	32,794	35,749	37,578	43,100	43,100	43,100
01-5-07-586	LTD	391	540	538	565	565	565
01-5-07-587	LIFE INSURANCE	102	113	113	119	119	119
01-5-07-588	UNEMPLOYMENT INS.	132	120	163	173	173	173
01-5-07-589	MEDICARE	1,851	2,161	2,306	2,437	2,437	2,437
TOTAL PERSONNEL SERVICES		197,311	228,695	247,252	256,735	256,735	256,735
MATERIALS & SERVICES							
01-5-07-705	ADVERTISING	2,277	2,868	2,500	5,000	5,000	5,000
01-5-07-714	OFFICE SUPPLIES	745	810	1,000	2,150	2,150	2,150
01-5-07-715	POSTAGE	358	504	650	900	900	900
01-5-07-717	OFFICE EQUIPMENT	63	727	1,000	500	500	500
01-5-07-721	COPIER/PRINTER	1,952	2,034	2,400	2,700	2,700	2,700
01-5-07-726	CONTRACTED SERVICES	170	5,540	4,000	11,500	11,500	11,500
01-5-07-727	PERMITS & FEES	200	540	200	100	100	100
01-5-07-733	DUES & SUBSCRIPTIONS	440	460	500	500	500	500
01-5-07-735	TELEPHONE	4,827	3,677	1,550	1,560	1,560	1,560

01-GENERAL FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
01-5-07-736	CELLULAR PHONES	-	-	450	-	-	-
01-5-07-740	EDUCATION	515	599	1,500	500	500	500
01-5-07-746	SMALL TOOLS & EQUIPMENT	35	30	200	200	200	200
01-5-07-755	GAS & OIL	120	10	200	200	200	200
01-5-07-757	PLANNING COMMISSION	392	439	500	500	500	500
01-5-07-777	LEGAL FEES	4,088	6,225	19,000	20,000	20,000	20,000
01-5-07-783	PUBLIC OUTREACH	41	716	500	500	500	500
01-5-07-789	MILEAGE/TRAVEL REIMBURSEMENT	312	893	1,000	750	750	750
01-5-07-793	MEETINGS/WORKSHOPS	-	-	500	500	500	500
TOTAL MATERIALS & SERVICES		16,535	26,072	37,650	48,060	48,060	48,060
07-000 TOTAL COMMUNITY DEVELOPMENT		276,514	342,609	383,542	423,195	423,195	423,195
08-000 SUPPORT							
GRANTS & PASS THROUGHGS							
01-5-08-309	CITY MANAGED ACCOUNTS	4,460	5,445	4,000	4,000	4,000	4,000
01-5-08-311	COMMUNITY SERVICES GRANT	14,409	12,500	13,000	13,000	13,000	13,000
01-5-08-312	CHAMBER OF COMMERCE	101,500	109,201	117,815	144,000	144,000	144,000
01-5-08-316	URBAN RENEWAL AGENCY LOAN	74,600	18,080	852,918	315,000	315,000	315,000
01-5-08-319	OTHER GRANTS	-	-	14,900	-	-	-
01-5-08-340	STATE GRANTS	44,565	23,311	29,308	29,212	29,212	29,212
TOTAL GRANTS & PASS THROUGHGS		239,534	168,537	1,031,941	505,212	505,212	505,212
TRANSFERS							
01-5-08-602	TRANSFER TO CITY HALL FUND	63,000	62,700	-	-	-	-
TOTAL TRANSFERS		63,000	62,700	-	-	-	-
TOTAL SUPPORT		302,534	231,237	1,031,941	505,212	505,212	505,212
TOTAL EXPENDITURES		1,668,781	1,805,398	3,019,785	2,264,852	2,264,852	2,264,852
TOTAL REQUIREMENTS		1,668,781	1,805,398	3,863,639	2,948,854	2,960,854	2,960,854
<i>Budgetary basis adjustment</i>		(20,000)	(19,000)				
01-GENERAL FUND NET TOTAL		961,066	950,746	-	-	-	-



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.

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 100.

Accomplishments – FY 2013/14

- Completed Cascade Avenue road and sidewalk construction
- Completed Capital Reserve Plan for future system and equipment replacement/upgrades.
- Procured Quick-Fix funds and completed the design for the Locust/Hwy 20 Multi-use Path project (construction spring 2014)
- Completed Spruce St. Improvement project design (construction spring 2014)
- Completed Railway Parking Improvement project design (construction summer 2014)
- Completed Fir St. Improvement project include re-tasking Cascade Avenue street lights to Fir Street.
- Chip Sealed 3.84 lane miles of roads (Mck. Butte, Barclay, Ind. Park, WWTP)
- Crack Sealed 6.88 lane miles of roads (Park Place, Larch, Five Pine, SW neighborhoods)
- Overlaid 1.44 lane miles of roads (Pine, Locust, Barclay)
- Right of Way beautification 5.96 lane miles of highway & 6.98 lane miles of city streets
- Drainage Repairs ((2) Timber Creek, Coyote Springs, (2) Sisters Middle School)
- Completed (4) Street Beautification projects (N. Maple, E. Cascade, Timber Pine, Fir St.)
- Removed 6200 cubic yards of snow from downtown from the 3' dump

Goals and Objectives – FY 2014/15

- Complete the construction of the Cascade Avenue improvement project.
- Complete the design of Barclay/US 20 Roundabout
- Complete Railway Parking Improvement project
- Complete Hood/Ash Parking and ADA Improvement project
- Complete 2014 overlay/chip seal/crack seal projects
- Procure funds for additional bicycle and pedestrian projects



STREET FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Revenues:							
Other Taxes	\$ 136,850	\$ 147,813	\$ 139,000	\$ 130,000	\$ 130,000	\$ 130,000	-6%
Franchise Fees	58,061	59,405	252,000	296,850	296,850	296,850	18%
Licenses And Fees	63,195	87,843	1,500	3,000	3,000	3,000	100%
Intergovernmental	453,560	559,630	194,000	115,150	115,150	115,150	-41%
Interest	1,520	167	500	1,000	1,000	1,000	100%
Miscellaneous	18,997	14,838	6,550	3,666	3,666	3,666	-44%
Total Revenues	732,183	869,696	593,550	549,666	549,666	549,666	-7%
Transfers In	-	-	277,891	-	-	-	-100%
Beginning Fund Balance	214,735	6,251	137,743	566,617	566,617	566,617	311%
TOTAL RESOURCES	\$ 946,918	\$ 875,947	\$ 1,009,184	\$ 1,116,283	\$ 1,116,283	\$ 1,116,283	11%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Expenditures:							
Personnel Services	\$ 170,014	\$ 218,180	\$ 228,955	\$ 202,264	\$ 202,264	\$ 202,264	-12%
Materials & Services	118,699	166,793	286,745	197,570	197,570	197,570	-31%
Capital Improvements	632,954	204,324	166,000	262,000	262,000	262,000	58%
Debt Service	-	-	-	-	-	-	0%
Total Expenditures	921,667	589,297	681,700	661,834	661,834	661,834	-3%
Operating Contingency	-	-	11,017	105,403	105,403	105,403	857%
Reserves	-	-	297,467	339,946	339,946	339,946	14%
Transfers Out	19,000	19,000	19,000	9,100	9,100	9,100	-52%
TOTAL REQUIREMENTS	940,667	608,297	1,009,184	1,116,283	1,116,283	1,116,283	11%
NET TOTAL	\$ 6,251	\$ 267,650	\$ -	\$ -	\$ -	\$ -	

03 - STREET FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
03-4-00-301	INTEREST EARNED	\$ 1,520	\$ 167	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000
03-4-00-306	STATE HIGHWAY TAX	110,403	112,133	98,010	114,000	114,000	114,000
03-4-00-307	BIKE/FOOTPATH TAX	1,115	1,032	990	1,150	1,150	1,150
03-4-00-314	PUBLIC WORKS FEES	2,148	794	1,500	3,000	3,000	3,000
03-4-00-328	WATER LINES FRANCHISE	23,818	25,488	24,000	35,350	35,350	35,350
03-4-00-330	TELEPHONE FRANCHISE	-	-	14,000	14,000	14,000	14,000
03-4-00-331	TELEVISION FRANCHISE	-	-	23,000	28,000	28,000	28,000
03-4-00-333	C.E.C. FRANCHISE	-	-	140,000	145,000	145,000	145,000
03-4-00-340	CELL TOWERS	61,047	87,049	-	-	-	-
03-4-00-344	GARBAGE FRANCHISE	-	-	17,000	22,000	22,000	22,000
03-4-00-351	SEWER LINES FRANCHISE	34,243	33,917	34,000	52,500	52,500	52,500
03-4-00-360	MISCELLANEOUS	2,196	1,273	-	-	-	-
03-4-00-362	REFUNDS/REIMBURSEMENTS	16,511	12,015	6,550	1,666	1,666	1,666
03-4-00-369	LOCAL GAS TAX	136,850	147,813	139,000	130,000	130,000	130,000
03-4-00-390	STREET PERMITS	290	1,550	-	2,000	2,000	2,000
REVENUE SUBTOTAL		390,141	423,231	498,550	549,666	549,666	549,666
GRANTS & PASS THROUGHGS							
03-4-00-640	STATE GRANTS	325,743	446,465	95,000	-	-	-
03-4-00-660	FEDERAL GRANTS	16,299	-	-	-	-	-
TOTAL GRANTS & PASS THROUGHGS		342,042	446,465	95,000	-	-	-
TOTAL REVENUE		732,183	869,696	593,550	549,666	549,666	549,666
BEGINNING FUND BALANCE							
03-4-00-400	BEGINNING FUND BALANCE	214,735	6,251	137,743	566,617	566,617	566,617
TOTAL BEGINNING FUND BALANCE		214,735	6,251	137,743	566,617	566,617	566,617
TRANSFERS							
03-4-00-509	TRANSFERS FROM OTHER FUNDS	-	-	277,891	-	-	-
TOTAL TRANSFERS IN		-	-	277,891	-	-	-

03 - STREET FUND	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
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TOTAL RESOURCES	946,918	875,947	1,009,184	1,116,283	1,116,283	1,116,283
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REQUIREMENTS

OPERATING CONTINGENCIES						
03-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 11,017	\$ 70,000	\$ 70,000
03-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	35,403	35,403
TOTAL OPERATING CONTINGENCIES		-	-	11,017	105,403	105,403

RESERVES						
03-5-00-440	DEVELOPMENT AGREEMENTS	-	-	186,040	186,040	186,040
03-5-00-445	CAPITAL REPLACEMENT RESERVE	-	-	111,427	122,406	122,406
03-5-00-445	CAPITAL IMPROVEMENT RESERVE	-	-	-	31,500	31,500
TOTAL RESERVES		-	-	297,467	339,946	339,946

TRANSFERS						
03-5-00-602	TRANSFER TO CITY HALL FUND	19,000	19,000	19,000	9,100	9,100
TOTAL TRANSFERS		19,000	19,000	19,000	9,100	9,100

EXPENITURES						
PERSONNEL SERVICES						
03-5-00-500	CITY MANAGER	10,305	20,990	11,089	10,621	10,621
03-5-00-501	FINANCE ACCOUNTING ANALYST	2,633	3,404	-	-	-
03-5-00-502	ADMIN ASST	3,135	6,489	6,787	-	-
03-5-00-503	PUBLIC WORKS DIRECTOR	12,364	13,684	14,542	15,800	15,800
03-5-00-504	UTILITY TECHNICIAN II	-	8,135	7,878	7,972	7,972
03-5-00-505	UTILITY TECHNICIAN I	28,311	38,786	39,322	51,934	51,934
03-5-00-509	PLANNING DIRECTOR	20,939	14,410	15,113	-	-
03-5-00-510	UTILITY TECHNICIAN III	2,218	-	-	-	-
03-5-00-511	UTILITY ASST	1,165	2,014	2,425	15,062	15,062
03-5-00-513	OVERTIME	108	746	1,000	1,000	1,000
03-5-00-515	PLANNING TECHICIAN	4,539	2,339	2,444	2,559	2,559
03-5-00-519	DATA ANALYST	1,420	2,222	2,313	1,976	1,976
03-5-00-520	PRINCIPAL PLANNER	6,287	-	-	-	-

		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
03 - STREET FUND					PROPOSED	APPROVED	ADOPTED
03-5-00-521	FINANCE OFFICER	-	-	3,563	6,534	6,534	6,534
03-5-00-522	PUBLIC WORKS OPS COORDINATOR	-	-	-	7,515	7,515	7,515
03-5-00-527	CITY RECORDER	4,664	5,033	5,255	6,188	6,188	6,188
03-5-00-529	FINANCE & ADMIN DIRECTOR	3,818	8,554	8,265	-	-	-
03-5-00-533	MAINTENANCE SUPERVISOR	8,337	16,574	17,376	-	-	-
03-5-00-573	ON CALL COMPENSATION	-	-	1,447	1,925	1,925	1,925
03-5-00-581	SOCIAL SECURITY	6,585	8,517	8,548	7,735	7,735	7,735
03-5-00-582	WORKER'S COMP	2,396	4,237	5,842	5,876	5,876	5,876
03-5-00-583	PERS/OSPRS	16,185	19,532	27,504	18,247	18,247	18,247
03-5-00-584	MED/DENT/VISION INSURANCE	32,602	39,818	45,562	38,925	38,925	38,925
03-5-00-586	LTD	287	456	445	366	366	366
03-5-00-587	LIFE INSURANCE	65	100	95	91	91	91
03-5-00-588	UNEMPLOYMENT INS.	111	148	143	129	129	129
03-5-00-589	MEDICARE	1,540	1,992	1,997	1,809	1,809	1,809
TOTAL PERSONNEL SERVICES		170,014	218,180	228,955	202,264	202,264	202,264

MATERIALS & SERVICES

03-5-00-705	ADVERTISING	290	50	500	500	500	500
03-5-00-706	AUDIT FEES	4,351	7,170	3,500	3,700	3,700	3,700
03-5-00-710	COMPUTER SOFTWARE MAINT.	926	750	730	1,200	1,200	1,200
03-5-00-713	DEVELOPMENT REVIEW	1,543	1,023	5,000	2,000	2,000	2,000
03-5-00-714	OFFICE SUPPLIES	1,141	1,032	1,500	700	700	700
03-5-00-715	POSTAGE	180	127	150	100	100	100
03-5-00-717	OFFICE EQUIPMENT	211	-	4,225	200	200	200
03-5-00-721	COPIER/PRINTER	425	80	80	200	200	200
03-5-00-726	CONTRACTED SERVICES	602	7,732	47,500	15,350	15,350	15,350
03-5-00-727	PERMITS & FEES	835	-	1,000	1,000	1,000	1,000
03-5-00-733	DUES & SUBSCRIPTIONS	119	95	100	200	200	200
03-5-00-735	TELEPHONE	943	1,162	1,360	1,220	1,220	1,220
03-5-00-736	CELLULAR PHONES	627	826	850	850	850	850
03-5-00-740	EDUCATION	916	380	500	500	500	500
03-5-00-743	ELECTRICITY	363	735	3,500	2,000	2,000	2,000
03-5-00-746	SMALL TOOLS & EQUIPMENT	3,509	1,767	4,500	5,000	5,000	5,000
03-5-00-749	ROAD MAINTENANCE	63,949	112,826	117,000	105,000	105,000	105,000
03-5-00-755	GAS/OIL	3,880	6,690	7,700	8,600	8,600	8,600

03 - STREET FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
03-5-00-761	STREET TREES	-	-	-	5,000	5,000	5,000
03-5-00-762	STREET SIGNS	-	-	-	2,500	2,500	2,500
03-5-00-765	IMPROVEMENTS & REPAIRS	7,614	2,008	42,000	10,000	10,000	10,000
03-5-00-766	INS: COMP/LIA/UMB	3,190	2,248	2,300	7,900	7,900	7,900
03-5-00-771	MEDICAL TESTING & SERVICES	219	153	200	200	200	200
03-5-00-773	SNOW REMOVAL/STREET CLEANING	254	1,110	19,000	5,000	5,000	5,000
03-5-00-777	LEGAL FEES	4,212	641	1,000	1,500	1,500	1,500
03-5-00-778	STREET LIGHTS	5,366	6,420	6,500	6,000	6,000	6,000
03-5-00-782	UNIFORMS	557	374	400	1,000	1,000	1,000
03-5-00-789	MILEAGE/TRAVEL REIMBURSEMENT	-	3	-	-	-	-
03-5-00-793	MEETINGS/WORKSHOPS	126	53	150	150	150	150
03-5-00-795	SUPPLIES	6,317	4,512	9,500	3,000	3,000	3,000
03-5-00-796	VEHICLE MAINTENANCE	6,034	6,826	6,000	7,000	7,000	7,000
TOTAL MATERIALS & SERVICES		118,699	166,793	286,745	197,570	197,570	197,570
CAPITAL OUTLAY							
03-5-00-906	CAPITAL OUTLAY	632,954	150,224	95,000	120,000	120,000	120,000
03-5-00-916	INFRASTRUCTURE	-	54,100	71,000	142,000	142,000	142,000
TOTAL CAPITAL OUTLAY		632,954	204,324	166,000	262,000	262,000	262,000
TOTAL EXPENDITURES		921,667	589,297	681,700	661,834	661,834	661,834
TOTAL REQUIRMENTS		940,667	608,297	1,009,184	1,116,283	1,116,283	1,116,283
03-STREET FUND NET TOTAL		6,251	267,650	-	-	-	-



Reserve Fund

Description

The Reserve Fund was dissolved in October of 2013. The balance of the reserve was transferred to the City's operating funds to establish Capital Replacement Reserves and Capital Improvement Reserves within each fund. The remainder was used to create a Strategic Reserve within the General Fund to be used for designated purposes that positively impact the City.

RESERVE FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Revenue:							
Interest	\$ 8,069	\$ 7,498	\$ 7,500	\$ -	\$ -	\$ -	-100%
Total Revenue	8,069	7,498	7,500	-	-	-	-100%
Beginning Fund Balance	1,401,719	1,388,811	1,379,104	-	-	-	-100%
TOTAL RESOURCES	\$ 1,409,788	\$ 1,396,309	\$ 1,386,604	\$ -	\$ -	\$ -	-100%
REQUIREMENTS	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Expenditure:							
Capital Improvements	\$ 20,978	\$ 15,183	\$ -	\$ -	\$ -	\$ -	0%
Total Expenditure	20,978	15,183	-	-	-	-	0%
Operating Contingency	-	-	-	-	-	-	0%
Transfers Out	-	-	1,386,604	-	-	-	-100%
TOTAL REQUIREMENTS	20,978	15,183	1,386,604	-	-	-	-100%
NET TOTAL	\$ 1,388,810	\$ 1,381,126	\$ -	\$ -	\$ -	\$ -	-

06-RESERVE FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
06-4-00-301	INTEREST EARNED	\$ 8,069	\$ 7,498	\$ 7,500	\$ -	\$ -	\$ -
TOTAL REVENUE		8,069	7,498	7,500	-	-	-
BEGINNING FUND BALANCE							
06-4-00-400	BEGINNING FUND BALANCE	1,401,719	1,388,811	1,379,104	-	-	-
TOTAL BEGINNING FUND BALANCE		1,401,719	1,388,811	1,379,104	-	-	-
TOTAL RESOURCES		1,409,788	1,396,309	1,386,604	-	-	-
REQUIREMENTS							
TRANSFERS							
06-5-00-650	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ 1,386,604	\$ -	\$ -	\$ -
TOTAL TRANSFERS		-	-	1,386,604	-	-	-
EXPENDITURES							
CAPITAL OUTLAY							
06-5-00-924	VEHICLES	-	6,918	-	-	-	-
06-5-00-925	EQUIPMENT	-	8,265	-	-	-	-
06-5-00-926	BUILDING	20,978	-	-	-	-	-
TOTAL CAPITAL OUTLAY		20,978	15,183	-	-	-	-
TOTAL EXPENDITURES		20,978	15,183	-	-	-	-
TOTAL REQUIREMENTS		20,978	15,183	1,386,604	-	-	-
06-RESERVE FUND NET TOTAL		1,388,810	1,381,126	-	-	-	-



Street 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.

Accomplishments – FY 2013/14

- Barclay/US 20 Roundabout was recommended to the State funding authority to be funded in the 2015-18 STIP
- Barclay/US 20 Roundabout Project Development has progressed to the DAP stage
- Completed Capital Reserve Plan for future system upgrades.

Goals and Objectives - FY 2014/15

- Complete Barclay/US 20 Roundabout design with construction estimated to start in the fall of 2015.
- Update the Capital Improvement project list to begin strategically implementing the 2010 Transportation System Plan.

STREET SDC FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Revenues:							
Interest	\$ 2,780	\$ 2,820	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	0%
System development charges	49,784	30,988	20,500	30,000	30,000	30,000	46%
Total Revenues	52,564	33,808	23,300	32,800	32,800	32,800	41%
Beginning Fund Balance	459,405	500,526	533,325	586,001	586,001	586,001	10%
TOTAL RESOURCES	\$ 511,969	\$ 534,334	\$ 556,625	\$ 618,801	\$ 618,801	\$ 618,801	11%
REQUIREMENTS	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Expenditures:							
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Capital Improvements	11,443	-	-	-	-	-	0%
Total Expenditures	11,443	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	556,625	618,801	618,801	618,801	11%
TOTAL REQUIREMENTS	11,443	-	556,625	618,801	618,801	618,801	11%
NET TOTAL	\$ 500,526	\$ 534,334	\$ -	\$ -	\$ -	\$ -	-

07 - STREET SDC		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
07-4-00-301	INTEREST EARNED	\$ 2,780	\$ 2,820	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800
07-4-00-394	TRANSPORTATION SDC	49,784	30,988	20,500	30,000	30,000	30,000
TOTAL REVENUE		52,564	33,808	23,300	32,800	32,800	32,800
BEGINNING FUND BALANCE							
07-4-00-400	BEGINNING FUND BALANCE	459,405	500,526	533,325	586,001	586,001	586,001
TOTAL BEGINNING FUND BALANCE		459,405	500,526	533,325	586,001	586,001	586,001
TOTAL RESOURCES		511,969	534,334	556,625	618,801	618,801	618,801
REQUIREMENTS							
RESERVE FOR FUTURE EXPENDITURES							
07-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 556,625	\$ -	\$ -	\$ -
07-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	618,801	618,801	618,801
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	556,625	618,801	618,801	618,801
EXPENDITURES							
CAPITAL OUTLAY							
07-5-00-906	CAPITAL OUTLAY	11,443	-	-	-	-	-
TOTAL CAPITAL OUTLAY		11,443	-	-	-	-	-
TOTAL EXPENDITURES		11,443	-	-	-	-	-
TOTAL REQUIREMENTS		11,443	-	556,625	618,801	618,801	618,801
07-STREET SDC FUND NET TOTAL		500,526	534,334	-	-	-	-



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.

Goals and Objectives – FY 2014/15

- Complete Park Capital Improvement Plan and update Park SDC's.

PARK SDC FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Revenues:							
Interest	\$ 622	\$ 627	\$ 600	\$ 600	\$ 600	\$ 600	0%
System development charges	6,130	11,034	6,000	21,842	18,400	18,400	207%
Intergovernmental	5,295	-	-	-	-	-	0%
Total Revenues	12,047	11,661	6,600	22,442	19,000	19,000	188%
Beginning Fund Balance	111,125	108,366	119,014	142,524	142,524	142,524	20%
TOTAL RESOURCES	\$ 123,172	\$ 120,027	\$ 125,614	\$ 164,966	\$ 161,524	\$ 161,524	29%
REQUIREMENTS	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Expenditures:							
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Capital Improvements	14,806	-	-	-	-	-	0%
Total Expenditures	14,806	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	125,614	161,524	161,524	161,524	29%
TOTAL REQUIREMENTS	14,806	-	125,614	161,524	161,524	161,524	29%
NET TOTAL	\$ 108,366	\$ 120,027	\$ -	\$ 3,442	\$ -	\$ -	

12 - PARK SDC		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
12-4-00-301	INTEREST EARNED	\$ 622	\$ 627	\$ 600	\$ 600	\$ 600	\$ 600
12-4-00-321	PARK SDC	6,130	11,034	6,000	21,842	18,400	18,400
12-4-00-365	OR PK & REC GRANT CLEMENS PK	-	-	-	-	-	-
12-4-00-366	OR PK & REC GRANT MASTER PLAN	5,295	-	-	-	-	-
TOTAL REVENUES		12,047	11,661	6,600	22,442	19,000	19,000
GRANTS & PASS THROUGHES							
12-4-00-665	OTHER GRANTS	-	-	-	-	-	-
TOTAL GRANTS & PASS THROUGHES		-	-	-	-	-	-
TOTAL REVENUES		12,047	11,661	6,600	22,442	19,000	19,000
BEGINNING FUND BALANCE							
12-4-00-400	BEGINNING FUND BALANCE	111,125	108,366	119,014	142,524	142,524	142,524
TOTAL BEGINNING FUND BALANCE		111,125	108,366	119,014	142,524	142,524	142,524
TOTAL RESOURCES		123,172	120,027	125,614	164,966	161,524	161,524
REQUIREMENTS							
RESERVE FOR FUTURE EXPENDITURES							
12-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 125,614	\$ -	\$ -	\$ -
12-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	161,524	161,524	161,524
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	125,614	161,524	161,524	161,524
EXPENDITURES							
CAPITAL OUTLAY							
12-5-00-906	CAPITAL OUTLAY	-	-	-	-	-	-
12-5-00-952	CLEMENS PARK	14,806	-	-	-	-	-
TOTAL CAPITAL OUTLAY		14,806	-	-	-	-	-

12 - PARK SDC	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
TOTAL EXPENDITURES	14,806	-	-	-	-	-
TOTAL REQUIREMENTS	14,806	-	125,614	161,524	161,524	161,524
12-PARK SDC FUND NET TOTAL	108,366	120,027	-	3,442	-	-



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 allocated 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 2014/15

- Complete Hood/Ash Street Parking Improvements which will create additional parking, improve sidewalk connectivity and construct new ADA ramps and parking.

PARKING DISTRICT FUND BUDGET SUMMARY:

	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	%
RESOURCES	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	CHANGE
Revenues:							
Licenses And Fees	\$ 13,980	\$ 13,678	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	8%
Reimbursements	-	10,324	-	-	-	-	0%
Interest	456	513	500	500	500	500	0%
Total Revenues	14,436	24,515	13,500	14,500	14,500	14,500	7%
Beginning Fund Balance	65,348	79,784	93,311	106,286	106,286	106,286	14%
TOTAL RESOURCES	\$ 79,784	\$ 104,299	\$ 106,811	\$ 120,786	\$ 120,786	\$ 120,786	13%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Expenditures:							
Capital Improvements	\$ -	\$ -	\$ 15,000	\$ 44,000	\$ 44,000	\$ 44,000	193%
Total Expenditures	-	-	15,000	44,000	44,000	44,000	193%
Reserve for Future Expenditures	-	-	91,811	76,786	76,786	76,786	-16%
TOTAL REQUIREMENTS	-	-	106,811	120,786	120,786	120,786	13%
NET TOTAL	\$ 79,784	\$ 104,299	\$ -	\$ -	\$ -	\$ -	

13- PARKING DISTRICT FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUES							
13-4-00-301	INTEREST EARNED	\$ 456	\$ 513	\$ 500	\$ 500	\$ 500	\$ 500
13-4-00-375	PARKING DISTRICT	13,980	13,678	13,000	14,000	14,000	14,000
13-4-00-376	REIMBURSEMENT FEE	-	10,324	-	-	-	-
TOTAL REVENUES		14,436	24,515	13,500	14,500	14,500	14,500
BEGINNING FUND BALANCE							
13-4-00-400	BEGINNING FUND BALANCE	65,348	79,784	93,311	106,286	106,286	106,286
TOTAL BEGINNING FUND BALANCE		65,348	79,784	93,311	106,286	106,286	106,286
TOTAL RESOURCES		79,784	104,299	106,811	120,786	120,786	120,786
REQUIREMENTS							
RESERVE FOR FUTURE EXPENDITURES							
13-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 91,811	\$ -	\$ -	\$ -
13-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	76,786	76,786	76,786
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	91,811	76,786	76,786	76,786
EXPENDITURES							
CAPITAL OUTLAY							
13-5-00-906	CAPITAL OUTLAY	-	-	15,000	44,000	44,000	44,000
TOTAL CAPITAL OUTLAY		-	-	15,000	44,000	44,000	44,000
TOTAL EXPENDITURES		-	-	15,000	44,000	44,000	44,000
TOTAL REQUIREMENTS		-	-	106,811	120,786	120,786	120,786
13-PARKING DISTRICT FUND NET TOTAL		79,784	104,299	-	-	-	-



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 \$65,000. Annual debt service payments are budgeted to decrease by 53% due to refinancing in June 2014.

CITY HALL DEBT SERVICE FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Revenue:							
Interest	\$ 73	\$ 73	\$ 70	\$ 50	\$ 50	\$ 50	-29%
Total Revenues	73	73	70	50	50	50	-29%
Beginning Fund Balance	14,774	15,323	15,387	23,118	23,118	23,118	50%
Transfers In	139,000	138,700	138,700	65,000	65,000	65,000	-53%
TOTAL RESOURCES	\$ 153,847	\$ 154,096	\$ 154,157	\$ 88,168	\$ 88,168	\$ 88,168	-43%
REQUIREMENTS	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Expenditure:							
Debt Service	\$ 138,524	\$ 138,765	\$ 138,700	\$ 64,694	\$ 64,694	\$ 64,694	-53%
Total Expenditure	138,524	138,765	138,700	64,694	64,694	64,694	-53%
Reserve for Future Expenditures	-	-	15,457	23,474	23,474	23,474	52%
TOTAL REQUIREMENTS	138,524	138,765	154,157	88,168	88,168	88,168	-43%
NET TOTAL	\$ 15,323	\$ 15,331	\$ -	\$ -	\$ -	\$ -	

18 - CITY HALL DEBT SERVICE		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUES							
18-4-00-301	INTEREST EARNED	\$ 73	\$ 73	\$ 70	\$ 50	\$ 50	\$ 50
TOTAL REVENUES		73	73	70	50	50	50
BEGINNING FUND BALANCE							
18-4-00-400	BEGINNING FUND BALANCE	14,774	15,323	15,387	23,118	23,118	23,118
TOTAL BEGINNING FUND BALANCE		14,774	15,323	15,387	23,118	23,118	23,118
TRANSFERS							
18-4-00-509	TRANSFERS FROM OTHER FUNDS	76,000	76,000	76,000	35,750	35,750	35,750
18-4-00-510	TRANSFER FROM GENERAL FUND	63,000	62,700	62,700	29,250	29,250	29,250
TOTAL TRANSFERS		139,000	138,700	138,700	65,000	65,000	65,000
TOTAL RESOURCES		153,847	154,096	154,157	88,168	88,168	88,168
REQUIRMENTS							
RESERVE FOR FUTURE EXPENDITURES							
18-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 15,457	\$ -	\$ -	\$ -
18-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	23,474	23,474	23,474
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	15,457	23,474	23,474	23,474
EXPENDITURES							
DEBT SERVICE							
18-5-00-800	BANK LOAN INTEREST	47,685	43,565	38,800	19,736	19,736	19,736
18-5-00-820	BANK LOAN PRINCIPAL	90,839	95,200	99,900	44,958	44,958	44,958
TOTAL DEBT SERVICE		138,524	138,765	138,700	64,694	64,694	64,694
TOTAL EXPENDITURES		138,524	138,765	138,700	64,694	64,694	64,694
TOTAL REQUIRMENTS		138,524	138,765	154,157	88,168	88,168	88,168
18-CITY HALL DEBT SERVICE FUND NET TOTAL		15,323	15,331	-	-	-	-



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.

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.

Accomplishments – FY 2013/14

- Received the “Outstanding Performance” designation from the Oregon Health Authority during the 2014 Sanitary Survey.
- Completed 2013 hydrant testing for the entire water system
- Completed backflow testing for the entire water system
- Completed Capital Reserve Plan for future system and equipment replacement/upgrades.
- Inspected and Accepted 1450 Lineal feet of new water mainline with an additional 24 service lines.
- Re-constructed (6) existing service lines to downtown businesses as part of the Cascade Avenue project.
- Constructed (4) new service lines for the Cascade Avenue project.

Goals and Objectives – FY 2014/15

- Design and construct the Barclay Square waterline improvement project
- Complete GIS update of the water system mainlines, hydrants & service lines
- Inspect and Accept Sisters Airport mainline extensions
- Inspect and Accept Three Creeks Brewing mainline extension
- Complete 2014 hydrant testing and painting for the entire water system



WATER FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Revenues:							
Water Receipts	\$ 476,368	\$ 509,768	\$ 480,000	\$ 505,000	\$ 505,000	\$ 505,000	5%
Charges For Services	32,730	30,328	26,200	33,800	33,800	33,800	29%
Licenses And Fees	3,852	1,588	2,000	5,000	5,000	5,000	150%
Reimbursements	-	93,643	-	666	666	666	0%
Interest	862	1,088	1,000	1,000	1,000	1,000	0%
Miscellaneous	400	1,332	-	-	-	-	0%
Total Revenues	514,212	637,747	509,200	545,466	545,466	545,466	7%
Transfers In	-	-	50,762	-	-	-	-100%
Beginning Fund Balance	72,248	99,611	181,008	398,996	398,996	398,996	120%
TOTAL RESOURCES	\$ 586,460	\$ 737,358	\$ 740,970	\$ 944,462	\$ 944,462	\$ 944,462	27%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Expenditures:							
Personnel Services	\$ 237,474	\$ 201,240	\$ 213,461	\$ 206,498	\$ 206,498	\$ 206,498	-3%
Materials & Services	179,645	164,720	198,770	191,645	191,645	191,645	-4%
Capital Improvements	45,730	124,650	38,494	25,760	25,760	25,760	-33%
Total Expenditures	462,849	490,610	450,725	423,903	423,903	423,903	-6%
Operating Contingency	-	-	20,755	153,750	153,750	153,750	641%
Reserves	-	-	-	355,759	355,759	355,759	0%
Unappropriated Reserves	-	-	245,490	-	-	-	-100%
Transfers Out	24,000	24,000	24,000	11,050	11,050	11,050	-54%
TOTAL REQUIREMENTS	\$ 486,849	\$ 514,610	\$ 740,970	\$ 944,462	\$ 944,462	\$ 944,462	27%
NET TOTAL	\$ 99,611	\$ 222,748	\$ -	\$ -	\$ -	\$ -	

02 - WATER FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
02-4-00-301	INTEREST EARNED	\$ 862	\$ 1,088	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
02-4-00-314	PUBLIC WORKS FEES	3,852	1,588	2,000	5,000	5,000	5,000
02-4-00-323	TSID IRRIGATION	7,100	3,500	-	-	-	-
02-4-00-324	WATER PROCESSING/TRANS FEE	2,610	3,080	2,200	2,500	2,500	2,500
02-4-00-325	WATER PENALTIES	-	-	-	5,000	5,000	5,000
02-4-00-341	BACKFLOW TESTING FEES	9,174	8,879	10,000	12,000	12,000	12,000
02-4-00-342	SALE OF ASSETS	-	-	-	-	-	-
02-4-00-360	MISCELLANEOUS	400	1,332	-	-	-	-
02-4-00-362	REFUNDS/REIMBURSMENTS	-	93,643	-	666	666	666
02-4-00-371	WATER RECEIPTS	476,368	509,768	480,000	505,000	505,000	505,000
02-4-00-372	SERVICE RECONNECT FEE	525	210	500	300	300	300
02-4-00-373	METER INSTALL	9,925	13,075	10,000	12,000	12,000	12,000
02-4-00-377	BULK WATER	2,396	1,584	2,500	1,000	1,000	1,000
02-4-00-388	WATER TAP FEE	1,000	-	1,000	1,000	1,000	1,000
TOTAL REVENUE		514,212	637,747	509,200	545,466	545,466	545,466
BEGINNING FUND BALANCE							
02-4-00-400	BEGINNING FUND BALANCE	72,248	99,611	181,008	398,996	398,996	398,996
TOTAL BEGINNING FUND BALANCE		72,248	99,611	181,008	398,996	398,996	398,996
TRANSFERS							
02-4-00-509	TRANSFERS FROM OTHER FUNDS	-	-	50,762	-	-	-
TOTAL TRANSFERS		-	-	50,762	-	-	-
TOTAL RESOURCES		586,460	737,358	740,970	944,462	944,462	944,462
REQUIREMENTS							
OPERATING CONTINGENCIES							
02-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 20,755	\$ 70,000	\$ 70,000	\$ 70,000
02-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	83,750	83,750	83,750
TOTAL OPERATING CONTINGENCIES		-	-	20,755	153,750	153,750	153,750

02 - WATER FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESERVES							
02-5-00-445	CAPITAL REPLACEMENT RESERVE	-	-	-	287,641	287,641	287,641
02-5-00-450	CAPITAL IMPROVEMENT RESERVE	-	-	-	68,118	68,118	68,118
TOTAL RESERVES		-	-	-	355,759	355,759	355,759
UNAPPROPRIATED RESERVES							
02-5-00-458	CAPITAL	-	-	245,490	-	-	-
TOTAL UNAPPROPRIATED RESERVES		-	-	245,490	-	-	-
TRANSFERS							
02-5-00-602	TRANSFER TO CITY HALL FUND	24,000	24,000	24,000	11,050	11,050	11,050
TOTAL TRANSFERS		24,000	24,000	24,000	11,050	11,050	11,050
EXPENDITURES							
PERSONNEL SERVICES							
02-5-00-500	CITY MANAGER	12,366	20,990	11,089	10,621	10,621	10,621
02-5-00-501	FINANCE ACCOUNTING ANALYST	2,963	3,404	-	-	-	-
02-5-00-502	ADMIN ASST	9,406	3,244	3,394	3,602	3,602	3,602
02-5-00-503	PUBLIC WORKS DIRECTOR	9,273	13,684	14,542	23,700	23,700	23,700
02-5-00-504	UTILITY TECHNICIAN II	-	8,214	7,878	3,986	3,986	3,986
02-5-00-505	UTILITY TECHNICIAN I	38,304	31,812	32,337	41,977	41,977	41,977
02-5-00-507	UTILITY BILLING CLERK	-	7,801	8,169	-	-	-
02-5-00-509	PLANNING DIRECTOR	3,490	-	-	-	-	-
02-5-00-510	UTILITY TECHNICIAN III	3,327	-	-	-	-	-
02-5-00-511	UTILITY ASST	-	1,007	1,213	2,586	2,586	2,586
02-5-00-513	OVERTIME	235	586	2,350	2,000	2,000	2,000
02-5-00-515	PLANNING TECHNICIAN	2,270	2,339	2,444	2,559	2,559	2,559
02-5-00-517	OFFICE SPECIALIST I	6,899	4,288	6,705	-	-	-
02-5-00-518	ACCOUNTING TECHNICIAN	11,954	-	-	-	-	-
02-5-00-519	DATA ANALYST	947	1,111	1,157	1,976	1,976	1,976
02-5-00-520	PRINCIPAL PLANNER	6,287	-	-	-	-	-
02-5-00-521	FINANCE OFFICER	-	-	3,563	6,534	6,534	6,534
02-5-00-522	PUBLIC WORKS OPS COORDINATOR	-	-	-	3,758	3,758	3,758
02-5-00-523	ACCOUNTING CLERK	-	-	-	17,486	17,486	17,486
02-5-00-527	CITY RECORDER	5,597	5,033	5,255	6,188	6,188	6,188

		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
02 - WATER FUND					PROPOSED	APPROVED	ADOPTED
02-5-00-529	FINANCE & ADMIN DIRECTOR	15,274	12,831	12,398	-	-	-
02-5-00-533	MAINTENANCE SUPERVISOR	22,232	16,574	17,376	-	-	-
02-5-00-573	ON CALL COMPENSATION	-	-	2,170	2,887	2,887	2,887
02-5-00-581	SOCIAL SECURITY	8,944	7,740	7,908	7,748	7,748	7,748
02-5-00-582	WORKER'S COMP	3,603	3,589	4,963	4,407	4,407	4,407
02-5-00-583	PERS/OSPRS	22,664	18,080	25,824	18,706	18,706	18,706
02-5-00-584	MED/DENT/VISION INSURANCE	48,673	36,470	40,260	43,357	43,357	43,357
02-5-00-586	LTD	415	393	388	386	386	386
02-5-00-587	LIFE INSURANCE	108	99	98	92	92	92
02-5-00-588	UNEMPLOYMENT INS.	151	140	132	130	130	130
02-5-00-589	MEDICARE	2,092	1,811	1,848	1,812	1,812	1,812
TOTAL PERSONNEL SERVICES		237,474	201,240	213,461	206,498	206,498	206,498

MATERIALS & SERVICES

02-5-00-704	RECRUITMENT	-	-	-	-	-	-
02-5-00-705	ADVERTISING	718	50	200	200	200	200
02-5-00-706	AUDIT FEES	3,664	2,390	2,200	2,550	2,550	2,550
02-5-00-710	COMPUTER SOFTWARE MAINT.	3,690	3,965	4,850	3,900	3,900	3,900
02-5-00-712	CHEMICALS	1,508	369	1,000	1,500	1,500	1,500
02-5-00-713	DEVELOPMENT REVIEW	3,085	1,952	6,500	3,000	3,000	3,000
02-5-00-714	OFFICE SUPPLIES	1,699	1,424	2,300	1,300	1,300	1,300
02-5-00-715	POSTAGE	4,354	4,027	4,025	4,300	4,300	4,300
02-5-00-717	OFFICE EQUIPMENT	320	-	4,225	1,000	1,000	1,000
02-5-00-721	COPIER/PRINTER	815	227	80	700	700	700
02-5-00-722	CHLORINATOR REPAIRS	1,557	97	1,000	1,000	1,000	1,000
02-5-00-726	CONTRACTED SERVICES	28,834	14,947	15,500	12,800	12,800	12,800
02-5-00-727	PERMITS & FEES	7,265	1,265	-	500	500	500
02-5-00-733	DUES & SUBSCRIPTIONS	682	519	700	1,000	1,000	1,000
02-5-00-735	TELEPHONE	2,573	2,064	1,470	1,395	1,395	1,395
02-5-00-736	CELLULAR PHONES	1,056	684	670	450	450	450
02-5-00-740	EDUCATION	1,277	1,760	2,000	1,500	1,500	1,500
02-5-00-743	ELECTRICITY	29,305	30,453	30,000	32,000	32,000	32,000
02-5-00-746	SMALL TOOLS & EQUIPMENT	1,445	366	1,000	2,000	2,000	2,000
02-5-00-748	BACKFLOW TESTING SERVICE	3,873	11,998	12,200	13,000	13,000	13,000

02 - WATER FUND		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
02-5-00-755	GAS/OIL	5,817	5,898	5,800	7,800	7,800	7,800
02-5-00-765	IMPROVEMENTS & REPAIRS	600	465	1,000	2,500	2,500	2,500
02-5-00-766	INS: COMP/LIA/UMB	4,558	3,931	4,250	7,100	7,100	7,100
02-5-00-768	INTERNAL GENERAL FUND SERVICES	9,300	9,300	9,300	9,300	9,300	9,300
02-5-00-769	ENGINEERING	650	468	500	-	-	-
02-5-00-770	WATER LOCATE SERVICE	117	106	200	200	200	200
02-5-00-771	MEDICAL TESTING & SERVICES	193	121	200	200	200	200
02-5-00-772	ROW FRANCHISE FEE	23,818	25,488	24,000	35,350	35,350	35,350
02-5-00-775	LABORATORY FEES	2,866	7,751	2,500	3,000	3,000	3,000
02-5-00-777	LEGAL FEES	388	925	1,000	1,000	1,000	1,000
02-5-00-779	WATER SYSTEM REPAIRS	11,073	13,921	24,000	15,000	15,000	15,000
02-5-00-780	CREDIT CARD FEE	2,459	3,024	2,500	2,500	2,500	2,500
02-5-00-782	UNIFORMS	473	332	500	1,000	1,000	1,000
02-5-00-788	METERS & PARTS	15,316	9,192	27,000	15,000	15,000	15,000
02-5-00-789	MILEAGE/TRAVEL REIMBURSEMT	218	573	500	-	-	-
02-5-00-793	MEETINGS/WORKSHOPS	14	68	100	100	100	100
02-5-00-795	SUPPLIES	1,566	2,792	2,500	3,000	3,000	3,000
02-5-00-796	VEHICLE MAINTENANCE	2,400	1,808	2,500	4,000	4,000	4,000
02-5-00-799	BAD DEBT EXPENSE	99	-	500	500	500	500
TOTAL MATERIALS & SERVICES		179,645	164,720	198,770	191,645	191,645	191,645
CAPITAL OUTLAY							
02-5-00-906	CAPITAL OUTLAY	45,730	124,650	38,494	25,760	25,760	25,760
TOTAL CAPITAL OUTLAY		45,730	124,650	38,494	25,760	25,760	25,760
TOTAL EXPENDITURES		462,849	490,610	450,725	423,903	423,903	423,903
TOTAL REQUIREMENTS		486,849	514,610	740,970	944,462	944,462	944,462
02-WATER FUND NET TOTAL		99,611	222,748	-	-	-	-



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.

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.

Accomplishments – FY 2013/14

- Completed Capital Reserve Plan for future system and equipment replacement/upgrades.
- Cleaned over 4.5 miles of collection system piping
- Inspected and accepted 1020 lineal feet of mainline
- Completed telemetry software upgrade that will run with Windows 8
- Completed energy savings trial for aeration operations at the Wastewater Treatment Facility
- Completed Sewer Rate adjustment

Goals and Objectives – FY 2014/15

- Prepare for implementing the first phase of the Lazy Z Reuse Plan.
- Develop energy saving solutions for the operations of the Wastewater Treatment Facility.
- Evaluate opportunities to refinance/ reduce debt service payments.
- Evaluate sewer rate structure/effect of averaging sewer rates base on year round use (vs. winter averaging).



SEWER FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Revenues:							
Sewer Receipts	\$ 684,869	\$ 678,342	\$ 680,000	\$ 770,000	\$ 770,000	\$ 770,000	13%
Charges For Services	9,254	8,389	8,000	8,000	8,000	8,000	0%
Licenses And Fees	3,952	1,588	2,000	5,000	5,000	5,000	150%
Intergovernmental	-	21,210	-	-	-	-	0%
Interest	5,046	4,414	4,200	4,200	4,200	4,200	0%
Rental income	48,000	48,000	48,000	24,000	24,000	24,000	-50%
Miscellaneous	27,633	88,831	550	666	666	666	21%
Total Revenues	778,754	850,774	742,750	811,866	811,866	811,866	9%
Transfers In	-	-	15,137	-	-	-	-100%
Beginning Fund Balance	1,052,994	944,415	949,170	906,275	906,275	906,275	-5%
TOTAL RESOURCES	\$ 1,831,748	\$ 1,795,189	\$ 1,707,057	\$ 1,718,141	\$ 1,718,141	\$ 1,718,141	1%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Expenditures:							
Personnel Services	\$ 271,414	\$ 196,038	\$ 200,392	\$ 152,266	\$ 152,266	\$ 152,266	-24%
Materials & Services	175,204	218,024	192,620	203,445	203,445	203,445	6%
Capital Improvements	-	-	12,000	5,000	5,000	5,000	-58%
Debt Service	407,715	406,065	409,800	375,144	375,144	375,144	-8%
Total Expenditures	854,333	820,127	814,812	735,855	735,855	735,855	-10%
Unappropriated Reserves	-	-	774,354	313,250	313,250	313,250	-60%
Operating Contingency	-	-	47,061	120,196	120,196	120,196	155%
Reserves	-	-	37,830	533,240	533,240	533,240	1310%
Transfers Out	33,000	33,000	33,000	15,600	15,600	15,600	-53%
TOTAL REQUIREMENTS	\$ 887,333	\$ 853,127	\$ 1,707,057	\$ 1,718,141	\$ 1,718,141	\$ 1,718,141	1%
NET TOTAL	\$ 944,415	\$ 942,062	\$ -	\$ -	\$ -	\$ -	

05 - SEWER FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
05-4-00-301	INTEREST EARNED	\$ 5,046	\$ 4,414	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200
05-4-00-314	PUBLIC WORKS FEES	3,952	1,588	2,000	5,000	5,000	5,000
05-4-00-327	SEWER RECEIPTS	684,869	678,342	680,000	770,000	770,000	770,000
05-4-00-337	OVERNIGHT PARK SEWER RECEIPTS	9,254	8,389	8,000	8,000	8,000	8,000
05-4-00-354	PROPERTY RENTAL	48,000	48,000	48,000	24,000	24,000	24,000
05-4-00-360	MISCELLANEOUS	-	88,759	-	-	-	-
05-4-00-362	REFUNDS/REIMBURSEMENTS	26,533	72	-	666	666	666
05-4-00-381	SEWER TAP FEE	1,100	-	550	-	-	-
REVENUE SUBTOTAL		778,754	829,564	742,750	811,866	811,866	811,866
GRANTS & PASS THROUGHGS							
05-4-00-640	STATE GRANTS	-	21,210	-	-	-	-
TOTAL GRANTS & PASS THROUGHGS		-	21,210	-	-	-	-
TOTAL REVENUES		778,754	850,774	742,750	811,866	811,866	811,866
BEGINNING FUND BALANCE							
05-4-00-400	BEGINNING FUND BALANCE	1,052,994	944,415	949,170	906,275	906,275	906,275
TOTAL BEGINNING FUND BALANCE		1,052,994	944,415	949,170	906,275	906,275	906,275
TRANSFERS IN							
05-4-00-509	TRANSFERS FROM OTHER FUNDS	-	-	15,137	-	-	-
TOTAL TRANSFERS IN		-	-	15,137	-	-	-
TOTAL RESOURCES		1,831,748	1,795,189	1,707,057	1,718,141	1,718,141	1,718,141
REQUIREMENTS							
OPERATING CONTINGENCIES							
05-5-00-400	OPERATING CONTINGENCY	-	-	47,061	70,000	70,000	70,000
05-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	50,196	50,196	50,196
TOTAL OPERATING CONTINGENCIES		-	-	47,061	120,196	120,196	120,196

05 - SEWER FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESERVES							
05-5-00-445	CAPITAL REPLACEMENT RESERVE	-	-	-	511,816	511,816	511,816
05-5-00-450	CAPITAL IMPROVEMENT RESERVE	-	-	37,830	21,424	21,424	21,424
TOTAL RESERVES		-	-	37,830	533,240	533,240	533,240
UNAPPROPRIATED RESERVES							
05-5-00-455	DEBT SERVICE	-	-	313,327	313,250	313,250	313,250
05-5-00-458	CAPITAL	-	-	461,027	-	-	-
TOTAL UNAPPROPRIATED RESERVES		-	-	774,354	313,250	313,250	313,250
TRANSFERS							
05-5-00-602	TRANSFER TO CITY HALL FUND	33,000	33,000	33,000	15,600	15,600	15,600
TOTAL TRANSFERS		33,000	33,000	33,000	15,600	15,600	15,600
EXPENDITURES							
PERSONNEL SERVICES							
05-5-00-500	CITY MANAGER	10,305	22,604	11,942	10,621	10,621	10,621
05-5-00-501	FINANCE ACCOUNTING ANALYST	3,292	3,404	-	-	-	-
05-5-00-502	ADMIN ASST	9,406	3,244	3,394	3,602	3,602	3,602
05-5-00-503	PUBLIC WORKS DIRECTOR	18,546	13,684	14,542	15,800	15,800	15,800
05-5-00-504	UTILITY TECHNICIAN II	-	16,508	15,756	15,944	15,944	15,944
05-5-00-505	UTILITY TECHNICIAN I	53,398	31,696	31,970	14,967	14,967	14,967
05-5-00-507	UTILITY BILLING CLERK	-	5,572	5,835	-	-	-
05-5-00-509	PLANNING DIRECTOR	6,980	-	-	-	-	-
05-5-00-510	UTILITY TECHNICIAN III	14,417	-	-	-	-	-
05-5-00-513	OVERTIME	232	658	1,750	1,500	1,500	1,500
05-5-00-515	PLANNING TECHICIAN	2,270	2,339	2,444	2,559	2,559	2,559
05-5-00-517	OFFICE SPECIALIST I	4,928	3,063	4,790	-	-	-
05-5-00-518	ACCOUNTING TECHNICIAN	8,538	-	-	-	-	-
05-5-00-519	DATA ANALYST	947	1,111	1,157	1,976	1,976	1,976
05-5-00-520	PRINCIPAL PLANNER	3,144	-	-	-	-	-
05-5-00-521	FINANCE OFFICER	-	-	3,563	6,534	6,534	6,534
05-5-00-522	PUBLIC WORKS OPS COORDINATOR	-	-	-	3,758	3,758	3,758
05-5-00-523	ACCOUNTING CLERK	-	-	-	8,743	8,743	8,743

05 - SEWER FUND		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
05-5-00-527	CITY RECORDER	4,664	5,420	5,659	6,664	6,664	6,664
05-5-00-529	FINANCE & ADMIN DIRECTOR	15,274	12,831	12,398	-	-	-
05-5-00-533	MAINTENANCE SUPERVISOR	13,895	5,525	5,792	-	-	-
05-5-00-573	ON CALL COMPENSATION	-	-	2,170	2,887	2,887	2,887
05-5-00-581	SOCIAL SECURITY	10,200	7,523	7,117	5,696	5,696	5,696
05-5-00-582	WORKER'S COMP	4,934	3,154	4,343	2,934	2,934	2,934
05-5-00-583	PERS/OSPRS	24,818	17,117	23,139	13,820	13,820	13,820
05-5-00-584	MED/DENT/VISION INSURANCE	58,123	38,250	40,413	32,476	32,476	32,476
05-5-00-586	LTD	444	361	358	291	291	291
05-5-00-587	LIFE INSURANCE	103	86	79	66	66	66
05-5-00-588	UNEMPLOYMENT INS.	171	129	119	96	96	96
05-5-00-589	MEDICARE	2,385	1,759	1,662	1,332	1,332	1,332
TOTAL PERSONNEL SERVICES		271,414	196,038	200,392	152,266	152,266	152,266

MATERIALS & SERVICES

05-5-00-705	ADVERTISING	-	110	-	-	-	-
05-5-00-706	AUDIT FEES	6,870	4,302	4,400	4,750	4,750	4,750
05-5-00-710	COMPUTER SOFTWARE MAINT.	2,113	1,927	7,800	2,300	2,300	2,300
05-5-00-712	CHEMICALS	2,217	4,181	3,000	3,500	3,500	3,500
05-5-00-713	DEVELOPMENT REVIEW	3,085	2,067	6,500	3,000	3,000	3,000
05-5-00-714	OFFICE SUPPLIES	1,810	1,330	2,300	1,000	1,000	1,000
05-5-00-715	POSTAGE	4,066	3,987	4,025	4,300	4,300	4,300
05-5-00-717	OFFICE EQUIPMENT	386	-	4,375	1,500	1,500	1,500
05-5-00-721	COPIER/PRINTER	853	228	160	700	700	700
05-5-00-722	CHLORINATOR REPAIR	5	1,798	1,000	500	500	500
05-5-00-726	CONTRACTED SERVICES	3,470	42,803	8,400	7,000	7,000	7,000
05-5-00-727	PERMITS & FEES	7,719	7,314	5,550	5,500	5,500	5,500
05-5-00-733	DUES & SUBSCRIPTIONS	356	261	200	400	400	400
05-5-00-735	TELEPHONE	6,191	5,915	3,630	3,095	3,095	3,095
05-5-00-736	CELLULAR PHONES	1,231	601	580	300	300	300
05-5-00-740	EDUCATION	997	956	1,000	1,500	1,500	1,500
05-5-00-743	ELECTRICITY	55,048	53,944	49,000	50,000	50,000	50,000
05-5-00-746	SMALL TOOLS & EQUIPMENT	1,725	2,948	3,000	3,500	3,500	3,500
05-5-00-755	GAS/OIL	7,754	7,051	7,300	8,400	8,400	8,400
05-5-00-765	SEWER SYSTEM IMPROVEMENTS	917	639	3,200	2,000	2,000	2,000

05 - SEWER FUND		FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15
		ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED
05-5-00-766	INS: COMP/LIA/UMB	5,925	7,246	7,900	10,100	10,100	10,100
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	106	200	200	200	200
05-5-00-771	MEDICAL TESTING & SERVICES	292	127	200	200	200	200
05-5-00-772	ROW FRANCHISE FEE	34,243	33,917	34,000	52,500	52,500	52,500
05-5-00-775	LABORATORY FEES	127	694	200	500	500	500
05-5-00-777	LEGAL FEES	1,608	82	500	500	500	500
05-5-00-780	CREDIT CARD FEE	2,588	3,167	2,500	2,500	2,500	2,500
05-5-00-782	UNIFORMS	648	338	500	1,000	1,000	1,000
05-5-00-787	SEWER SYSTEM REPAIRS	7,642	15,245	15,000	15,000	15,000	15,000
05-5-00-789	MILEAGE/TRAVEL REIMBURSEMT	117	3	300	300	300	300
05-5-00-793	MEETINGS/WORKSHOPS	21	111	100	100	100	100
05-5-00-795	SUPPLIES	1,991	2,319	3,000	2,500	2,500	2,500
05-5-00-796	VEHICLE MAINTENANCE	3,314	3,007	3,000	5,000	5,000	5,000
05-5-00-799	BAD DEBT EXPENSE	458	-	500	500	500	500
TOTAL MATERIALS & SERVICES		175,204	218,024	192,620	203,445	203,445	203,445
DEBT SERVICE							
05-5-00-802	OEDD W/W DEPT SERVICE PRINC	35,963	36,291	41,700	-	-	-
05-5-00-803	OEDD W/W DEPT SERVICE INT.	39,788	37,810	35,900	-	-	-
05-5-00-804	OEDD SPWF DEBT SVC PRINC	7,913	8,348	8,800	-	-	-
05-5-00-805	OEDD SPWF DEBT SVC INT	10,724	10,289	9,900	-	-	-
05-5-00-806	DEQ HARDSHIP DEBT SVD PRINC	2,101	2,183	2,300	2,330	2,330	2,330
05-5-00-807	DEQ HARDSHIP DEBT SVD INT.	995	913	800	700	700	700
05-5-00-809	RUD BONDED LOAN #04 INT	127,759	125,375	122,900	120,280	120,280	120,280
05-5-00-811	RUD BONDED LOAN #06 INT	94,886	93,329	91,800	90,005	90,005	90,005
05-5-00-813	RUD BONDED LOAN #04 PRINC	52,993	55,377	57,900	60,475	60,475	60,475
05-5-00-814	RUD BONDED LOAN #06 PRINC	34,593	36,150	37,800	39,480	39,480	39,480
05-5-00-815	BOTC DEBT SERVICE PRINCIPLE				42,998	42,998	42,998
05-5-00-816	BOTC DEBT SERVICE INTEREST				18,876	18,876	18,876
TOTAL DEBT SERVICE		407,715	406,065	409,800	375,144	375,144	375,144
CAPITAL OUTLAY							
05-5-00-906	CAPITAL OUTLAY	-	-	12,000	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		-	-	12,000	5,000	5,000	5,000

05 - SEWER FUND	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
TOTAL EXPENDITURES	854,333	820,127	814,812	735,855	735,855	735,855
TOTAL REQUIREMENTS	887,333	853,127	1,707,057	1,718,141	1,718,141	1,718,141
05-SEWER FUND NET TOTAL	944,415	942,062	-	-	-	-



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.

Accomplishments – FY 2013/14

- Collected over \$260,000 in Sewer SDC's for future growth related projects

Goals and Objectives – FY 2014/15

- Complete update of the Wastewater System Master Plan
- Begin the implementation of the first phase of the Lazy Z Reuse Plan

Budget Highlights

- No capital outlay projects included in the proposed FY 14/15 budget.

SEWER SDC FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Revenues:							
Interest	\$ 2,205	\$ 1,627	\$ 2,200	\$ 2,000	\$ 2,000	\$ 2,000	-9%
System development charges	91,529	107,175	80,000	150,000	200,000	200,000	150%
Total Revenues	93,734	108,802	82,200	152,000	202,000	202,000	146%
Beginning Fund Balance	431,069	307,619	247,821	285,453	285,453	285,453	15%
TOTAL RESOURCES	\$ 524,803	\$ 416,421	\$ 330,021	\$ 437,453	\$ 487,453	\$ 487,453	48%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Expenditures:							
Materials & Services	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Capital Improvements	50,470	-	-	-	-	-	0%
Debt service	159,214	159,214	159,500	83,392	83,392	83,392	-48%
Total Expenditures	217,184	159,214	159,500	83,392	83,392	83,392	-48%
Reserve for Future Expenditures	-	-	170,521	354,061	404,061	404,061	137%
TOTAL REQUIREMENTS	217,184	159,214	330,021	437,453	487,453	487,453	48%
NET TOTAL	\$ 307,619	\$ 257,207	\$ -	\$ -	\$ -	\$ -	

10 - SEWER SDC		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUE							
10-4-00-301	INTEREST EARNED	\$ 2,205	\$ 1,627	\$ 2,200	2,000	2,000	2,000
10-4-00-394	SEWER SDC	91,529	107,175	80,000	150,000	200,000	200,000
TOTAL REVENUE		93,734	108,802	82,200	152,000	202,000	202,000
BEGINNING FUND BALANCE							
10-4-00-400	BEGINNING FUND BALANCE	431,069	307,619	247,821	285,453	285,453	285,453
TOTAL BEGINNING FUND BALANCE		431,069	307,619	247,821	285,453	285,453	285,453
TOTAL RESOURCES		524,803	416,421	330,021	437,453	487,453	487,453
REQUIREMENTS							
RESERVE FOR FUTURE EXPENDITURES							
10-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 170,521	\$ -	\$ -	\$ -
10-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	\$ 354,061	\$ 404,061	\$ 404,061
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	170,521	354,061	404,061	404,061
EXPENDITURES							
MATERIALS & SERVICES							
10-5-00-726	CONTRACTED SERVICES	7,500	-	-	-	-	-
TOTAL MATERIALS & SERVICES		7,500	-	-	-	-	-
DEBT SERVICE							
10-5-00-820	LOAN PRINCIPLE	102,244	106,817	111,800	57,952	57,952	57,952
10-5-00-821	LOAN INTEREST	56,970	52,397	47,700	25,440	25,440	25,440
TOTAL DEBT SERVICE		159,214	159,214	159,500	83,392	83,392	83,392
CAPITAL OUTLAY							
10-5-00-906	CAPITAL OUTLAY	50,470	-	-	-	-	-
TOTAL		50,470	-	-	-	-	-
TOTAL EXPENDITURES		217,184	159,214	159,500	83,392	83,392	83,392

10 - SEWER SDC	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
TOTAL REQUIREMENTS	217,184	159,214	330,021	437,453	487,453	487,453
10-SEWER SDC FUND NET TOTAL	307,619	257,207	-	-	-	-



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.

Goals and Objectives – FY 2014/15

- Complete Barclay Square waterline improvements
- Complete Edge of the Pines fire hydrant improvements
- Update Water SDC list

WATER SDC FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Revenues:							
Interest	\$ 4,459	\$ 4,642	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	0%
System development charges	72,554	93,779	70,000	114,000	200,000	200,000	186%
Total Revenues	77,013	98,421	74,300	118,300	204,300	204,300	175%
Beginning Fund Balance	734,960	811,973	714,382	981,598	981,598	981,598	37%
TOTAL RESOURCES	\$ 811,973	\$ 910,394	\$ 788,682	\$ 1,099,898	\$ 1,185,898	\$ 1,185,898	50%
REQUIREMENTS	FY 2011-2012	FY 2012-2013	FY 2013/2014	FY 2014/15	FY 2014/15	FY 2014/15	% CHANGE
	ACTUAL	ACTUAL	BUDGET	MANAGER PROPOSED	COMMITTEE APPROVED	COUNCIL ADOPTED	
Expenditures:							
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Capital Improvements	-	135,191	55,240	55,240	55,240	55,240	0%
Total Expenditures	-	135,191	55,240	55,240	55,240	55,240	0%
Reserve for Future Expenditures	-	-	733,442	1,044,658	1,130,658	1,130,658	54%
TOTAL REQUIREMENTS	-	135,191	788,682	1,099,898	1,185,898	1,185,898	50%
NET TOTAL	\$ 811,973	\$ 775,203	\$ -	\$ -	\$ -	\$ -	

11 - WATER SDC		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUES							
11-4-00-301	INTEREST EARNED	\$ 4,459	\$ 4,642	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300
11-4-00-394	WATER SDC	72,554	93,779	70,000	114,000	200,000	200,000
TOTAL REVENUE		77,013	98,421	74,300	118,300	204,300	204,300
BEGINNING FUND BALANCE							
11-4-00-400	BEGINNING FUND BALANCE	734,960	811,973	714,382	981,598	981,598	981,598
TOTAL BEGINNING FUND BALANCE		734,960	811,973	714,382	981,598	981,598	981,598
TOTAL RESOURCES		811,973	910,394	788,682	1,099,898	1,185,898	1,185,898
REQUIREMENTS							
RESERVE FOR FUTURE EXPENDITURES							
11-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 733,442	\$ -	\$ -	\$ -
11-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	1,044,658	1,130,658	1,130,658
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	733,442	1,044,658	1,130,658	1,130,658
EXPENDITURES							
MATERIALS & SERVICES							
11-5-00-726	CONTRACTED SERVICES	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES		-	-	-	-	-	-
CAPITAL OUTLAY							
11-5-00-906	CAPITAL OUTLAY	-	135,191	55,240	55,240	55,240	55,240
TOTAL CAPITAL OUTLAY		-	135,191	55,240	55,240	55,240	55,240
TOTAL EXPENDITURES		-	135,191	55,240	55,240	55,240	55,240
TOTAL REQUIREMENTS		-	135,191	788,682	1,099,898	1,185,898	1,185,898
11-WATER SDC FUND NET TOTAL		811,973	775,203	-	-	-	-

Revenue Information



Summary of Program Revenues

General Fund

Within the General Fund, principal sources of revenue include property tax, license 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

Park SDC Fund

Transportation 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

Water SDC Fund

Sewer Fund

Sewer SDC Fund

CITY OF SISTERS REVENUE	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
<i>Governmental Funds</i>						
General Fund	\$ 2,649,847	\$ 2,775,144	\$ 3,863,639	\$ 2,948,854	\$ 2,960,854	\$ 2,960,854
<i>Special Revenue Funds</i>						
Street Fund	\$ 946,918	\$ 875,947	\$ 1,009,184	\$ 1,116,283	\$ 1,116,283	\$ 1,116,283
Reserve Fund	\$ 1,409,788	\$ 1,396,309	\$ 1,386,604	\$ -	\$ -	\$ -
Street SDC Fund	\$ 511,969	\$ 534,334	\$ 556,625	\$ 618,801	\$ 618,801	\$ 618,801
Park SDC Fund	\$ 123,172	\$ 120,027	\$ 125,614	\$ 142,524	\$ 161,524	\$ 161,524
Parking District Fund	\$ 79,784	\$ 104,299	\$ 106,811	\$ 120,786	\$ 120,786	\$ 120,786
City Hall Debt Service Fund	\$ 153,847	\$ 154,096	\$ 154,157	\$ 88,168	\$ 88,168	\$ 88,168
Total Special Revenue Funds	\$ 3,225,478	\$ 3,185,012	\$ 3,338,995	\$ 2,086,561	\$ 2,105,562	\$ 2,105,562
<i>Proprietary Funds</i>						
Water Fund	\$ 586,460	\$ 737,358	\$ 740,970	\$ 944,462	\$ 944,462	\$ 944,462
Sewer Fund	\$ 1,831,748	\$ 1,795,189	\$ 1,707,057	\$ 1,718,141	\$ 1,718,141	\$ 1,718,141
Sewer SDC Fund	\$ 524,803	\$ 416,421	\$ 330,021	\$ 437,453	\$ 487,453	\$ 487,453
Water SDC Fund	\$ 811,973	\$ 910,394	\$ 788,682	\$ 1,099,898	\$ 1,185,898	\$ 1,185,898
Total Proprietary Funds	\$ 3,754,984	\$ 3,859,362	\$ 3,566,730	\$ 4,199,954	\$ 4,335,954	\$ 4,335,954
TOTAL REQUIREMENTS	\$ 9,630,309	\$ 9,819,518	\$ 10,769,364	\$ 9,235,369	\$ 9,402,370	\$ 9,402,370

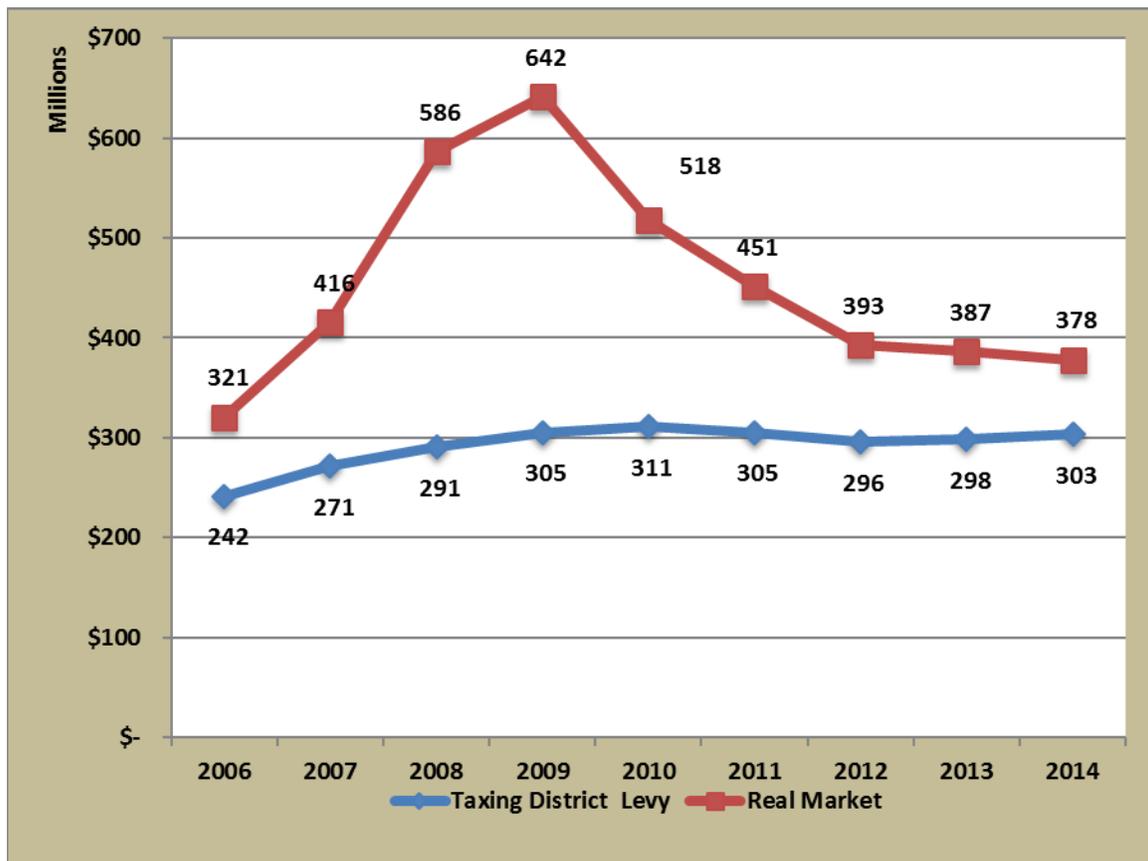


Property Taxes Overview

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 FY 14/15 budget assumes an estimated taxable property value of \$309,230,857. 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 tax increment to increase by 2% over FY 2013/14 actual assessed valuation.

**CITY OF SISTERS
REAL MARKET VALUE vs. TAXING PROPERTY VALUE**





For FY 13/14, in 51% of the City’s property tax accounts the Real Market Value equaled the Assessed Value and 49% of the accounts 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. The FY 2013/14 proposed budget levies the full \$2.6417 rate. Budget taxes are less than levied amounts due to estimated uncollectable, delinquencies and discounts.

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

The following table lists all tax districts with tax rates for the fiscal year 2004-2013.

**PROPERTY TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS
(Per \$1,000 of Assessed Valuation)
Last Ten Fiscal Years**

Fiscal Year	City of Sisters*			Overlapping Rates					Total Direct & Overlapping Rates
	General Fund	Urban Renewal	Total	Deschutes County	School ₁ District #6	COCC ₂	SPRD ₃	Camp Sherman Fire Dist	
2004	2.64	0.00	2.64	3.23	6.73	0.73	0.22	2.73	16.28
2005	2.58	0.34	2.92	3.20	6.61	0.71	0.22	2.67	16.33
2006	2.57	0.39	2.96	3.18	6.60	0.70	0.21	2.66	16.31
2007	2.58	0.33	2.91	3.15	6.53	0.70	0.21	2.67	16.17
2008	2.57	0.41	2.98	3.14	6.41	0.69	0.21	2.97	16.40
2009	2.56	0.47	3.03	3.37	6.36	0.69	0.21	2.88	16.54
2010	2.56	0.45	3.01	3.32	6.30	0.71	0.21	2.86	16.41
2011	2.56	0.45	3.01	3.34	5.86	0.73	0.21	2.89	16.04
2012	2.53	0.63	3.16	3.32	5.76	0.73	0.21	2.84	16.02
2013	2.53	0.60	3.13	3.21	5.72	0.72	0.21	2.85	15.84

*The table reflects permanent rates that were levied each fiscal year by the entity identified

₁ School District #6 includes Sisters School District and Education Service District (ESD)

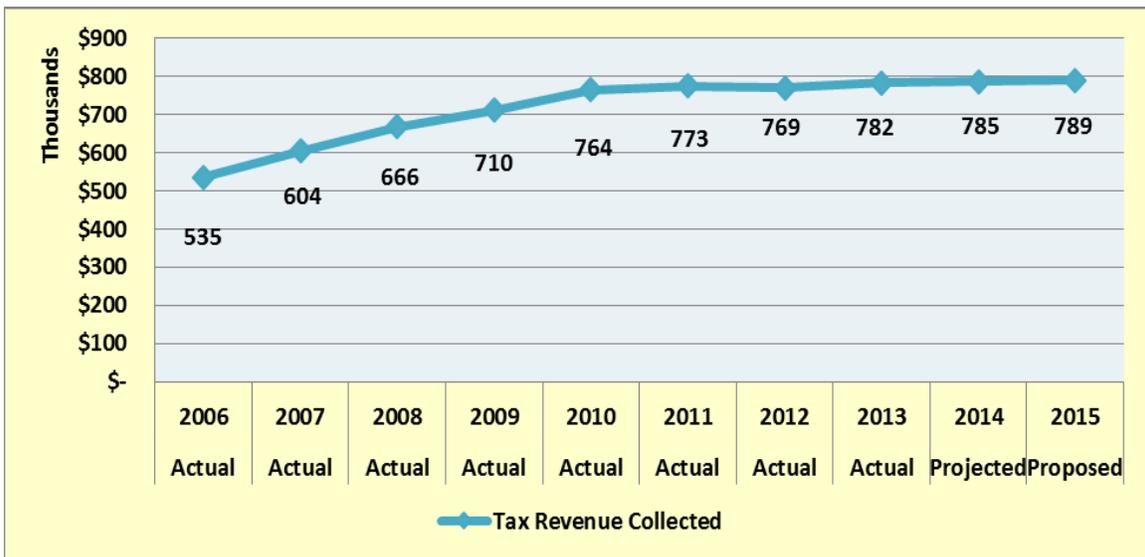
₂ COCC - Central Oregon Community College

₃ SPRD - Sisters Parks and Recreation District



Property tax collected and distributed - The projected total city property taxes collected during the FY 2013/14 is \$784,697. Property taxes comprise approximately 45.68% of the City’s General Fund’s FY 2013/14 projected operating revenues. Deschutes County Assessor determines the assessed value of the property, collects taxes and remits payment to the City. Taxes for FY 2014/15 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 ten years and estimated of property tax revenue collections.

**GENERAL LEVY PROPERTY TAX COLLECTED
FY 2006-2015**



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 property tax rate is fully levied. For FY 2014/15 the City is assuming a 2% increase in assessed value and a 93.5% collection rate on property taxes.

Transient Room Tax - Sisters administers a lodging tax of eight percent on room rates for overnight lodging of less than 30 days. These taxes are projected to increase 1.1% from FY 13/14 to 14/15.



Franchise 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. The FY 14/15 franchise fee revenues are anticipated to increase 9% compared to prior year.

Charges for Services - In addition to water and sewer charges, these fees are paid by outside parties for the use of city parks which include park user fees from the city's Creekside Overnight park and event fees for a special event permits. FY 14/15 Charges for Service fees are estimated to increase 4.7%.

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. There is no budget change compared to prior year.

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. Liquor and cigarette taxes are budgeted to remain relatively flat. State Gas Tax is budgeted to increase by 7%.

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 assesses a three cent per gallon tax on fuel sold within the City. Estimated collections for FY 2013/14 is \$133,295 and budgeted FY 2014/15 is \$130,000.

Park SDC Fund – The Park SDC Fund provides for the accounting of system development charges reserved for future park improvement projects. FY 14/15 is budgeted at \$18,400 based on anticipated development, a 27% increase from prior year.

Parking District – Development fees collected from businesses located in Commercial Parking District for parking improvements per the City's parking master plan. The revenue is anticipated to decrease 7.8% for FY 14/15.

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

Revenue Information



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 4/15 budget decreased by 32% from prior year's budget due to anticipated decrease in new development activity. The table on the following page is a revenue comparison by SDC fund.

CITY OF SISTERS SUMMARY OF SYSTEM DEVELOPMENT CHARGES BY FUND

	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Projected 2013/14	Adopted 2014/15	% Inc(Dec)
Street SDC Fund							
System Development Charges	\$ 8,705	\$ 16,205	\$ 49,784	\$ 30,988	\$ 31,541	\$ 30,000	-4.89%
Investment Income	3,894	2,692	2,780	2,820	2,854	2,800	-1.89%
Total Revenues	12,599	18,897	52,564	33,808	34,395	32,800	
Sewer SDC Fund							
System Development Charges	59,695	81,236	91,529	107,175	305,610	200,000	-34.56%
Investment Income	4,146	2,631	2,205	1,627	1,871	2,000	6.89%
Total Revenues	63,841	83,867	93,734	108,802	307,481	202,000	
Water SDC Fund							
System Development Charges	36,833	53,694	72,554	93,779	116,934	200,000	71.04%
Investment Income	8,002	4,350	4,459	4,642	4,395	4,300	-2.16%
Total Revenues	44,835	58,044	77,013	98,421	121,329	204,300	
Park SDC Fund							
System Development Charges	4,904	5,517	6,130	11,034	14,986	18,400	22.78%
Investment Income	819	633	622	627	657	600	-8.68%
Total Revenues	5,723	6,150	6,752	11,661	15,643	19,000	
Total SDC Funds	\$ 126,998	\$ 166,958	\$ 230,063	\$ 252,692	\$ 478,848	\$ 458,100	-4.33%

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 at a base rate of \$20.59/month for 1,000cf of usage plus \$1.00 for each additional 100cf. No rate adjustments are proposed in the FY 2014/15 budget. Revenue is anticipated to increase 1.2% compared to the FY 2013/14 projection.

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

Revenue Information



water consumption (January – March) to calculate an EDU charge for commercial accounts. The EDU number is multiplied by the standard EDU and billed from July to June of each year. Council raised the per EDU rate from \$35.70 to \$39.00 effective May 1, 2014. EDU rates will be evaluated prior to December 2014 to ensure the health of the Sewer Fund.



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 2014/15, 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 2014/15, Urban Renewal capital projects include construction of a new restroom at the Village Green Park and Larch Street Improvements.

Summary of Resources

	Water	Sewer	Street	IT	Parking Dist	URA	Total
Operating Funds	\$ 25,760	\$ -	\$ 262,000	\$ 8,000	\$ 44,000	\$ 315,000	\$ 654,760
SDCs	55,240	-		-	-	-	55,240
TOTAL	\$ 81,000	\$ -	\$ 262,000	\$ 8,000	\$ 44,000	\$ 315,000	\$ 710,000

Summary of Appropriations

	Water	Sewer	Street	IT	Parking Dist	URA	Total
Design/Construction	\$ 81,000	\$ -	\$ 262,000	\$ -	\$ 44,000	\$ 315,000	\$ 702,000
Equipment				8,000	-	-	\$ 8,000
TOTAL	\$ 81,000	\$ -	\$ 262,000	\$ 8,000	\$ 44,000	\$ 315,000	\$ 710,000



CAPITAL IMPROVEMENT PROJECTS

- **Water Capital Projects**

12” Distribution Improvement Development Upsizing – Distribution improvements that will only be constructed with new development. Fiscal year 2014/15 budget is \$25,000 and will be funded by 100% Water SDC Fund.

Status: Annual

Estimated date of completion: FY 2014/15

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

6" Water Behind Barclay Square - Water distribution that be funded with \$18,860 from the Water Fund and \$22,140 from the Water SDC Fund.

Status: New

Estimated date of completion: FY 2014/15

Operational Impact: Minimize annual maintenance and improve system capacity

EOP Hydrant Improvement – First phase of the project that includes relocating existing fire hydrants to larger existing lines to improve fire flows in the project area and will be funded as follows; \$6,900 from the Water Fund and \$8,100 from the Water SDC Fund.

Status: New

Estimated date of completion: FY 2014/15

Operational Impact: Minimize annual maintenance and improve fire flows.

- **Sewer Capital Projects**

No capital projects budgeted in FY 2014/15.

- **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 pavement. This project totals \$71,000 and is mainly funded thru fuel tax collections.

Status: Annual

Estimated date of completion: FY 2014/15

Operational Impact: Minimize annual maintenance and provide additional pavement life.

Hood Avenue Improvements – Construct new lighting and irrigation system from Cedar to Pine Street to provide a city owned and maintained system for street lighting and bulb-out landscaping.

Status: New

Estimated Date of completion: FY 2014/15

Operational Impact: Provide new lighting and irrigation systems that will be supplied and controlled by the City for increased system reliability.



Railway Improvements – Construct additional parking and drainage on the north side of Railway that will be reimbursed by the developer of the adjacent properties through a Reimbursement Agreement. Project includes an asphalt overlay to provide additional structure to the existing roadway.

Status: New

Estimated date of completion: FY 2014/15

Operational Impact: Provide additional parking and improved drainage and provide additional pavement life.

- **Parking District Capital Projects**

Hood and Ash Improvements – Create additional parking, improve sidewalk connectivity and construct new ADA ramps and parking space.

Status: New

Estimated date of completion: FY 2014/15

Operational Impact: Provide parking, sidewalk, drainage and ADA improvements for increased parking and pedestrian connectivity

- **Building and Facilities**

No capital projects budgeted in FY 2014/15.

- **Rolling Stock**

No vehicle purchases budgeted in FY 2014/15.

- **Information Technology (IT)**

IT inventory includes a detail listing of network, security and sound systems. Included in this year's IT CIP are 3COM switches/routers to support the City's phone system and expenditures related to connectivity of the Public Works building to City Hall which includes a WIFI connection for the overnight park.

Status: New and Replacement

Estimated date of completion: FY 2014/15

Operational Impact: Increase efficiencies

- **Urban Renewal Agency**

Village Green Restrooms – Upon receiving an Oregon Parks and Recreation grant, construct new ADA compliant restrooms with the addition of showers and bike lockers in preparation for the new Peterson Ridge Trailhead designation.

Status – Replacement

Estimated date of completion: FY 2014/15

Operational Impact: Reduce Building Maintenance and provide additional ADA compliant facilities for the Park.



Larch Street Improvements – Construct Street Improvements from Adams Avenue to Barclay Drive to include new and wider pedestrian/bicycle paths, parking and street trees

Status: New

Estimated date of completion: FY 2014/15

Operational Impact: - Provide additional multi-modal capacity and improve the overall look and function of the street.

Capital Improvement Plan



5-Year Forecast Water Projects

PROJECT	Project Cost	Prior Approp.	Remaining Cost	14-15	15-16	16-17	17-18	18-19+	Funding Source	
									Operating	SDC
Well # 1 Improvements - Phase II	335,500	-	335,500					335,500	100%	
Well #2 Improvements	152,755	100,755	52,000					52,000	44%	56%
Reservoir Site Acquisition/Design	4,750,000	27,487	4,722,513					4,723,513		100%
8" Water in Alley, Fir to Larch	91,000	-	91,000					91,000	46%	54%
6" Water Behind Barclay Square	41,000	-	41,000	41,000					46%	54%
8" Water, Oak Street, Main to Adams	65,000	-	65,000		65,000				46%	54%
8" Water, EOP, East Cascade to Black Butte	555,000	-	555,000					555,000	46%	54%
EOP Hydrant Improvement	15,000	-	15,000	15,000					46%	54%
12" Water Curtis Ct. to Lundgren Mill Rd	57,500	-	57,500					57,500		100%
12" Dist. Imp. - Timber Cr., Upsizing	60,000	-	60,000					60,000		100%
12" Dist. Imp. - Dev. Upsizing	250,000	-	250,000	25,000	25,000	25,000	25,000	25,000		100%
TOTAL	6,372,755	128,242	6,244,513	81,000	90,000	25,000	25,000	5,899,513		
Total Water Fund				25,760	29,900			655,540		
Total Water SDC Fund				55,240	60,100	25,000	25,000	5,243,973		
TOTAL				81,000	90,000	25,000	25,000	5,899,513		

**5-Year Forecast
Street Projects**

Capital Improvement Plan



PROJECT	Project Cost	Prior Approp.	Remaining Cost	14-15	15-16	16-17	17-18	18-19+	Funding Source	
									Operating	SDC
Overlay	varies	-		142,000	63,000	63,000	63,000	63,000	100%	
Hood Ave. Improvements	50,000		50,000	50,000					100%	
Railway Improvements	70,000		70,000	70,000					100%	
Hwy 20/Locust Impr - Design	92,500	13,425	79,075			79,075				100%
Hwy 20/Loust Impr - Construction	650,000	-	650,000				650,000			100%
Hwy 20/Barclay - Design/Constr	373,425	13,425	360,000		360,000					100%
Jefferson Multi-use Path	106,854	7,239	99,615					99,615		100%
TOTAL	1,342,779	34,089	1,308,690	262,000	423,000	142,075	713,000	162,615		
Total Street Fund				262,000	63,000	63,000	63,000	63,000		
Total Street SDC Fund				-	360,000	79,075	650,000	99,615		
TOTAL				262,000	423,000	142,075	713,000	162,615		

Capital Improvement Plan



5-Year Forecast Sewer Projects

PROJECT	Project Cost	Prior Approp.	Remaining Cost	14-15	15-16	16-17	17-18	18-19+	Funding Source	
									Operating	SDC
Lazy Z Reuse System Impr Phase I	912,285	125,285	787,000		787,000					100%
Lazy Z Reuse System Impr Phase II	637,000	-	637,000					637,000		100%
SCADA upgrades Phase I	101,066	4,066	97,000		97,000				39%	61%
SCADA upgrades Phase II	43,000	-	43,000					43,000	39%	61%
* Collection System- Westside - Design	150,000	-	-					150,000	100%	
* Collection System - Westside - Construction	1,544,000	-	-					1,544,000		100%
Existing Treatment Facility Imp.	761,000	-	761,000					761,000		100%
TOTAL	4,148,351	129,351	2,325,000	-	884,000	-	-	3,135,000		
Total Sewer Fund				-	37,830	-	-	166,770		
Total Sewer SDC Fund				-	846,170	-	-	2,968,230		
TOTAL				-	884,000	-	-	3,135,000		

Notes:

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



IT CAPITAL IMPROVEMENT PLAN						
	Location	14-15	15-16	16-17	17-18	18-19+
WIFI and PWHQ Connection to City Hall	PWHQ/Overnight Park	6,000				
3COM Switches/Routers	City Hall Server Room	2,000				
Replace City Hall Incode Server	City Hall Server Room		6,750			
Install City Hall Email Server	City Hall Server Room		4,300			
Replace UPS	City Hall Server Room		3,250			
TOTAL IT CAPITAL IMPROVEMENT PLAN		8,000	14,300	0	0	0



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

Adopted Budget
For Fiscal Year 2014-15

CITY COUNCILS

Brad Boyd, Mayor
McKibben Womack, Council President
David Asson
Wendy Holzman
Chris Frye

APPOINTED OFFICIALS

Sue Boettner
Gwen Chapman
Davina Luz
Chris Vogelgesang
Charles Ryan

CITY STAFF

Andrew Gorayeb, City Manager
Lynne Fujita-Conrads, Finance Officer
Paul Bertagna, Public Works Director
Pauline Hardie, Community Development Director
Kathy Nelson, City Recorder
Erik Huffman, City Engineer
Steve Bryant, City Attorney

520 E. CASCADE AVENUE
P.O. Box 39
SISTERS, OREGON 97759

www.ci.sisters.or.us



TO: Budget Committee Members and Citizens
 FROM: Andrew Gorayeb, Sisters Urban Renewal Agency Manager
 DATE: June 26, 2014
 RE: Presenting the Adopted Fiscal Year 2014/15 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.

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 increase in assessed valuation on properties in the District above the frozen base valuation. An eight-year history, current and proposed property tax revenues in the District are in the table on the following page.

FY	Excess Assessed Value	Increase From Prior Year	%age Increase	Levied Taxes	Budget	Actual Received
04-05	4,109,868			63,381	4,681	60,737
05-06	5,585,948	1,476,080	36%	86,038	94,034	78,339
06-07	5,447,530	(138,418)	-2%	79,107	101,000	76,970
2008	7,112,604	1,665,074	31%	108,936	106,479	101,438
2009	8,816,365	1,703,761	24%	135,091	123,000	123,626
2010	9,080,856	264,491	3%	137,369	125,500	127,094
2011	11,679,396	2,598,540	29%	177,502	129,000	165,080
2012	9,230,009	(2,449,387)	-21%	135,574	163,000	127,154
2013	13,440,074	4,210,065	46%	192,572	124,600	179,233
2014	13,120,277	(319,797)	-2%	188,565	177,200	179,701 *
2015	13,382,682	262,405	2%	194,578	181,000	181,000 **

* 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 inception 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
FY 12/13	(72,279)	Main, Pine, Larch Bike/Ped Path
FY 12/13	(3,642)	Fir Street Improvements Engineering
FY 12/13	(3,450)	Village Green Parking Engineering
FY 13/14	(572,670)	FY 2013-14 Projects Loan
FY 13/14	<u>(276,148)</u>	Cascade Ave Improvements and Community Amphitheater Design

Balance Available **\$ 8,161,010**

FY 2013/14 BUDGET – A RECAP

- The Agency paid off its two outstanding loans in December 2013. A loan from the City's General Fund of \$36,000 and an infrastructure loan of \$384,200 from Bank of America. The Agency received financing of \$848,818 from the City's General Fund for FY 13/14 projects.
- Capital Improvement projects for the Fir Street Improvements, the new Fir Street Park, and the City's contribution to the Cascade Avenue Improvement Project. For the first time, the Agency also granted \$200,000 in façade grants to downtown businesses.

FOCUS OF THE FISCAL YEAR 2014/15 BUDGET

- New debt of \$115,000 for the City's matching contribution to build new restrooms at Village Green Park.
- New debt of \$200,000 for Larch Street Improvements.
- With stable tax increment funding now a reality, due to the stabilization and now steady growth of property values, the Agency will seek outside funding to finance FY 14/15 projects and to refinance the loan from the City.

BEYOND NEXT YEAR

As urban renewal projects are required to be accomplished through debt financing only, the ability of the Urban Renewal District Agency (URA) to borrow is directly dependent upon the revenue generated as well as the length of time the Urban Renewal District is legally slated to exist. Council adopted the URA Plan through Ordinance #340, on July 24, 2003. At that time, the Plan duration was set for 20 years from the date of adoption. This means that no projects may be commenced and no new indebtedness may be incurred after 20 years from this effective date. In this regard, it may become more challenging to borrow funds for URA projects as it soon will have fewer than 10 years of duration remaining. It may be prudent for the Urban Renewal Agency Board to consider extending the duration of the URA, thereby enabling the use of URA revenues for longer-term-debt financing for specific projects.

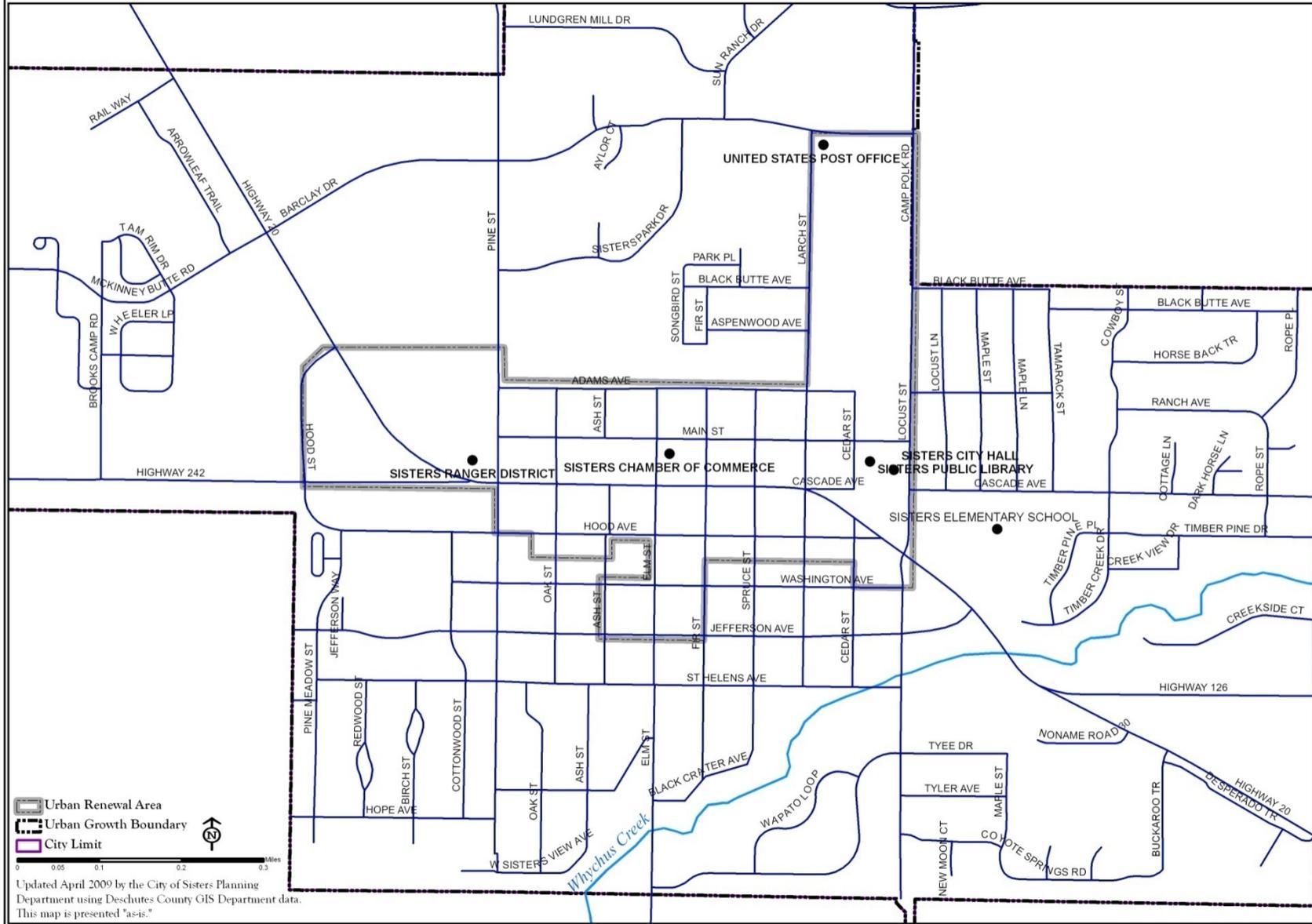
Your humble servant,



Andrew Gorayeb
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.



URBAN RENEWAL AGENCY

<u>Where The Money Comes From:</u>	<u>Amount</u>	<u>Percentage</u>
Property taxes	\$ 186,000	24.00%
Issuance of debt	315,000	40.64%
Interest on investments	2,700	0.35%
Beginning fund balance	271,330	35.01%
Total Resources	\$ 775,030	100%

<u>Where The Money Goes:</u>	<u>Amount</u>	<u>Percentage</u>
Material and services	\$ 4,647	0.60%
Debt service	86,100	11.11%
Capital outlay	390,000	50.32%
Operating contingencies	294,283	37.97%
Total Requirements	\$ 775,030	100%



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 category.

BUDGETARY SUMMARY – BY CATEGORY

	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES						
Revenues:						
Property taxes	\$ 134,114	\$ 188,850	\$ 183,200	\$ 186,000	\$ 186,000	\$ 186,000
Interest	2,968	2,842	2,700	2,700	2,700	2,700
Miscellaneous	-	-	9,000	-	-	-
Loan proceeds	74,600	18,080	852,918	315,000	315,000	315,000
Revenues Total	211,682	209,772	1,047,818	503,700	503,700	503,700
Beginning Fund Balance	381,968	385,601	419,987	271,330	271,330	271,330
TOTAL RESOURCES	\$ 593,650	\$ 595,373	\$ 1,467,805	\$ 775,030	\$ 775,030	\$ 775,030
REQUIREMENTS						
Expenditures:						
Materials & Services	\$ 3,687	\$ 4,308	\$ 26,100	\$ 4,647	\$ 4,647	\$ 4,647
Capital Improvements	41,314	38,057	835,818	390,000	390,000	390,000
Debt Service	183,048	124,728	527,823	86,100	86,100	86,100
Expenditures Total	228,049	167,093	1,389,741	480,747	480,747	480,747
Operating Contingency	-	-	2,666	4,281	4,281	4,281
Reserve for Future Expenditures	-	-	75,398	290,002	290,002	290,002
TOTAL REQUIREMENTS	\$ 228,049	\$ 167,093	\$ 1,467,805	\$ 775,030	\$ 775,030	\$ 775,030
NET TOTAL	\$ 365,601	\$ 428,280	\$ -	\$ -	\$ -	\$ -



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.

Budget Highlights – FY 2014/15

- New debt of \$315,000. \$115,000 is budgeted as matching funds to construct new restrooms at the Village Green Park. \$200,000 is budget for Larch Street Improvements.

URBAN RENEWAL DEBT SERVICE FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Revenues:							
Property taxes	\$ 134,114	\$ 188,850	\$ 183,200	\$ 186,000	\$ 186,000	\$ 186,000	2%
Interest	2,961	2,691	2,700	2,500	2,500	2,500	-7%
Total Revenues	137,075	191,541	185,900	188,500	188,500	188,500	1%
Beginning Fund Balance	379,592	353,619	417,321	187,602	187,602	187,602	-55%
TOTAL RESOURCES	\$ 516,667	\$ 545,160	\$ 603,221	\$ 376,102	\$ 376,102	\$ 376,102	-38%
REQUIREMENTS	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Expenditure:							
Debt service	\$ 183,048	\$ 124,728	\$ 527,823	\$ 86,100	\$ 86,100	\$ 86,100	-84%
Total Expenditure	183,048	124,728	527,823	86,100	86,100	86,100	-84%
Reserve for Future Expenditures	-	-	75,398	290,002	290,002	290,002	285%
TOTAL REQUIREMENTS	\$ 183,048	\$ 124,728	\$ 603,221	\$ 376,102	\$ 376,102	\$ 376,102	-38%
<i>Budgetary basis adjustment</i>	20,000	19,000	-	-	-	-	0%
NET TOTAL	\$ 353,619	\$ 439,432	\$ -	\$ -	\$ -	\$ -	

20 - URBAN RENEWAL DEBT FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUES							
20-4-00-300	PREVIOUS LEVIED TAXES	\$ 6,960	\$ 6,865	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000
20-4-00-301	INTEREST EARNED	2,961	2,691	2,700	2,500	2,500	2,500
20-4-00-302	CURRENT TAXES	127,154	181,985	177,200	181,000	181,000	181,000
TOTAL REVENUE		137,075	191,541	185,900	188,500	188,500	188,500
BEGINNING FUND BALANCE							
20-4-00-400	BEGINNING FUND BALANCE	379,592	353,619	417,321	187,602	187,602	187,602
TOTAL BEGINNING FUND BALANCE		379,592	353,619	417,321	187,602	187,602	187,602
TRANSFER FROMS							
20-4-00-509	TRANSFER FROM OTHER FUNDS	-	-	-	-	-	-
TOTAL TRANSFERS		-	-	-	-	-	-
TOTAL RESOURCES		516,667	545,160	603,221	376,102	376,102	376,102
REQUIRMENTS							
RESERVES FOR FUTURE EXPENSES							
20-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 75,398	\$ -	\$ -	\$ -
20-5-00-410	RESERVE FOR FUTURE EXPENDITURES	-	-	-	290,002	290,002	290,002
TOTAL RESERVES FOR FUTURE EXPENSES		-	-	75,398	290,002	290,002	290,002
EXPENDITURES							
DEBT SERVICE							
20-5-00-800	LOAN PRINCIPAL	65,626	68,244	455,200	-	-	-
20-5-00-801	LOAN INTEREST	19,822	17,204	31,083	-	-	-
20-5-00-802	CITY OF SISTERS LOAN	94,600	37,080	40,100	81,600	81,600	81,600
20-5-00-803	CITY OF SISTERS LOAN INTEREST	3,000	2,200	1,440	4,500	4,500	4,500
TOTAL DEBT SERVICE		183,048	124,728	527,823	86,100	86,100	86,100
TOTAL EXPENDITURES		183,048	124,728	527,823	86,100	86,100	86,100
TOTAL REQUIRMENTS		183,048	124,728	603,221	376,102	376,102	376,102

20 - URBAN RENEWAL DEBT FUND	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
<i>Budgetary basis adjustment</i>	20,000	19,000				
20-URBAN RENEWAL DEBT SERVICE FUND NET TOTAL	353,619	439,432	-	-	-	-



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 2014/15

- Cascade Avenue improvements
- Issued \$200,000 in Façade Grants.
- Fir Street Improvements project
- Fir Street Park

Budget Highlights – FY 2014/15

- Matching funds for construction of new restrooms at Village Green Park
- Larch Street improvements

URBAN RENEWAL PROJECT FUND BUDGET SUMMARY:

RESOURCES	FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED	% CHANGE
Revenues:							
Interest	\$ 7	\$ 151	\$ -	\$ 200	\$ 200	\$ 200	0%
Miscellaneous	-	-	9,000	-	-	-	-100%
Loan proceeds	74,600	18,080	852,918	315,000	315,000	315,000	-63%
Total Revenues	74,607	18,231	861,918	315,200	315,200	315,200	-63%
Beginning Fund Balance	2,376	31,982	2,666	83,728	83,728	83,728	3041%
TOTAL RESOURCES	\$ 76,983	\$ 50,213	\$ 864,584	\$ 398,928	\$ 398,928	\$ 398,928	-54%
REQUIREMENTS							
Expenditures:							
Materials & Services	\$ 3,687	\$ 4,308	\$ 26,100	\$ 4,647	\$ 4,647	\$ 4,647	-82%
Capital Improvements	41,314	38,057	835,818	390,000	390,000	390,000	-53%
Total Expenditures	45,001	42,365	861,918	394,647	394,647	394,647	-54%
Operating Contingency	-	-	2,666	4,281	4,281	4,281	61%
TOTAL REQUIREMENTS	45,001	42,365	864,584	398,928	398,928	398,928	-54%
NET TOTAL	\$ 31,982	\$ 7,848	\$ -	\$ -	\$ -	\$ -	

21 - URBAN RENEWAL PROJECT FUND		FY 2011-2012 ACTUAL	FY 2012-2013 ACTUAL	FY 2013/2014 BUDGET	FY 2014/15 MANAGER PROPOSED	FY 2014/15 COMMITTEE APPROVED	FY 2014/15 COUNCIL ADOPTED
RESOURCES							
REVENUES							
21-4-00-301	INTEREST EARNED	\$ 7	\$ 151	\$ -	\$ 200	\$ 200	\$ 200
21-4-00-347	LOAN PROCEEDS	74,600	18,080	-	-	-	-
21-4-00-348	CITY OF SISTERS PROCEEDS	-	-	852,918	315,000	315,000	315,000
21-4-00-362	REFUNDS/REIMBURSEMENTS	-	-	9,000	-	-	-
TOTAL REVENUE		74,607	18,231	861,918	315,200	315,200	315,200
BEGINNING FUND BALANCE							
21-4-00-400	BEGINNING FUND BALANCE	2,376	31,982	2,666	83,728	83,728	83,728
TOTAL BEGINNING FUND BALANCE		2,376	31,982	2,666	83,728	83,728	83,728
TOTAL RESOURCES		76,983	50,213	864,584	398,928	398,928	398,928
REQUIRMENTS							
OPERATING CONTINGENCIES							
21-5-00-400	OPERATING CONTINGENCY	\$ -	\$ -	\$ 2,666	\$ 4,281	\$ 4,281	\$ 4,281
TOTAL OPERATING CONTINGENCY		-	-	2,666	4,281	4,281	4,281
EXPENDITURES							
MATERIALS & SERVICES							
21-5-00-700	ADMINISTRATIVE SERVICES	737	658	1,000	1,500	1,500	1,500
21-5-00-706	AUDITING SERVICES	2,950	3,650	3,100	3,147	3,147	3,147
21-5-00-726	CONTRACTED SERVICES	-	-	22,000	-	-	-
TOTAL MATERIALS & SERVICES		3,687	4,308	26,100	4,647	4,647	4,647
CAPITAL OUTLAY							
21-5-00-906	CAPITAL OUTLAY	41,314	38,057	835,818	390,000	390,000	390,000
TOTAL CAPITAL OUTLAY		41,314	38,057	835,818	390,000	390,000	390,000
TOTAL EXPENDITURES		45,001	42,365	861,918	394,647	394,647	394,647
TOTAL REQUIREMENTS		45,001	42,365	864,584	398,928	398,928	398,928
21-URBAN RENEWAL PROJECT FUND NET TOTAL		31,982	7,848	-	-	-	-



ACCOUNTS PAYABLE VENDOR LISTING

Listed below is a report of Accounts Payable vendors with whom the City has done business in FY 13/14. The report is as of May 14, 2014 and the total is \$2,528,455.57.

VENDOR NAME	AMOUNT
DESCHUTES COUNTY SHERIFF'	448,310.75
CIS TRUST	243,990.46
IRS	157,198.57
SISTERS AREA CHAMBER OF C	115,527.08
JAL CONSTRUCTION, INC.	115,462.92
CENTRAL ELECTRIC COOP	113,473.38
OREGON PUBLIC EMPLOYEES R	94,625.87
DESCHUTES COUNTY ROAD DEP	85,543.49
DESCHUTES COUNTY	77,466.51
HIGH DESERT AGGREGATE & P	74,954.61
CITY COUNTY INSURANCE	62,942.54
BRYANT EMERSON, LLP	53,582.00
BECON LLC	51,777.42
ECONOMIC DEVELOPMENT FOR	37,800.00
OREGON DEPARTMENT OF REVE	37,262.78
OREGON DEPARTMENT OF REVE	37,262.78
CAMERON, MCCARTHY, GILBER	32,436.90
MAYES ARCHITECTURE & PLAN	30,778.69
ING	29,964.00
FERGUSON ENTERPRISES, INC	27,445.68
WESTERN TITLE & ESCROW	25,000.00
DICKEY AND TREMPER, LLP	24,700.00
ROBINSON & OWEN HEAVY CON	22,198.98
CENTRAL OREGON INTERGOVER	21,459.51
CURTS ELECTRIC	15,323.60
CENTURY WEST ENGINEERING	14,960.94
BEND OIL CO., INC.	14,763.44
VELOX SYSTEMS	13,291.31
VISA	13,027.66
DESCHUTES COUNTY ADULT JA	12,899.25
POWERHOUSE FUEL	12,431.84
KNIFE RIVER	12,258.96
H. D. FOWLER COMPANY	12,142.87
H.G.E. ARCHITECTS, ENGINE	11,916.03
DCBS - FISCAL SERVICES	11,801.62
SIGNS OF SISTERS	11,178.00



OLSON, LLC	10,858.50
SISTERS OUTDOOR QUILT SHO	10,500.00
AFLAC	10,343.52
BENDEL	9,808.40
XEROX CORPORATION	9,403.85
ACTION AIR HEATING AND CO	9,310.00
STEVE KEETON CONTRUCTION	8,806.21
NORTHWEST PLAYGROUND EQUI	8,208.20
THE NUGGET NEWSPAPER	8,094.85
TYLER TECHNOLOGIES/INCODE	7,784.47
DELL MARKETING L P	7,476.84
STUDIO ABSOLUTE, LLC	7,425.00
SISTERS RENTAL	7,380.77
POWERS OF AUTOMATION INC	7,089.50
WCP SOLUTIONS	7,041.78
BENDMAILING	6,817.12
UMPQUA RESEARCH COMPANY	6,469.76
DESCHUTES COUNTY TAX COLL	6,313.79
TEWALT & SONS EXCAVATION	6,002.50
C & C NURSERY	5,579.00
EARTHWOOD HOMES OF OREGON	5,495.00
BBSI	5,440.88
PETERSON MACHINERY CO.	5,273.65
ENERGYNEERING SOLUTIONS,	4,780.68
GEARBOX	4,700.00
THREE SISTERS IRRIGATION	4,505.79
TRI COUNTY PAVING, LLC	4,403.70
HCD	4,372.43
LUTTON'S HARDWARE	3,940.79
ENVIROTECH SERVICES, INC.	3,830.40
WALLACE GROUP	3,820.60
INSTANT LANDSCAPING	3,683.75
SISTERS PARK AND RECREATI	3,650.00
VERIZON WIRELESS	3,562.50
SWIFT STEEL	3,443.58
BAXTER AUTO PARTS	3,439.48
GSI WATER SOLUTIONS, INC.	3,394.40
HOYT'S HARDWARE	3,367.96
OWEN EQUIPMENT COMPANY	3,107.62
SPINDRIFT FORESTRY CONSUL	3,081.00
REDMOND CHAMBER OF	3,000.00



COMMER	
SISTERS SCHOOL DISTRICT	3,000.00
MASTERCARD	2,893.51
OSTER PROFESSIONAL GROUP	2,880.00
X-PRESS PRINTING	2,825.75
UNIVAR USA INC.	2,817.62
RESERVE ACCOUNT	2,800.00
KNIFE RIVER CO.	2,730.00
SISTERS SCHOOLS FOUNDATIO	2,500.00
TIMECLOCK PLUS	2,455.00
QUILL CORPORATION	2,425.07
ZUMAR INDUSTRIES, INC.	2,350.30
HIGH DESERT HYDRAULICS, I	2,234.43
PLATT	2,120.86
PONDEROSA FORGE & IRONWOR	2,074.25
BRYANT LOVLIE JARVIS TRU	2,000.00
WINSUPPLY	2,000.00
QUALITY CONTROL SERVICES,	1,966.85
LEAGUE OF OREGON CITIES	1,937.57
GLOBAL EQUIPMENT CO.	1,892.31
BEST IN THE WEST	1,890.00
G. J. MILLER CONSTRUCTION	1,755.00
PETTY CASH	1,623.49
WONDERWARE	1,575.00
SENSUS METERING SYSTEMS	1,524.60
H&S APPRAISAL LLC	1,500.00
TAYLOR TIRE CENTER	1,495.91
MIKE'S FENCE CENTER, INC	1,483.25
C & K MARKET INC.	1,473.56
ENGINEERED CONTROL PRODUC	1,442.50
MCAFFEE	1,426.20
OREGON ASSOCIATION OF WAT	1,345.08
COTTONWOOD SOFTWARE	1,310.00
FASTENAL	1,302.94
BENDBROADBAND	1,301.89
TYRHOLM BIG R INC.	1,293.84
SISTERS COFFEE CO.	1,262.29
MISSION LINEN SUPPLY	1,154.14
SANI-STAR	1,100.00
VALIC	1,100.00
SWEENEY PLUMBING, INC	1,020.65



BI-MART CORPORATION	1,003.25
DESCHUTES COUNTY CLERK'S	1,000.00
SISTERS FOLK FESTIVAL	1,000.00
TMG SERVICES	998.27
CAPITAL ONE COMMERCIAL	866.40
WESTERN COMMUNICATIONS, I	839.75
SHERWIN-WILLIAMS	773.94
AIRGAS USA, LLC	770.18
STATE OF OREGON	757.37
STATE OF OREGON	757.37
CENTRAL OREGON CITIES ORG	747.00
STATE FORESTER	724.83
BRONCO BILLY'S RANCH GRIL	723.95
SKYLINE APPRAISAL, INC.	700.00
DOGPOOPBAGS.COM	698.35
RESIST-ALL SEAMLESS GUTTE	680.00
YOUR STORE	676.00
SISTERS LOCK & KEY SERVIC	623.00
THE MOWER SHOP, INC	590.90
EOFF ELECTRIC SUPPLY	554.20
ROUND TREE LODGE POLE PRO	542.00
BUNKER FAMILY MARKETING	500.00
PRECISION ELECTRIC AND MA	475.00
SIMPLEXGRINNELL	452.00
STARK STREET LAWN & GARDE	448.82
DEPARTMENT OF ENVIRONMENT	440.00
TSI	440.00
OREGON HEALTH AUTHORITY	360.00
PHOENIX ASPHALT	358.00
OFFICEMAX	350.71
FIREPRO	347.00
USA BLUEBOOK	329.36
DATA FLOW	320.49
USDA FOREST SERVICE	315.00
ONE CALL CONCEPTS, INC.	303.60
H2O CENTRAL OREGON WATER	301.60
EDGINGTON ROAD DISTRICT	300.00
PONY EXPRESS	299.63
SECRETARY OF STATE	290.00
NICHOLS, KATHY	288.90
BUREAU OF LABOR AND INDUS	273.00



BEND MEMORIAL CLINIC	271.00
PILCHWORKS COMPUTER SERVI	268.75
NORCO	255.02
AMERICAN PUBLIC WORKS ASS	255.00
CIRCLE OF FRIENDS	250.00
DAVIS TOWING, INC.	250.00
FRIENDS OF THE SISTERS LI	250.00
HUMMINGBIRD AUTO GLASS	250.00
SISTERS COUNTRY HISTORICA	250.00
GORAYEB, ANDREW	249.86
TAYLOR NORTHWEST, LLC	240.00
RACO MANUFACTURING & ENGI	237.00
HACH COMPANY	216.07
BEND CONSTRUCTION SUPPLY,	212.02
ASSON, DAVID	210.00
MOTION & FLOW CONTROL PRO	205.71
MIRELES, TERESA	200.00
MELVIN'S FIR STREET MARKE	185.86
PR DIAMOND PRODUCTS, INC.	181.00
SMITH & LOVELESS INC.	173.63
BEAR MOUNTAIN FIRE, LLC	170.00
RANCH COUNTRY OUTHOUSES	170.00
TREASURE VALLEY COFFEE, I	168.80
FLUID CONNECTOR PRODUCTS,	159.82
CENTRAL OREGON BUILDERS E	157.70
ELAINE HOWARD CONSULTING,	150.00
KEETON, KIM	144.50
BOBCAT OF CENTRAL OREGON	136.71
FEDERAL LICENSING, INC.	119.00
COSTCO MEMBERSHIP	110.00
JUNIPER PAPER & SUPPLY	105.00
SESAC	103.50
CENTRAL OREGON COMMUNITY	99.00
BEND AWARDS & ENGRAVING	94.00
STETTLER SUPPLY COMPANY	93.31
SCHAEFFER'S SPECIALIZED L	90.84
HAYDEN HOMES, LLC	90.00
SOLID WASTE	87.00
ALERT SAFETY SUPPLY	84.99
SISTERS ELECTRONICS, INC.	84.98
CHILDRESS, CATHERINE	77.28



DURAN, ANDREW	75.00
WOMACK, MCKIBBEN	62.70
UNITED INDUSTRIAL EQUIPME	60.87
BRATTAIN INTERNATIONAL TR	58.32
JENKINS, CAROL	54.50
OAMR	50.00
OREGON DEPARTMENT OF AGRI	50.00
BEERY, ELSNER & HAMMOND,	48.96
CY'S LOCK & KEY	45.00
DENFELD PAINTS	42.56
BOYD, BRAD	40.00
BEND GARBAGE & RECYCLING	34.00
OREGON STATE POLICE	20.00
HARDIE, PAULINE	18.60
CONSOLIDATED SUPPLY CO.	15.27



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 maybe 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)	\$ 309,230,857
<i>Source: Deschutes County Assessor’s Office</i>	
Debt Limit Rate	<u>3%</u>
Debt Limit	9,276,925
Less general bonded debt June 30, 2013	<u>1,191,595</u>
Legal debt margin	<u>\$ 8,085,330</u>
Total net bonded debt applicable to the limit as a percentage of debt limit	12.8%



LONG-TERM DEBT - AS OF JUNE 30, 2014

	Interest Rate	Final Maturity Date	Issue Amount	Outstanding Principal	%age Outstanding
General Fund Supporting Full Faith & Credit Debt:					
City Hall Facility, Building, Series 2006	4.8%	06/01/2020	\$ 1,400,000	\$ -	0.00%
City Hall Facility, Building, BOTC Refinance	2.22%	07/02/2021	\$ 710,126	710,126	100.00%
Urban Renewal, Infrastructure, Series 2008	3.95%	06/01/2018	700,000	-	0.00%
Urban Renewal, Infrastructure 2010	4.00%	06/01/2015	100,000	-	0.00%
Revenue Bonds:					
Sewer Revenue, Series 2000	4.5%	09/01/2040	2,382,300	2,000,053	83.95%
Sewer Revenue, Series 2000	4.5%	09/01/2040	3,325,700	2,672,859	80.37%
Loans Payable:					
Sewer System, Series 2000	5.25%-5.625%	04/01/2025	1,000,000	-	0.00%
Sewer System, Series 2002	5.5%	12/01/2026	250,000	-	0.00%
Sewer System, BOTC Refinance Combine 2000/2002	2.22%	07/02/2021	774,189	774,189	100.00%
Sewer System, Series 2002	3.39%	08/01/2021	42,080	19,505	46.35%
Sewer System, Series 2007	4.40%	12/01/2021	1,700,000	-	0.00%
Sewer System, BOTC Refinance	2.22%	07/02/2021	1,029,735	1,029,735	100.00%
			<u>\$13,414,130</u>	<u>\$ 6,176,733</u>	<u>46.05%</u>

DEBT SERVICE OBLIGATIONS

GENERAL FUND SUPPORTING FULL FAITH & CREDIT

CITY HALL FACILITY

On June 27, 2014, the City refinanced the original a full faith and credit bonds issued in 2006 to finance the construction of City Hall. The loan of \$710,126 includes outstanding principal and loan fees. The loan is financed with Bank of the Cascades at an interest rate of 2.22%, 7 year fixed rate, 15 year amortization. The City plans to make additional principal payments whenever possible to limit interest rate exposure.

REVENUE BONDS

SEWER FUND 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.



LOANS PAYABLE

SEWER SYSTEM SERIES 2002

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%.

SEWER SYSTEM

On June 27, 2014 the City refinanced two Sewer System loans with the State of Oregon Economic Development Department (OEDD). The two loans were combined and financed as one loan in the amount of \$774,189 with the Bank of Cascades. The loan carries an interest rate of 2.22%, 7 year fixed rate, 15 year amortization. As with the City Hall loan the City plans to make additional principal payments whenever possible to limit interest rate exposure.

SEWER SYSTEM

On June 27, 2014 the City refinanced the loan for the purchase of the Lazy Z property. \$1,029,735 was borrowed which includes outstanding principal and loan costs. This loan was also financed with the Bank of the Cascades at 2.22%, 7 year fixed rate, 15 year amortization. The City also plans to make additional principal payments on this loan whenever possible to limit interest rate exposure.

FUTURE DEBT PLANS

During the fiscal year 2013/14 the City financed urban renewal projects of \$858,818 through a loan to the Sisters Urban Renewal Agency. The Urban Renewal Agency plans to seek outside funding for these projects and repay the loan to the City.



STAFF RESOURCES

The fiscal year 2014/15 proposed budget includes funds for 17.25 full-time equivalents (FTE) positions.

Position	FY 13/14 Budget	FY 14/15 Budget	FY 14/15 % Benefits to Total Wage
City Manager	85,297	88,506	34.73%
Data Analyst	-	39,528	60.87%
City Recorder	40,422	47,601	42.27%
Finance Director	82,655	-	
Finance Officer	-	65,345	45.87%
Accounting Analyst	35,626	-	
Accounting/UT Clerk	23,340	34,972	66.91%
Admin Asst-Finance**	19,158	24,011	72.23%
Desktop Support Tech	23,131	-	
CDD Director	75,566	79,001	37.27%
Principle Planner	68,049	-	
Senior Planner	-	53,743	42.56%
Planning Tech	48,880	51,173	43.88%
PW Director	72,712	79,001	40.88%
Maintenance Supervisor	57,920	-	
UT II	39,390	39,859	60.64%
UT I	39,068	41,077	59.08%
UT I	36,781	38,272	62.41%
UT I	36,735	38,272	30.83%
UT I	30,734	32,053	56.24%
PW Ops Coordinator	-	37,576	45.36%
PW Admin Asst	33,937	-	
UT Asst ***	12,126	12,928	13.36%
UT Asst ***	-	12,551	13.36%
UT Asst.***	-	12,551	13.36%
On Call Comp.	7,234	9,623	
Total Wages Regular	868,760	837,640	45.53%
Janitor	4,492	4,470	
Park Host	9,700	12,000	
Total	14,192	16,470	
Maintenance OT	750	750	
Parks OT	1,000	1,000	
Water OT	2,000	2,000	
Street OT	1,000	1,000	
Sewer OT	1,500	1,500	
Planning OT	750	750	
Support Tech OT	-	-	
Finance OT	1,000	-	
Administration OT	-	-	
Total Overtime	8,000	7,000	
Total Wages	\$ 890,952	\$ 861,110	
**Budgeted at 75% of Full Time			
***Budgeted at 50% of Full Time			



The tables below illustrate the staff FTEs by department and by fund for the last five years and proposed FY 14/15 budget.

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

DEPARTMENT	Full Time Equivalent					Proposed 14/15	Change from Prev Yr
	09/10	10/11	11/12	12/13	13/14		
City Manager's Office							
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
City Recorder	1.00	1.00	1.00	1.00	1.00	1.00	-
IT/Data Analyst					0.50	1.00	0.50
Total	2.00	2.00	2.00	2.00	2.50	3.00	0.50
Finance & Administration							
Finance Officer/Director	1.00	1.00	1.00	1.00	1.00	1.00	-
Accounting Analyst	1.00	1.00	0.75	0.75	0.75	-	(0.75)
Accounting Technician	1.00	1.00	1.00	-	-	-	-
Utility Billing/Accounting Clerk	-	-	-	0.75	0.75	1.00	0.25
Office Specialist I/Admin Asst	0.75	0.75	0.75	0.50	0.75	0.75	-
IT Analyst	-	-	0.50	0.50	-	-	-
Total	3.75	3.75	4.00	3.50	3.25	2.75	(0.50)
Community Development							
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	-
Principal Planner	1.00	1.00	1.00	1.00	1.00	-	(1.00)
Senior Planner	-	-	-	-	-	1.00	1.00
Associate Planner	1.00	1.00	-	-	-	-	-
Planning Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
Total	4.00	4.00	3.00	3.00	3.00	3.00	-
Public Works							
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	-
Public Works Project Coordinator	1.00	1.00	-	-	-	-	-
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	-	(1.00)
Public Works Operations Coordinator	-	-	-	-	-	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	-	(1.00)
Utility Worker III/II	1.00	1.00	1.00	1.00	1.00	1.00	-
Utility Worker I	4.00	4.00	4.00	4.00	4.00	4.00	-
Utility Assistant	0.50	0.50	0.50	0.50	0.50	1.50	1.00
Total	9.50	9.50	8.50	8.50	8.50	8.50	-
TOTAL FTEs	19.25	19.25	17.50	17.00	17.25	17.25	-
Total FTE %age inc(dec)	-3.75%	0.00%	-9.09%	-2.86%	1.47%	0.00%	



**COMPARISON OF PERSONNEL CHANGES
FTE ALLOCATIONS BY FUND**

FUND	Allocated FTE by Fund					Change from Prev Yr
	10/11	11/12	12/13	13/14	14/15	
General Fund						
Admin	2.67	2.77	3.14	3.23	3.32	0.09
Maintenance	0.93	0.86	0.95	0.95	0.90	(0.05)
Parks	2.16	2.01	2.18	2.20	2.48	0.28
Planning	2.84	2.35	2.55	2.55	2.82	0.27
Total General Fund	8.60	7.99	8.82	8.93	9.52	0.59
Water	4.06	3.36	2.75	2.83	2.76	(0.07)
Streets	2.35	2.21	2.94	2.94	3.05	0.11
Sewer	4.24	3.94	2.49	2.55	1.92	(0.63)
TOTAL FTEs	19.25	17.50	17.00	17.25	17.25	0.00

PERSONNEL SERVICES COMPARISON

	2010/11	2011/12	2012/13	2013/14	2014/15
Personnel Services					
Budget	1,478,359	1,352,021	1,308,216	1,417,569	1,329,637
Actual	1,285,005	1,294,591	1,373,433	1,285,115	
FTE					
	19.75	17.50	17.00	17.25	17.25
COLA					
	0%	0%	0%	2%	1.5%
Merit					
	3%	3%	3%	3%	3%
Medical Premium					
CIS Budget Forecast	8%	4.5%	10.6%	5.0%	5.0%
Actual FF Monthly Prem	1,281.68	1,331.39	1,509.84	1,531.75	1,607.82
% change	7.8%	3.9%	13.4%	1.5%	5.0%
PERS					
OPSRP	9.30%	13.72%	13.72%	17.76%	13.36%
Tier	10.23%	17.09%	17.09%	21.36%	16.96%



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I. PURPOSE

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual fiscal policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals.

1. Provide an adequate financial base to sustain a sufficient level of municipal services to maintain the social well being and physical conditions of the City.
2. Deliver cost effective and efficient services to citizens.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.
5. Protect and enhance the City's credit rating so as to obtain the lowest cost of borrowing and also to assure taxpayers and the financial community that the City is well managed and financially sound.
6. Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board and other professional standards.
7. Fully comply with finance related legal mandates, laws and regulations including Oregon Revised Statutes and Oregon Budget Law.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, accounting and financial reporting, reserves and internal controls. These policies shall be reviewed every year as part of the annual budget preparation process.



II. OBJECTIVES

1. To guide the City Council and management policy decisions that have significant fiscal impact.
2. To employ balanced revenue policies that provides adequate funding for services and service levels.
3. To maintain appropriate financial capacity for present and future needs.
4. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
5. To promote sound financial management by providing accurate and timely information on the City's financial condition.
6. To ensure the legal use of financial resources through an effective system of internal controls.
7. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
8. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

III. SCOPE

The Comprehensive Financial Management policies shall apply to both the City and its component unit, the Urban Renewal Agency of Sisters.

IV. MANAGEMENT OF FISCAL POLICY

The City Manager or designee shall prepare a report explaining the substantive impact of all recommendations to changes in fiscal policy and their impact on the City's operations, service levels and/or finances. Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution.

A Fiscal Advisory Committee (see section V (3)(b)) shall review the City's fiscal policies annually. The City Manager shall implement fiscal policies and monitor compliance. If the City Manager discovers a material variation from policy, he/she shall report it in writing to the City Council in a timely manner. As a part of the City's annual budget document, the City Manager's



budget message shall identify (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.

V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

The City will maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conforms to Generally Accepted Accounting Principles (GAAP). Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

1. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to GAAP as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be adjusted to GAAP, and the annual financial reports and continuing disclosure statements will meet these standards.

2. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations. When staffing limitations require it, staff duties shall be assigned to maximize a system of financial checks and balances.

3. Annual Audit

- a. Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.
- b. City Council shall create a Fiscal Advisory Committee. Formation of a Fiscal Advisory Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. The Mayor shall appoint or confirm with Council approval the Fiscal Advisory Committee, consisting of one councilor, one budget committee member and three citizens with an accounting or business background. The primary purpose of the Fiscal Advisory Committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and



- effective internal control systems. The City would maintain Fiscal Advisory Committee charter which outlines the duties and responsibilities of the committee.
- c. As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.
4. Financial and Management Reporting
- a. Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within fifteen working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
 - b. Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.
5. Compliance with Comprehensive Financial Management Policies
- As noted in Section V., the Fiscal Advisory Committee shall review these policies annually. Exceptions to the policies will be identified, documented, and explained to the City Council and/or the City Manager.

VI. REVENUE POLICY

1. 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.
2. The City should take advantage of every revenue generating opportunity authorized by Oregon Revised Statutes and the Oregon Constitution.
3. The City shall pursue an aggressive policy of collecting delinquent accounts.
4. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses including operating contingency and reserve requirements. Rates will be adjusted as needed to account for major changes in consumption, capital improvements and cost increases.



5. In accordance with the Sisters City Charter, system development charges shall be established to pay for new capacity in infrastructure systems such as street, water, sewer, parks and storm water facilities.
6. User fees and charges will be established for services provided that benefit specific individuals or organizations. User fees and charges will be set at a level sufficient to recover the full cost of service whenever practical to minimize subsidization by taxpayers. The City will systematically review user fees and charges to take into account the effects of additional service costs and inflation.
7. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated.

VII. EXPENDITURE POLICY

Expenditures will be controlled through appropriate internal controls, procedures, and regular monitoring of monthly budget reports. Management must ensure expenditures comply with the legally adopted budget. Each Department Director will be responsible for the administration of his/her department program budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department program budget for compliance with spending limitations.

1. The City Council will approve the budget by fund at the category or program level. Expenditures anticipated to be in excess of these levels require approval of a Council resolution (i.e. supplemental budget process).
2. The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
3. 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.
4. The operation of City utilities and streets and city property maintenance must have adequate funds to procure needed supplies and parts.
5. The City will maintain a purchasing ordinance for public procurements and improvements and set expenditure authorization levels for city staff.



6. All expenditure invoices must be reviewed and approved by the City Manager, and/or the appropriate Department Director before going to the City Council for final approval. Two signatures are required on City checks.
7. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.
8. Items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system.

VIII. CAPITAL IMPROVEMENT POLICY

A five year Capital Improvement Plan (CIP) encompassing all City facilities shall be prepared and updated annually. Public meetings will be held to provide for public input on the specific CIP projects. The five year CIP will be incorporated into the City's budget and long range financial planning processes.

1. Projects included in the CIP shall have complete information on the need for the project, description and scope of work, total cost estimates, future operating and maintenance costs and how the project will be funded.
2. An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed effectively and efficiently.
3. Changes to the CIP such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require City Council approval.
4. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.
5. The City will determine the least costly funding method for its capital projects and will obtain grants, contributions and low cost state or federal loans whenever possible.



6. The City will establish capital equipment reserves to provide for funding of vehicles and equipment. The City will also establish major repairs and replacement reserves to provide for funding of major repairs and replacements.
7. The City may utilize “pay-as-you-go” funding for capital improvements when current revenues and adequate fund balances are available or when issuing debt would adversely affect the City’s credit rating.
8. The City will consider the use of debt financing for capital projects under the following circumstances:
 - a. When the project’s useful life will exceed the terms of the financing.
 - b. When resources are deemed sufficient and reliable to service the long-term debt.
 - c. When market conditions present favorable interest rates for City financing.
 - d. When the issuance of debt will not adversely affect the City’s credit rating and coverage ratios
9. Special funds dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

IX. OPERATING BUDGET POLICY

The City will prepare an annual budget with the participation of all Departments. All budgetary procedures will conform to existing state and local regulations. Oregon Budget Law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund and 2) the total of all resources of the district must equal the total of all expenditures and all requirements for the district.

1. 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 tax levy for the City Council to adopt.
2. The City budget will support City Council goals and priorities and the long-range needs of the city.
3. The City budget process will incorporate the proposed Capital Improvement Plan for the upcoming fiscal year.



4. Multi-year projections will be prepared in conjunction with the proposed budget to determine if adjustments in expenditures or revenues are needed.
5. 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.
6. The City will allocate direct and administrative costs to each fund based upon the cost of providing these services.
7. The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues
8. The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level. (See Reserve Policy)
9. The City will annually submit the adopted budget document to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).

X. LONG-RANGE FINANCIAL PLANNING POLICY

The City will prepare a long term financial plan to promote responsible planning for the use of its resources. The long term financial plan will project revenues, expenditures and reserve balances for the next five years. The analysis will incorporate the City's approved Capital Improvement Plan.

Long term projections of revenues and expenditures will be realistic, conservative and based on best practices established by the Government Finance Officers Association.

XI. DEBT MANAGEMENT POLICY

1. Capital projects, financed through the issuance of bonds or other notes, will be financed for a period not to exceed the useful life of the project.
2. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements.
3. The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources.



4. All bond issuances and promissory notes will be authorized by resolution of the City Council.
5. The City will comply with all statutory debt limitations imposed by the Oregon Revised Statutes.
6. 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.
7. The City will obtain and maintain a good credit rating.

XII. RESERVE AND CONTINGENCY POLICY

Reserves and contingencies are an important indicator of the city's financial position and its ability to withstand adverse events. Maintaining reserves and contingencies are a prudent management practice. The following are examples of their use in the City of Sisters:

Operating Contingency – A budgetary account used to appropriate resources that can be used to address events or services needs that were unanticipated during budget development.

Capital Asset Reserve – A reserve established to accumulate resources that will be used to replace capital assets and to provide for major customer service enhancements, where procurement will be budgeted in a future year.

Debt Service Reserve – A reserve established as a requirement of a bond covenant, or covenant in another debt instrument.

The City will maintain sufficient contingency and reserves in each fund to be able to:

1. Mitigate short-term volatility in revenue.
2. Absorb unanticipated operating needs that arise during the fiscal year but were not anticipated during the budget process.
3. Sustain city services in the event of an emergency.
4. Meet operating cash flow requirements before the collection of property taxes, grant proceeds and other operating revenues.
5. Meet major facility and equipment repair and maintain needs.
6. Meet future capital projects needs so as to minimize future debt obligations and burden on future citizens.



General Fund

Operating Contingency – The City will maintain a reserve goal of at least an average of two months of the operating budget of the General Fund.

Capital Asset Reserve – The City will maintain equipment and infrastructure capital reserves sufficient to replace assets at the end of their useful lives.

Strategic Reserve – The City will maintain a reserve that can be used to fund events or service needs that were unanticipated during the budget development. This reserve will allow the General Fund to operate without funding its operations through short-term borrowing.

Enterprise Funds

Operating Contingency - The City will maintain a reserve goal of at least an average of two months of the operating budget for its utility funds.

Capital Asset Reserve – The City will maintain equipment and infrastructure capital reserve sufficient to replace assets at the end of their useful lives.

All Other Operating Funds

Operating Contingency -The City will maintain a reserve goal of at least an average of two months of the operating budget in all other operating funds.

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

XIII. INVESTMENTS

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.

XIV. 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.