

2015-16 Budget

CITY OF CRESWELL, OREGON

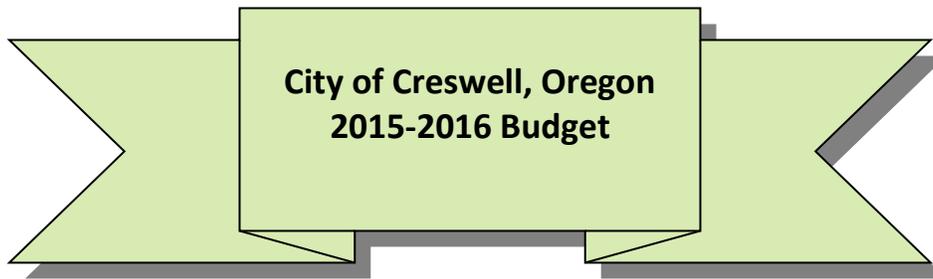


City of Creswell
 2015-16 Adopted Budget
 Table of Contents

Introductory	
Budget Committee	i
Budget Process	iii
Budget Message	vii
Reader's Guide	
About Creswell	1
Demographics and Statistics	3
Boards and Commissions	4
Organizational Chart	7
Council Goals and Priorities	9
Revenue Information	11
Fund Summaries	
Fund Descriptions	25
Fund Organizational Chart	27
Resources and Requirements Summary	29
Governmental Funds	
General Fund	35
Special Revenue Funds	
State Tax Street Fund	47
Bicycle Footpath Fund	51
Building Department Fund	53
State Revenue Sharing Fund	57
Enterprise Funds	
Water Operating Fund	59
Sewer Operating Fund	65
Airport Operating Fund	71
Debt Service Fund	
Local Improvement District Fund	75
Capital Projects Funds	
Improvement Funds	
Capital Improvement Fund	77
Water Capital Improvement Fund	79
Sewer Capital Improvement Fund	81
Street Capital Improvement Fund	83
Systems Development Charges (SDC) Funds	
Water SDC Fund	85
Sewer SDC Fund	87
Parks Development Fund	89
Transportation Enhancement Fund	91
Summary of Scheduled Transfers	93
Capital Projects	95
Debt Summary	99
Personnel	105
Fund Balances	111
Appendix	
Financial Policies Overview	119
Depreciation Method Fixed Asset Resolution 2014-18	121
Fund Balance Reserves and Contingency Policy Resolution 2014-19	125
Glossary	129

Introductory





BUDGET COMMITTEE

City Council Members	Term Expires
Dave Stram, Mayor	2016
Omar Bowles	2016
Holly Campbell	2018
Richard Heyman	2018
Adam Pelatt	2018
Ted Romoser	2016
Jane Vincent	2016

Committee Members at Large

Ron Bittler	2017
Seth Clark	2016
Miles J. Eaton	2015
Robert Grand	2016
Patrick Miller	2017
Lacey Risdall	2015
Richard Zettervall	2015

City Administrator
Michelle Amberg

Budget Director
Christy Wurster

This page intentionally left blank.

Budgeting in Oregon

A budget as defined by Oregon Revised Statutes (ORS) 294, is a financial plan containing estimates of revenues and expenditures for a given period or purpose. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. The State of Oregon defines a balanced budget as one in which total resources, including beginning balances, current resources and debt proceeds equal total requirements, including current year expenditures, capital outlay, transfers, debt service, contingencies and any other requirements such as reserves. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and or amount of property taxes.

Oregon's local governments are highly regulated and controlled by statute. The state's local budget law is set forth in ORS 294.305 to 294.565.

Oregon Local Budgeting has four major purposes:

- Establish standard procedures
- Outline programs and services and the fiscal policy to carry them out
- Provide methods of estimating revenues, expenditures, and proposed levies
- Encourage citizen involvement in budget formulation before budget adoption

The basic budget process starts with proposed budget amounts for revenues and expenditures. A balanced budget must be presented. The budget officer presents a budget message along with the proposed amounts to a citizen budget committee. The committee consists of the elected officials and an equal number of electors of the City. After the budget committee has received public comment, and made any adjustments, they approve the budget. The approved budget is forwarded to the City Council for adoption. Council may make further changes, within certain constraints, and then adopts the budget. Adoption must occur no later than June 30.

Budgeting in Creswell

The City prepares its budget in accordance with the state budget laws mentioned above and the City Charter. The budget is presented in fund and department categories. Budgetary control is at the major appropriation category level. Budget law identifies these categories as: personal services, materials and services, capital outlay, special payments, debt service, interfund transfers, and operating contingency. The City uses encumbrances to reflect commitments for goods or services that were not received prior to the end of the fiscal year. Over-expenditures at the control level are prohibited. Unexpended budget appropriations lapse at the fiscal year end.

The City Administrator serves as the Budget Officer and has the responsibility to prepare the budget document, present the budget message to the Budget Committee and to maintain budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Director and the appropriate operating departments.

The City uses baseline (or status quo) budgeting that assumes the current service levels are maintained into the next budget year. Increases are considered separately and are dependent upon available resources and priorities. The budget is prepared using the modified accrual method of accounting. This means that revenues are recorded in the accounting period in which they are measurable and available, and expenditures are recorded at the time liabilities are incurred. The City of Creswell manages its finances according to generally accepted accounting principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and state law. Monthly budget comparisons are distributed to the City Council, and the general public.

Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. The City of Creswell publishes an annual financial report that documents the City's budgetary performance and the financial health of the City. This report compares budgeted and actual revenues and expenditures, thus documenting the City's budgetary compliance.

Governmental funds use a modified accrual basis for budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, franchise fees, interest and state shared revenues. Expenditures are budgeted in the period during which the goods and services are provided. Compensated absences are not budgeted in governmental funds. For GAAP based reporting, major variances from budget including capitalization of assets, depreciation and debt issuance are reported as an increase in liabilities and principal payments shown as reduction in liabilities.

Proprietary funds are budgeted using a modified accrual basis and reported using the accrual basis of accounting. This method records revenues in the accounting period in which they are earned, and liabilities are recorded when incurred regardless of when they are either received or paid. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.450), or a supplemental budget process (ORS 294.480 to 294.283). Generally transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). Supplemental adjustments of more than 10 percent of any fund's expenditures must adhere to proper notice requirements and must also hold a public hearing to receive public comment on the proposed adjustments. All adjustments to the budget are made via resolutions. Amendments after adoption do not require approval by the Budget Committee.

Budget Calendar

January 2015

- Departments complete budget requests and narratives
- Develop basic departmental worksheets

February 2015

- Requests for new or modified programs submitted
- Revenue and debt service estimates compiled

March 2015

- Balance operating and capital improvement needs
- Calculations of indirect costs and interfund transfers
- Proposed budget determined
- City Council Finance Committee meets

April 2015

- Final adjustments to balance each fund
- Preparation of proposed budget document
- Advertise notice of Budget Committee public hearings, two times between 5 and 30 days prior to meeting

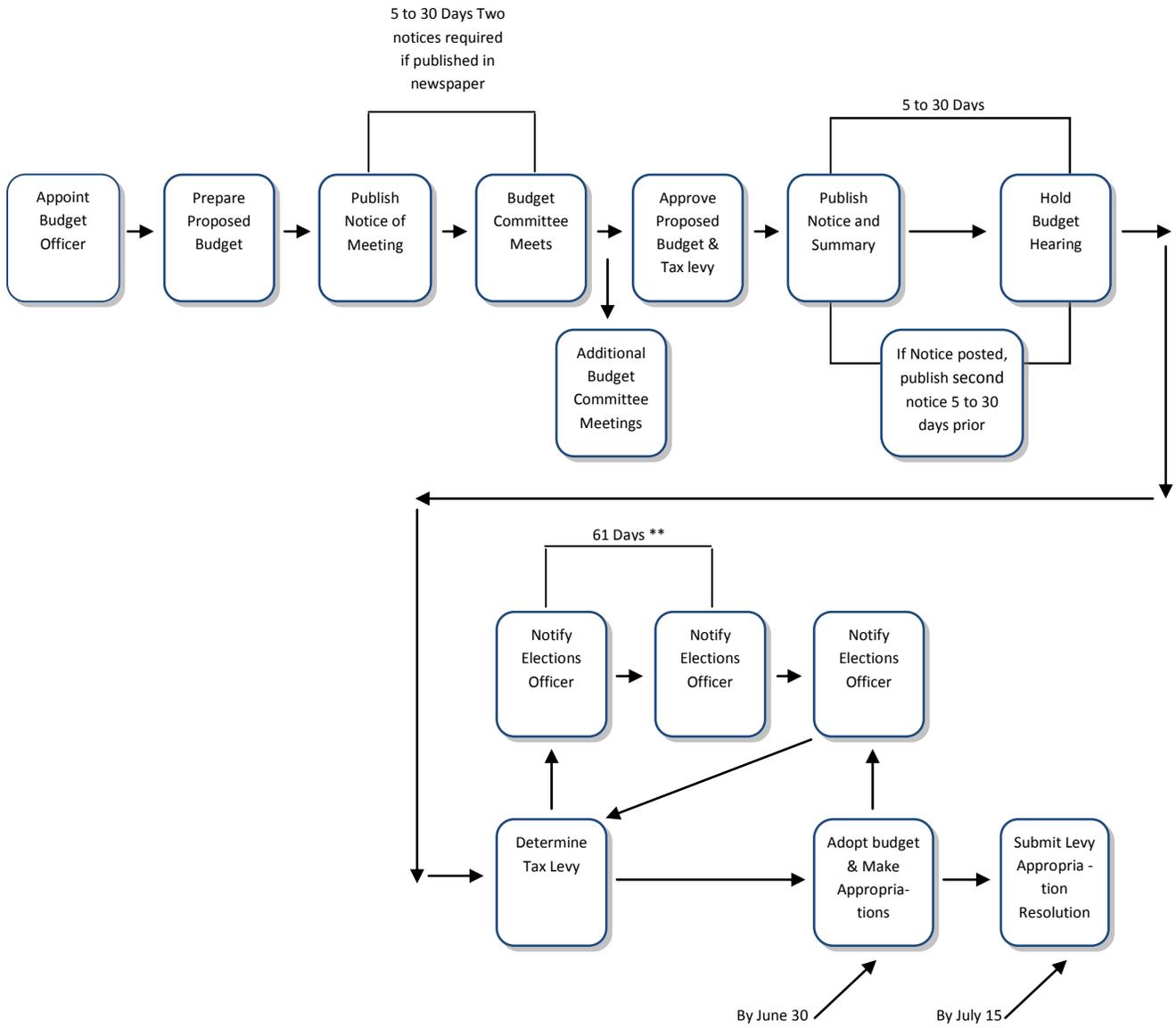
May 2015

- Proposed Budget printed and delivered to Budget Committee members
- Budget Officer presents budget message at opening meeting of Budget Committee, public testimony received
- Budget Committee continues to meet as needed to deliberate, discuss changes and approves budget
- Budget is updated to reflect committee changes, if any
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

June 2015

- Council receives public input on budget approved by Budget Committee
- Council discusses and proposes changes, if any
- Council adopts budget, makes appropriations and declares tax levies
- Adopted budget finalized and prepared to submit to state

Budget Process Flowchart as Prescribed by Statute (ORS 294)



Oregon’s Local Budget Law is outlined in the Oregon Revised Statutes, Chapter 294 (ORS 294). This law establishes the standard procedures for preparing, presenting and administering the budget, and requires citizen involvement in the same. The above flowchart depicts this process.

This page intentionally left blank.

CITY OF CRESWELL, OREGON

Budget Message FY 2015-2016

The budget submitted herein is the proposed budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The budget has been prepared to satisfy the legal requirements of the State of Oregon budget law, Government Accounting Standards, and the City of Creswell financial policies. The financial plan for the City is balanced and was developed to continue existing traditional services and to enhance some services provided by the City of Creswell. The proposed budget is the link between public policy, values, and available resources.

The 2015-2016 fiscal budget format has been modified to provide the reader with additional details about activities and goals within the departmental funds and programs. A new narrative overview is presented on the face page of the fund, followed by the corresponding financial resource and expenditure details on the following page. The actual financial revenues and expenditures for fiscal years 2012-2013 and 2013-2014 are printed in the first two columns, followed by the figures approved and amended in the 2014-2015 budget. The Projected 2014-2015 column has been added to the budget document this year to provide additional information about projected revenues and expenditures for the current fiscal year. The three columns on the right include the proposed, approved, and adopted budget for fiscal year 2015-2016.

PERSONAL SERVICE HIGHLIGHTS

In fiscal year 2014-2015 an employee compensation study was performed. A new salary schedule was developed and employee compensation levels were brought into alignment with comparative cities. The adjustments resulted in increased compensation levels which are reflected in this budget. A two (2) percent cost of living allowance for all employees is also included in this budget.

There are scheduled increases in the cost of medical insurance benefits this year. The City's rate for the Public Employees Retirement System (PERS) will actually decrease slightly in Fiscal Year 2015-2016; however, due to the recent decision of the Oregon Supreme Court, the City will have additional financial obligations when the PERS contribution rates are set for 2017-2018.

GENERAL FUND HIGHLIGHTS

The taxable value of all the property within the Creswell City Limits increased by \$9,877,987 to a total taxable value of \$339,144,230 last year. We estimate that the General Fund will receive approximately \$837,759 in current property taxes in Fiscal Year 2015-2016, an anticipated increase of \$29,599.

The 2015-2016 Budget continues to reflect the City Council policy decisions to reduce the fund balance reserves to provide improved services to the community. In an effort to enhance services to the community, the City has elected to add services for a full time Planner and to reduce outside contractual planning services. In addition, the Planning Technician position and RARE student intern will be replaced by a full time Community Development Assistant position this year.

The City Council also elected to increase public safety services through the current contract with Lane County Sheriff's Office by increasing staffing to three full-time Deputies and one .50 FTE Sergeant for dedicated service within Creswell. This contract will continue through the end of fiscal year 2015-2016 and until decisions are reached following receipt of the formal Policing Study.

The General Fund for fiscal year 2013-2014 reflected a \$173,203 reduction in the ending fund balance from \$1,300,566 to \$1,127,363. For fiscal year 2014-2015, the projected General Fund reserves will be reduced to \$1,086,965, and for fiscal year 2015-2016 the ending fund balance will be somewhere between \$900,000 and \$1,000,000. This spending trend is not sustainable given the current ongoing service level demands. Five year fiscal forecasts will be developed in alignment with City Council Goals for all major funds in fiscal year 2015-2016 to assess the city's ongoing financial condition and to identify areas where new revenues must be identified and service levels evaluated for modifications.

While the local economy seems to be improving, the revenue estimates remain relatively flat for the General Fund. While there has been some improvement in the overall tax base for the city, property tax revenue is estimated to be within the 3 percent limitation. Franchise revenues are not expected to increase as residents become increasingly conscious of saving energy and demographic shifts from the use of land line phone service. The city will need to look for grant funding and other revenue sources in the years ahead.

This year the City anticipates rate increases in insurance coverage for property, liability, and workers compensation as well as health insurance, and vision coverage. In general, property and casualty appropriations have been increased by approximately 10 percent to cover the anticipated increases. The appropriations for health insurance and vision coverage have been increased by 8 percent to account for the anticipated rate increases.

STREET FUND HIGHLIGHTS

State Highway revenues are anticipated to increase slightly in FY 2015-2016. However, revenue projections are slightly reduced based upon trends in fuel consumption reductions. In FY 2015-2016 a \$100,000 transfer is proposed to establish a Street Capital Improvement Reserve to begin savings for costs associated with future street improvements.

BICYCLE FOOT PATH FUND

Revenues in this fund have been transferred from the Street Fund to financing ongoing bicycle lane striping projects. These projects will continue this fiscal year. There are no significant changes within this fund.

BUILDING DEPARTMENT FUND

Permit revenues are anticipated to be consistent with previous year revenue receipts. The beginning balance reserves have been combined into one line item this year as all resources are appropriated within the Building Department Fund. In FY 2015-2016 the ongoing Building Department program needs will be assessed and recommendations made to the City Council.

STATE REVENUE SHARING FUND

The State Revenue Sharing proceeds are projected to increase slightly in FY 2015-2016. Anticipated expenses include transfers to the General Fund to support increased service levels, a transfer to the Capital Improvement Fund to pay for additional improvements at City Hall, and a transfer to the Airport Fund to support operational and maintenance expenses. The appropriation for Contractual Services includes funds for a long-term sustainability plan at the Airport.

WATER FUND

The Water Fund contains federally and state mandated programs. With recent significant capital investment in the City's water infrastructure it is critical that the utility rates are structured to ensure that funds are available to pay for operating expenses, ongoing capital needs and debt service obligations. Water rates will be increased by 8 percent in July 2015. A new Debt Service Reserve line item has been established to ensure adequate reserves are set aside for debt service obligations for the following year. In order to maintain fund balance and contingency requirements no transfers to the Water Capital Fund are included this year.

SEWER FUND

The annual sewer rates are scheduled to be increased by one-half of one percent in Fiscal Year 2015-2016. This was a previous arbitrarily set increase. An appropriation for a sewer rate study is included in this budget and is recommended to be performed as soon as the Wastewater Facilities Plan update is complete as the current rate structure is inadequate to meet the ongoing operational needs and capital demands. Revenues need to be increased by as much as 22 percent to meet the current needs. The rate study would determine the actual rate needed to meet the ongoing needs. A new Debt Service Reserve line item was also established in the Sewer Fund to ensure adequate debt service obligations are set aside for the following year. There are inadequate ending fund balance reserves and contingency to meet the minimum requirements established by the fiscal policies. There are no planned transfers to the Sewer Capital Fund due to the current instability in this fund.

AIRPORT FUND

The Airport Fund continues to struggle and relies on a transfer from the Revenue Sharing Fund in Fiscal Year 2015-2016 to maintain operations. This year the installation and completion of the All Weather Observation System (AWOS) is anticipated. Grant funding and donations will help fund the project. This year the City will also complete a multi-year sustainability plan utilizing intern support in an effort to identify opportunities to enhance revenues and stabilize operations.

LOCAL IMPROVEMENT DISTRICT

The City will continue to collect receipts associated with the improvements on Harvey Road. The debt balance is paid as payments are received by the City. There are no significant changes in the LID Fund budget this year.

CAPITAL IMPROVEMENT FUND

Improvements scheduled for completion in FY 2015-2016 include a security system for City Hall, completion of a second bathroom upstairs at City Hall, and installation of an artwork hanging system. These improvements will be funded with a transfer from the State Revenue Sharing Fund.

WATER CAPITAL IMPROVEMENT RESERVE FUND

In Fiscal Year 2012-2013 a transfer from the Water SDC Reserve Fund was made into the Water Capital Improvement Fund in the sum of \$907,565. This transfer had no specific purpose identified as no expenditures appear to have been made from the Water Capital Improvement Fund since the date of the transfer. This total sum will be transferred back to the Water SDC Reserve Fund in Fiscal Year 2015-2016 to ensure that it is reserved for SDC eligible projects.

SEWER CAPITAL IMPROVEMENT RESERVE FUND

In Fiscal Year 2012-2013 a transfer from the Sewer SDC Reserve Fund was made into the Sewer Capital Improvement Fund in the sum of \$700,000. Again, this transfer seems to have had no specific purpose identified as no expenditures have been made from the Sewer Capital Improvement Fund since the date of the transfer. This total sum will be transferred back to the Sewer SDC Reserve Fund in Fiscal Year 2015-2016 to ensure that it is reserved for SDC eligible projects.

STREET CAPITAL IMPROVEMENT RESERVE FUND

The fiscal year 2015-2016 Budget proposes the creation of a Street Capital Improvement Reserve Fund. This fund will be utilized to build resources for the use in future budget years for costs associated with future street improvements.

SDC RESERVE FUNDS

The Systems Development Charges(SDC's) account for revenues and expenditures associated with development of residential and commercial property growth in the community. As the economy continues to improve, revenues in these funds will increase.

Systems Development Charges are held in reserve for projects in accordance with Oregon Revised Statute (ORS Chapter 223) and can only be expended for purposes specifically outlined in ORS Chapter 223.307. Other than the large transfers mentioned above to the Water SDC Reserve and the Sewer SDC Reserve there are no major changes in these funds in the coming fiscal year.

ACKNOWLEDGEMENTS

Over the past few years of the recession, Creswell residents have had to endure the hardships facing many communities. We look forward to a recovering economy with business expansion, new jobs, and new development opportunities. We would like to thank the residents of Creswell for putting your trust in your local government leadership and for providing your input as community members as the City Council makes policy decisions that help improve the livability of our community.

We would also like to extend special thanks to the Creswell professional staff for their efforts in researching and providing financial information for preparation of the budget. Lastly, we would like to thank the City Council and citizen members of the Budget Committee for your support and willingness to serve your community. It is an honor to work with professional and skilled City employees and community volunteers to implement the Fiscal Year 2015-2016 Budget.

Respectfully submitted by,

Christy Wurster
Budget Director, FY 2015-2016

Michelle Amberg
City Administrator and Budget Officer

Reader's Guide

This page intentionally left blank.

City of Creswell, looking north from Creswell Butte



OVERVIEW

The City of Creswell, population 5,075, is located approximately 10 miles south of the Eugene-Springfield metropolitan area and 10 miles north of Cottage Grove. Located in the southern part of the Willamette Valley where the foothills of the coast and Cascade Ranges begin to merge, Creswell is situated in a relatively flat river valley with a backdrop of forested foothills to the east and west. One of the city's prominent natural features is Creswell Butte, which rises to over 900 feet in elevation. Hills Creek flows through town north through Garden Lake Park toward the Coast Fork of the Willamette River and Camas Swale Creek lies to the north of town. Camas plants stewarded by the Kalapuya characterize the area as "The Blue Valley".

HISTORY

When European settlers arrived, Creswell was established in 1872 by Alvin Hughes and James Robinett just south of where the railroad traveled from Eugene. In 1873, the Creswell Post Office opened and the City was named after John Creswell, who was then U.S. Postmaster General. Creswell's economy centered around a grist mill. Agriculture included wheat, cattle, and hog farming, with fruit trees adding to the economy by the end of the nineteenth century. By the time of Creswell's incorporation in 1909, there were 5,000 acres of producing orchards, a cannery, a packing plant, a fruit dryer, doctors, dentists, and a variety of businesses clustered around Oregon Avenue. Since the 1930s, Creswell has seen a fairly consistent pattern of growth, with a population boom occurring during and immediately after World War II. The city's economy has shared an intrinsic link with its historic transportation system. Over the years, the city's location along the rail line, Highway 99 and, later, I-5 has influenced the type of jobs found locally.



CURRENT COMMUNITY

The City of Creswell has grown from being predominantly a farming community to a city with close ties to the Eugene-Springfield metropolitan area. The Urban Growth Boundary (UGB) for the City was initially acknowledged

by the Department of Land Conservation and Development in 1982. The population following those decades has risen from 1,770 in 1980 to 5,031 in 2010, an increase of more than 200 percent. Creswell's growth rate outpaced both Lane County and the State of Oregon over that period. Since 2010 as a reflection of the recession, Creswell's population is 5,075 remaining a significant increase. The significant population growth and the City's comparative advantages indicate that its role as an industrial, commercial, and residential core for the area south of the Eugene-Springfield metropolitan area will expand.



Creswell Chamber of Commerce supports local businesses and organizations, strengthens the local economy and enhances our community. The Creswell Chamber of Commerce coordinates the City's 4th of July event.

Perhaps Creswell's best known event is the 4th of July parade and celebration during which the City's population doubles. In addition to the 4th of July, there is a Tree Lighting Ceremony in December, Earth Day celebration in April and community wide clean-up day in May.

COMMUNITY SERVICES & EVENTS

The City has a number of opportunities and challenges resulting from significant growth as do its local partners such as the Creswell School District, Lane Library District, South Lane County Fire and Rescue and Creswell Chamber of Commerce. Creswell School District serves approximately 1,200 students in K-12 with three schools (elementary, middle and high). Lane Library District has the same boundary as the school district offering free services to all who reside in the district. Between 3,000 to 4,000 items are checked out from the library every month. In addition to these items, hundreds of people enter the library to utilize print and electronic reference resources, access the Internet through the Library's high-speed connection, or attend one of the Library's many events and programs. South Lane County Fire & Rescue serves Creswell, Cottage Grove and rural South Lane County providing fire protection, rescue, emergency medical services, fire prevention and code enforcement services.



Creswell Statistics: Statistics found on the US Census Bureau website unless otherwise noted

Land Area in Square miles	1.7			Registered voters	2,536 Lane County		
Government	Concil/Administrator			(as of 04/22/14)			
Population (July 2014)	5075						
	Year	Year	Year		Year	Year	Year
From US Census:	2000	2010	2015	From US Census:	2000	2010	2013 (ACS)
Population	3,579	5,031	5,075				
Adult education level:				Income - Households:			
Highschool grad or higher	82%	87%	91%	Less than \$25,000	36%	29%	26%
Bachelor's degree or higher	13%	11%	13%	\$25,000 - \$49,999	34%	28%	28%
				\$50,000 - \$74,999	23%	21%	21%
				\$75,000 - \$99,999	4%	10%	15%
				\$100,000 or more	3%	12%	10%
Race:							
White	89.0%	89.6%	92.1%	Median household income	\$34,053	\$40,731	46,793
Hispanic	7.0%	8.6%	6.1%	Persons below poverty level	19%	11.60%	11%
Asian	0.5%	1.0%	1.0%				
Black or African American	0.3%	0.4%	0.0%	Households:			
Other	3.2%	0.4%	2.7%	Total Households	1,300	1,906	2,061
Age and Gender:				with individuals <18 yrs	46%	37%	39%
0-19	37%	29%	29%	with individuals >64 yrs	20%	21%	19%
20-44	37%	34%	38%	Average household size	2.77	2.61	2.7
45-64	18%	25%	22%				
65 and over	11%	12%	11%	Median value of			
Median age in years	32	36	34	owner occupied housing	\$120,400	\$191,100	\$184,000
Male	1,163	2,449	2,383				
Female	1,297	2,582	2,692				

CRESWELL AREA VICINITY MAP



Boards and Commissions

Like most cities in Oregon, Creswell operates on a council/manager form of government. City Council sets policy and provides direction to an appointed City Administrator that directs staff and carries out the day-to-day administration of the City.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Planning Commission, to render judgments in land-use applications. Below is a brief summary of the City's boards and commissions.

City Council

The City Council consists of a mayor, who is elected to serve a two year term, and six councilors who are elected to serve overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the council are that you are a registered voter and have lived within the municipal city limits of Creswell for at least 12 consecutive months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. The Council adopts City laws and changes them as needed, approves contracts and agreements and purchases in excess of \$5,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

City Council members are:

Dave Stram, Mayor	
Omar Bowles, Councilor	Adam Pelatt, Councilor
Holly Campbell, Councilor	Ted Romoser, Councilor
Richard Heyman, Councilor	Jane Vincent, Councilor

Budget Committee

The Creswell Budget Committee is made up of 14 individuals including all seven members of the Creswell City Council and an equal number of appointed members from the community. The appointed members must be registered to vote and live within the municipal city limits of Creswell. All members of the Budget Committee share the same degree of authority and responsibility. In accordance with ORS 294.414, appointed members serve overlapping three-year terms.

The Committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it may take several meeting to reach this point.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and may convene as needed during other times of the year.

Budget Committee members are:

Council Members:

Dave Stram
Omar Bowles
Holly Campbell
Richard Heyman
Adam Pelatt
Ted Romoser
Jane Vincent

Members at Large:

Ron Bittler
Seth Clark
Miles J. Eaton
Robert Grand
Patrick Miller
Lacey Risdall
Richard Zettervall

Planning Commission

The Creswell Planning Commission consists of a Chair and six other members, all of whom serve overlapping four year terms. It is the responsibility of the Commission to review and take legislative action on land-use applications.

The Planning Commission renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to the Comprehensive Plan designations or zoning. To a large degree, the decisions of the Planning Commission (which are binding but can be appealed to the City Council) determine how the City will look.

Planning Commission members are:

Blake Oelke, Chair	Lloyd Safley
David Christopher	Gary Ludeke
Robert Grand	Dan Stockbarger
Dennis Grice	

Airport Commission

The Creswell Airport Commission consists of one Council and one Planning Commission representative who are appointed annually, and three other members who serve four year terms. The Airport Commission acts as an advisory body for the City Council, and makes recommendations on adoption of rules and regulations pertaining to maintenance of airport facilities, number and location of airport hangars, commercial usage of the airport, along with safety regulations and long range planning and development.

Airport Commission members are:

Don Amberg, Member at large	Richard Heyman, Council member
Gary Ludeke, Planning Commissioner	Sid Voorhees, Airport User
Larry Lowenkron, Airport User	

Parks Advisory Board

The Creswell Parks Advisory Board consists of a Chair and eight other members, who serve three year terms. The Parks Advisory Board acts as an advisory body for the City Council and makes recommendations on developing, planning for, and maintaining the various parks, open space, facilities and programs in which the City of Creswell has an interest.

Parks Advisory Board members are:

Jessica Pelatt, Chair	Linda Warner
Mark Murphy	Jane Vincent
John O'Connell	Vacant Seat
Tom Serface	Vacant Seat
Jeff Warner	

Tree Board

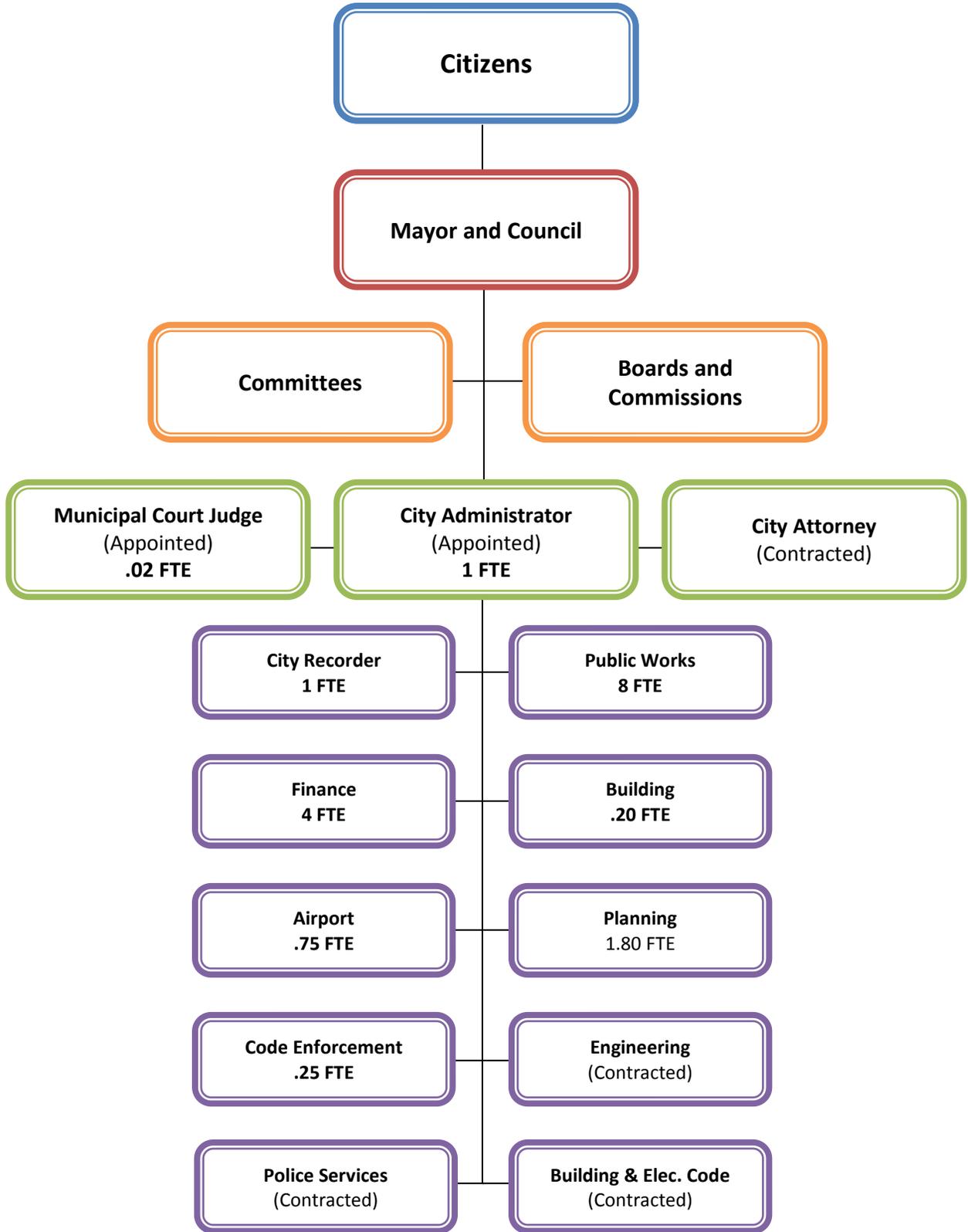
The Tree Board consists of a Chair and six other members, who serve four year terms. The Tree Board acts as an advisory body to the Council and makes recommendations on preservation, pruning, planting, removal and disposition of all street and park trees within the City. This board may also work in collaboration with the Parks Advisory Board for development, maintenance and disposition of trees within the City's parks and open spaces.

Tree Board members are:

Holly Campbell, Council Rep.	Thomas Grace, member at large
Cliff Bellew, Public Works Rep.	Vacant Seat
Jay Searle, member at large	Vacant Seat
Mark Murphy, member at large	

This page intentionally left blank.

City of Creswell Organizational Chart



This page intentionally left blank.

Creswell City Council Priorities
For the period 1/1/15 thru 6/30/16

- Complete major policing decisions no later than 12/31/15. Decisions will include but not be limited to:
 1. Level of service
 2. Organizational method to deliver the service
 3. Financial system to finance service costs

- Complete a multi-year strategic plan for Creswell City Government no later than 6/30/16 including:
 1. A Vision Statement
 2. A Mission Statement
 3. Guiding Principles
 4. Umbrella goals

- Complete a multi-year plan to achieve financial stability at the airport no later than 12/31/15

- Insure staff has appropriate level of support to complete work directed by the City Council no later than 6/30/16.
 1. Complete an evaluation of the status quo
 2. Staff will recommend improvements to the City Council

- Begin development of a multi-year city government financial plan no later than 12/31/15.
 1. Identify financial needs and alternative revenue generation methods to meet agreed-upon needs.

- Update water rates no later than 12/31/15.

- Determine the schedule and allocation of resources to update major city plans by 6/30/16. Plans to consider include but are not limited to:
 1. Utility plans
 2. The comprehensive plan
 3. Financial plans

This page intentionally left blank.

Revenue Information

This section summarizes program revenues for the City of Creswell followed by a more detailed discussion of major revenue sources.

This page intentionally left blank.

Summary of Program Revenues

General Fund

Within the General Fund, principal sources of revenue include property tax, state shared revenues, franchise fees, licenses and permits, court fines and forfeitures and charges for services.

Special Revenue Funds

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

- State Tax Street Fund
- Bicycle Footpath Fund
- Building Department Fund
- State Revenue Sharing Fund

Debt Service Fund

Debt service fund accounts for resources accumulated and payments made for principal and interest on all local improvement district assessments within the City.

- Local Improvement District Fund

Enterprise Funds

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

- Water Operating Fund
- Sewer Operating Fund
- Airport Operating Fund

Capital Projects Funds

Capital projects Funds account for the construction of or improvements to the City's capital assets, especially those that would otherwise distort financial resources trend data if not reported separately from operating activities. Systems Development (SDC) Funds, which are restricted by state statute and by City Ordinances, account for the receipt of fees derived from charges the City imposes on new development.

Improvement Funds

- Capital Improvement Fund
- Water Capital Improvement Reserve Fund
- Sewer Capital Improvement Reserve Fund
- Street Capital Improvement Reserve Fund

System Development Charges Funds

- Water SDC Fund
- Sewer SDC Fund
- Parks Development SDC Fund
- Transportation Enhancement SDC Fund

This page intentionally left blank.

Summary of Program Revenues, by Fund Type

City of Creswell Revenues	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Proposed 2015-2016
Governmental Funds				
General Fund	\$ 1,315,518	\$ 1,346,822	\$ 1,533,001	\$1,580,155
Special Revenue Funds				
State Tax Street Fund	277,372	399,124	354,573	280,029
Bicycle Footpath Fund	294	276	295	280
Building Department Fund	62,782	84,987	81,965	81,270
Revenue Sharing Fund	43,965	46,525	44,260	54,500
Total Special Revenue Funds	384,413	530,912	481,093	416,079
Enterprise Funds				
Water Operating Fund	1,375,384	1,394,182	1,450,695	1,527,660
Sewer Operating Fund	944,356	953,509	984,490	984,810
Airport Operating Fund	348,205	373,454	697,063	659,826
Total Enterprise Funds	2,667,945	2,721,145	3,132,248	3,172,296
Debt Service Fund				
Local Improvement Dist.	7,392	2,212	4,090	2,070
Capital Projects Funds				
Capital Improvement Fund	1,078	1,201	1,185	500
Water Capital Imp Reserve	6,003	5,927	5,775	5,700
Sewer Capital Imp Reserve	4,692	4,690	4,250	4,000
Street Capital Imp Reserve	0	0	0	100
Water SDC Fund	69,408	78,976	89,250	74,315
Sewer SDC Fund	56,392	42,185	75,315	51,560
Parks SDC Fund	24,729	21,487	26,265	18,260
Transportation SDC Fund	10,126	41,476	10,705	7,570
Total Capital Projects Funds	172,428	195,942	212,745	162,005
Total Revenues All Funds	\$4,547,698	\$4,797,033	\$ 5,363,177	\$5,332,605

Actuals for 2012-13 taken from 2014-2015 Budget
Actuals for 2013-14 taken from Audit
Budget 2014-15 as amended

Program Revenues outlined above include: charges for services, operating grants and contributions and non-operating grants and contributions. The revenues outlined above do not include: Beginning Balances and transfers from other funds.

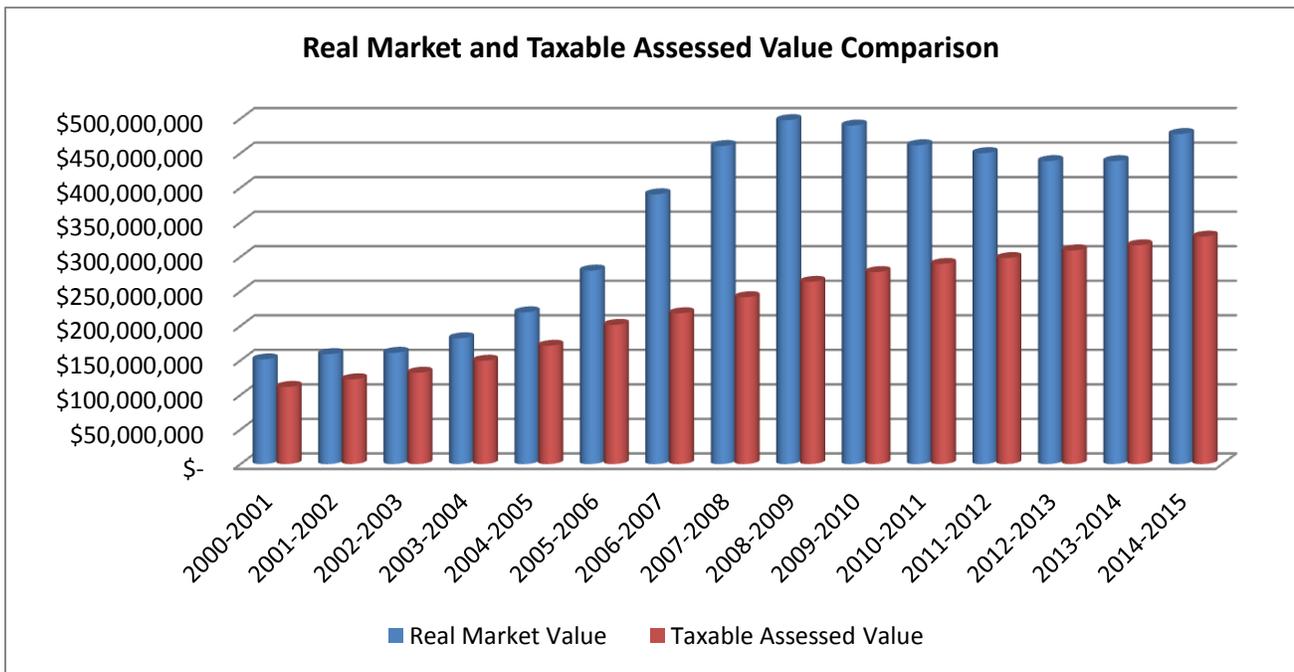
GENERAL FUND:

Property Tax Summary

The City’s permanent tax rate of \$2.6705 per \$1,000 of assessed valuation is applied to the projected assessed value of property to generate property tax revenues. Taxes from the permanent rate are recorded in the General Fund as discretionary revenues to support General Fund programs such as General City Administration, Culture & Recreation, Planning and Land Use, and Public Safety.

The State of Oregon has a constitutional limit of property taxes for governmental operations known as Measure 5. Under the limitations, the tax revenue is separated for public education and local governments other than those providing public education. The limitation specifies a maximum rate for local government operations of \$10 per \$1,000 of real market value while schools are limited to a \$5 maximum. Local government taxes in the City currently do not exceed the \$10 rate limit; however this limitation may affect the availability of future tax revenues for the City.

Measure 50, approved by voters in 1997, separated real market value from assessed value, created permanent tax rates for governmental entities and limited future increases to taxable assessed values to 3% per year. Despite economic fluctuations, the City’s assessed values remain lower than the real market values resulting in a stable revenue stream for the City.



Top Ten Tax Payers for tax year 2014 in Creswell

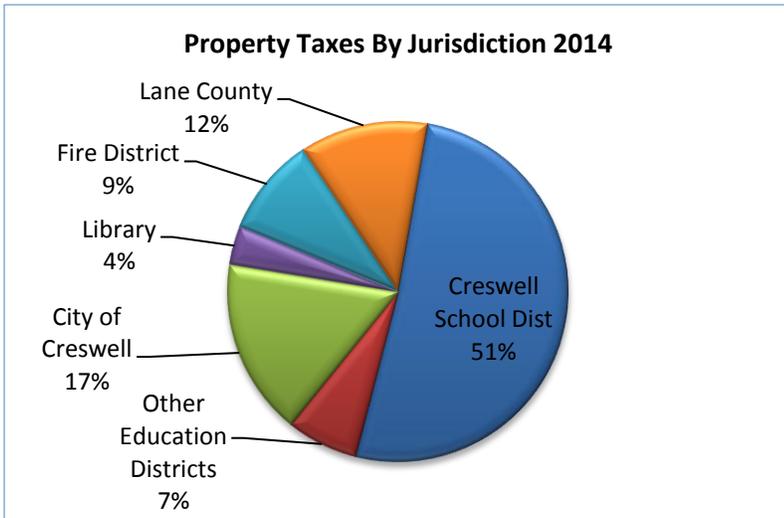
Rank	Taxpayer Name	Assessed Value
1	Pliska Investments, LLC	\$5,449,736
2	CenturyLink	\$3,035,400
3	Charter Communications	\$2,673,500
4	Malk LLC	\$2,608,855
5	Safari Enterprises Inc	\$2,529,368
6	NHI-RREIT of Oregon LLC	\$2,275,243
7	Hammer Brothers LLC	\$2,156,089
8	KOGAP Enterprises Inc	\$2,105,307
9	Marquess Properties Ltd	\$2,060,492
10	Creswell Court LLC	\$1,761,355

Where Property Taxes Come From

The majority of assessed property value within the City of Creswell is residential single family homes. Only about 20% of all assessed property value in the City is commercial/ industrial.

Property Tax Bill Apportionment

The pie chart at the left shows where your property tax dollars went when you paid your tax bill in November 2014. The percentage values are representative of the total permanent rate, local option levy and bonds for each jurisdiction. In simple terms, for each tax dollar you paid, \$0.17 was received by the City of Creswell.

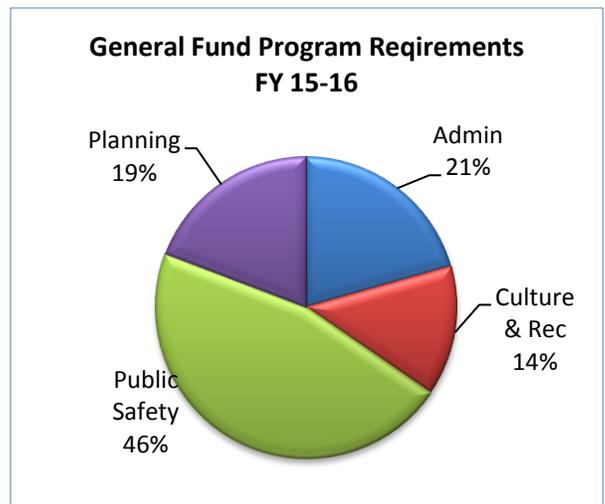


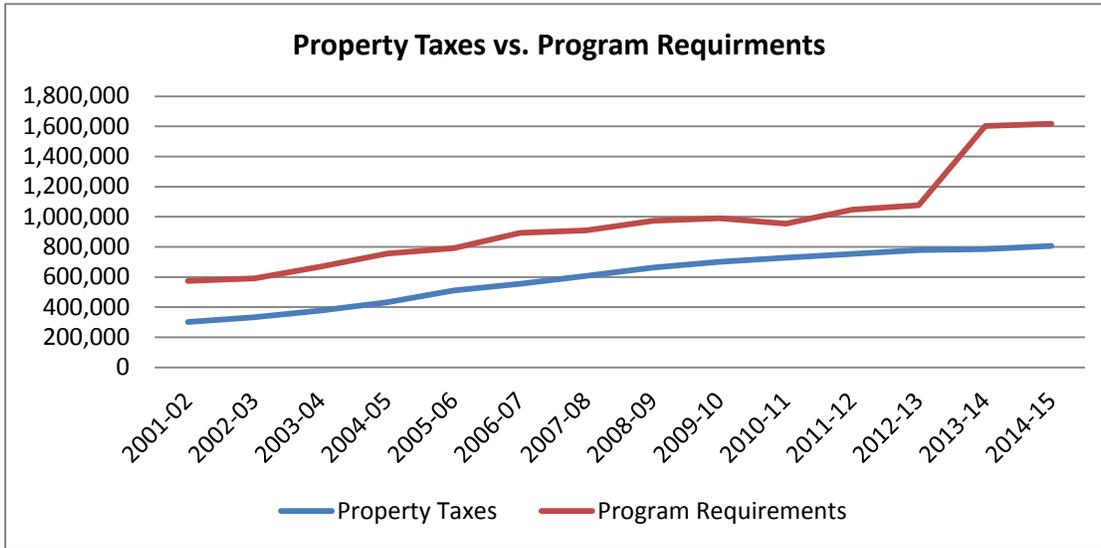
Where Property Taxes Go:

Program requirements in the General Fund which include personal services, materials and services and capital outlay total \$1,831,538. Property tax receipts are expected to provide \$837,759 or 46% of the resources necessary to provide these services. The remaining 54% needed to meet program requirements must come from other sustainable (on-going) revenue sources. While grants and other non-sustainable (one-time) revenues allow the City to complete capital projects and other non-recurring requirements, they do not provide the stability to maintain service levels over time.

Property Taxes and Program Requirements

This graph shows the relationship of property taxes collected and the cost of personal services and materials and services for General Fund programs including: Administration, Culture and Recreation, Public Safety and Planning and Land Use. The difference between property tax collections and program requirements must be met with additional revenue sources.

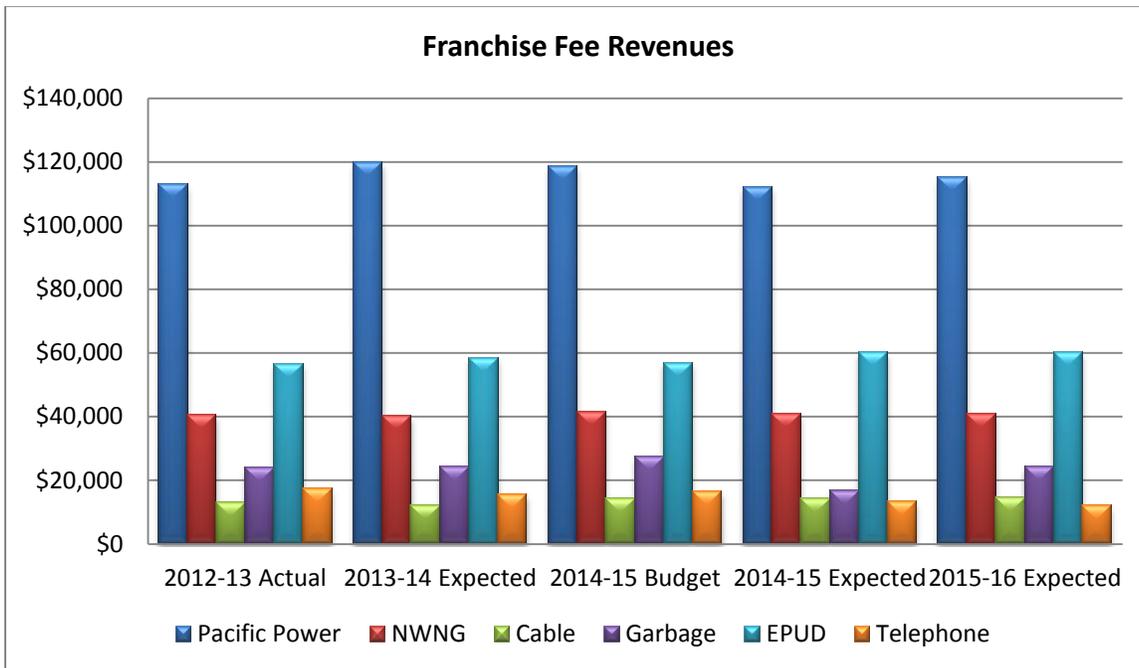




Fiscal years 2013-14 and 2014-15 reflect budgeted amounts, while all other years reflect actual amounts. Replicated from FY 14-15 Budget.

Franchise Fees

The City currently assesses franchise fees for the use of public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on electricity, natural gas, cable television, telephone and garbage utilities. All franchise agreements assess fees at 5% of gross revenues generated by the utility within City limits. Franchise fees are only expected to remain flat with a slight decrease overall to \$266,500.



Intergovernmental Revenue

Historically intergovernmental revenues have included Cigarette Tax, Liquor Tax and Emergency 9-1-1 Tax. Emergency 9-1-1 revenue is no longer received by the City as it is collected by the State of Oregon and disbursed directly to our local emergency call center. This revenue was a considered a pass through, and as a result the corresponding expenditure is no longer recognized either, rendering a budget neutral effect on the General Fund.

Cigarette and Liquor Tax apportionments are based on a per capita population allocation governed by state statutes. The Fiscal Year 2015-2016 budget assumes these shared revenues will remain relatively flat this year with only a slight increase for a total of \$81,000.

Charges for Services

The General Fund charges fees to outside parties for use of City facilities including the Community Center and Cobalt Building. These fees help to offset the operational cost associated with these facilities. The City also charges fees associated with services rendered in-house such as conducting lien searches, copying and research, administering the Creswell School District’s Construction Excise Tax (CET Tax) Program and providing a pay-station for EPUD customers.

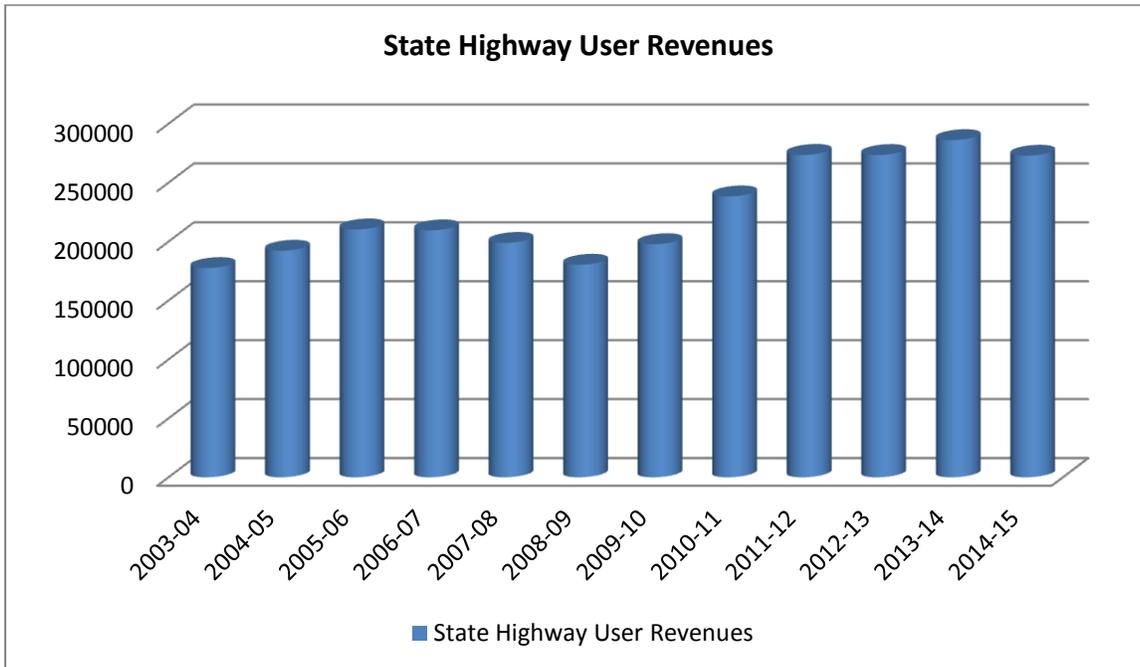
This year, the City will continue the public safety fee to offset the cost of providing a third Lane County Sheriff Deputy and a .50 Sergeant within City Limits. City Council added this deputy early in the 2013-14 fiscal year in response to an increase in property crime during July 2013. The Sergeant will be increased from .33 to .50 FTE this year. The proposed fee is estimated to be \$166,752, which will help offset some of the cost for these services.

SPECIAL REVENUE FUNDS

These funds account for revenue derived from specific tax or other revenue sources which are legally restricted to fund particular activities, they include the State Tax Street Fund, bicycle Footpath Fund, the Building Department Fund and the Revenue Sharing fund.

State Tax Street Fund

The State Tax Street Fund receives revenues from state gas taxes and the Oregon Department of Transportation (ODOT) Fund Exchange Program. These revenues are restricted solely for the purpose of maintaining or improving the City’s roads, curbs, gutters and sidewalks.



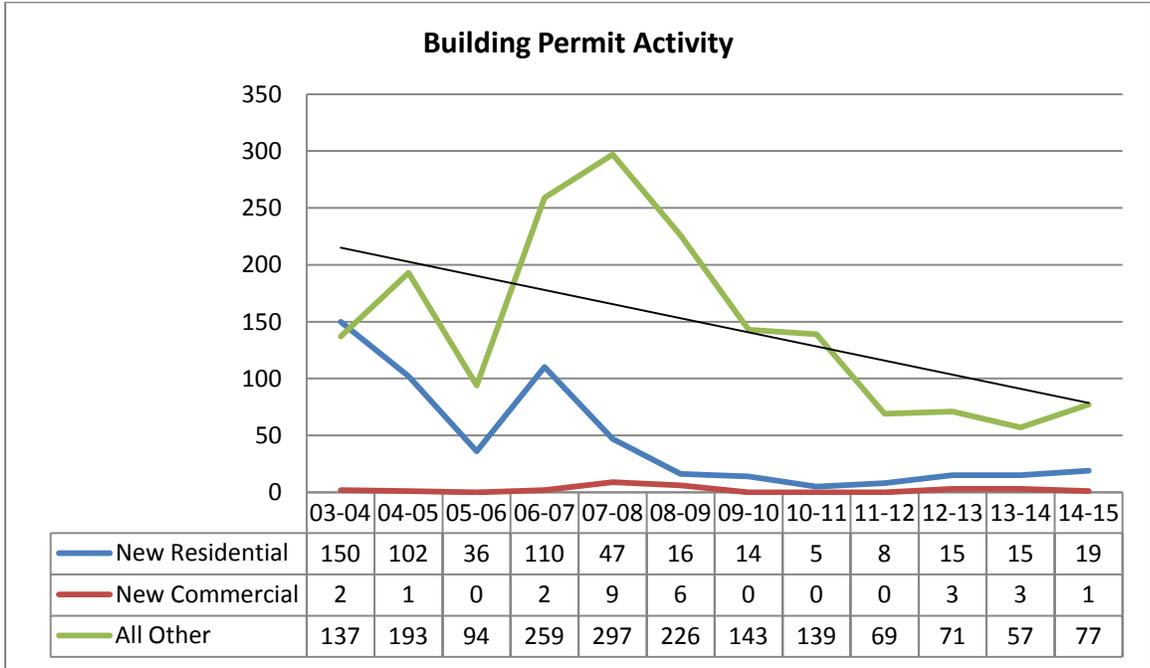
Bicycle Footpath Fund

Each year the City transfers 1% of state gas tax collected to the Bicycle Footpath Fund, which must be used for maintenance and improvements to bicycle/pedestrian pathways, and must be used within 10 years of the transfer.

Building Department Fund

This fund accounts for all building and electrical permit and inspection services of the City. The building and electrical code programs are required by Oregon Administrative Rules to be accounted for separately. Revenues received in this fund can be reflective of overall economic trends. Revenues in this fund can be very difficult to predict as they are directly tied to the ebb and flow of construction. Estimates of new construction are used to project revenues within the City’s SDC funds.

The following chart reflects the number of building permits issued each fiscal year since 2003-2004. New residential includes single family dwellings, manufactured homes and duplexes. Commercial is reflective of any commercial or industrial permits issued within city limits. All Other includes garages, remodels, additions, mechanical and plumbing permits as well as wood stoves, heating and ventilation and other miscellaneous minor permits. The trend line shows an overall decline in permit activity over the past several years with a minor increase in 2014-2015.



Revenue Sharing Fund

This fund receives State Shared Revenues which are collected and distributed based on a per capita population allocation governed by state statute. These revenues may be used for any purpose approved by the Budget Committee and adopted by the Council after holding an adequately noticed public hearing.

ENTERPRISE FUNDS

Water Operating Fund

Revenue received from water utility customers pays for water collection and distribution system operations. Charges for services are billed based on actual water consumption and should be adequate to cover operations, maintenance, debt service, and systems replacement for the water utility. In June 2013, City Council commissioned a water rate study and enacted a freeze on the standard CPI increase to water user fees. Following the study, water rates were raised in January 2015 and will increase by another 8 percent in July 2015.

Sewer Operating Fund

As with the water utility, revenue in this fund is received from sewer utility customers who pay for sewer collection and treatment operations. Charges for services are based on actual water consumption during the “winter” months of October through April, and for the “summer” months of May through September they are based on each customer’s prior winter consumption history. This method of billing assumes that water consumed during the hottest months of the year is not all collected and treated by the sewer system. The proposed charges for service this year reflect a ½ of 1% increase as outlined by the current rate resolution 2006-32. A sewer rate study is budgeted in the proposed budget for the 2015-16 fiscal year.

Airport Operating Fund

The Airport Fund charges airport users for rentals and leases for use of City facilities. The Airport also sells aviation fuel and pilot supplies, and charges a fee in lieu of tax to airport lessees. Most rental and land lease income to the Airport remain flat as rents/lease amounts are limited by terms set forth in rental/lease agreements to CPI each year. The Airport continues to struggle financially, as operating revenues (which do not include grants and transfers from other funds) are not sufficient to meet operational requirements.

CAPITAL PROJECTS FUNDS -System Development Charges Funds

System Development Charges (SDC’s) are assessed on all new residential and commercial construction within the City. Charges are based on formulas related to increased demands on the City’s infrastructure caused by new construction. The City of Creswell currently collects four types of SDC’s: water, sewer, parks and transportation. Water, sewer and transportation SDC’s are collected for both commercial and residential construction, while parks SDC’s are only collected for residential. Revenues collected are restricted by state statute and city ordinances for improvements needed within the City specifically attributable to increased demands on related infrastructure. All SDC’s collected by the City are segregated into separate reserve funds.

**City of Creswell
Summary of System Development Charges by Fund**

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16
Water SDC Reserve				
System Development Charges	\$ 58,050	67,865	\$ 78,500	\$ 63,315
Investment Income	11,358	11,111	10,750	11,000
Total Revenues	69,408	78,976	89,250	74,315
Sewer SDC Reserve				
System Development Charges	52,206	37,968	71,190	47,460
Investment Income	4,186	4,217	4,125	4,100
Total Revenues	56,392	42,185	75,315	51,560
Parks Development				
System Development Charges	22,623	19,391	24,240	16,160
Investment Income	2,106	2,096	2,025	2,100
Total Revenues	24,729	21,487	26,265	18,260
Transportation Enhancement				
System Development Charges	8,776	40,089	9,405	6,270
Investment Income	1,350	1,387	1,300	1,300
Total Revenues	10,126	41,476	10,705	7,570
Total SDC Funds	\$ 160,655	\$184,124	\$ 201,535	\$ 151,705

Actuals for 2012-13 taken from 2014-15 Budget
Actuals for 2013-14 taken from Audit

This page intentionally left blank.

Fund Summaries

The City's financial operations are budgeted and accounted for in the funds listed on the following pages. All funds are budgeted. The funds are grouped by major types, as set forth by the Governmental Accounting Standards Board (GASB).

This page intentionally left blank.

Fund Descriptions

State law requires all funds to be budgeted. The following lists the various funds within the City of Creswell Budget and provides a brief explanation of each.

General Fund - The General Fund accounts for resources devoted to support services with local government. General Fund programs include Community Services, Building and Parks Maintenance, Administration, Public Safety, Municipal Court, Planning and Land Use and other activities.

Special Revenue Funds - These funds account for revenues allocated for a specific purpose. The City of Creswell has four (4) special revenue funds.

- **State Tax Street Fund** - This fund accounts for operations and maintenance of the City's road, curb, gutter and sidewalk infrastructure systems. As required by ORS 366.815, revenues received from the State of Oregon, gasoline tax apportionment must be segregated from other revenues. The Oregon Constitution, Article IX, Section 3a states that these revenues are to "be used exclusively for the construction, reconstruction, improvement, repair, maintenance and operation and use of public highways, roads, streets and roadside rest areas in the state".
- **Bicycle/Footpath Fund** - This fund accounts for State Highway User revenues received by the City which must be used for maintenance and improvements to bicycle/pedestrian pathways. ORS 366.514 allows 1% of street taxes to be credited to a reserve fund, to be held for not more than 10 years.
- **Building Department Fund** - This fund accounts for all activities of the building and electrical code programs, including administration, plan review, inspection services, code enforcement. Creation of a separate building department fund enabled the City to address the requirement to account for these programs separately in accordance with OAR 918-020-0090.
- **State Revenue Sharing Fund** - This fund accounts for all receipts and expenditures of moneys received under ORS 221.770. While state budget law allows shared revenues to be accounted for in a separate fund, the Governmental Accounting Standards Board (GASB) has determined that for purposes of financial reporting requirements, the receipt of State Shared Revenues is not restricted, therefore the City accounts for this fund as part of the General Fund in the Audit.

Enterprise Funds - Enterprise funds account for goods and services provided on a continuing basis to the general public and are structured to be self-supporting. The City of Creswell has three (3) enterprise funds.

- **Water Operating** - Dedicated to operations, maintenance, and debt service on City-owned water wells, river intake, water treatment plant, reservoirs, transmission and distribution systems
- **Sewer Operating** - Dedicated to operations, maintenance, and debt service on the wastewater treatment plant, lagoons, reuse irrigation, and the City's collection and treatment systems
- **Airport Operating** - Dedicated to operations, maintenance and debt service on City owned fixed base operations (FBO), runway and taxiway improvements, city owned hangars, and other airport infrastructure systems

Debt Services - The City's non-enterprise debt is accounted for in this fund. The City of Creswell has one (1) debt service fund.

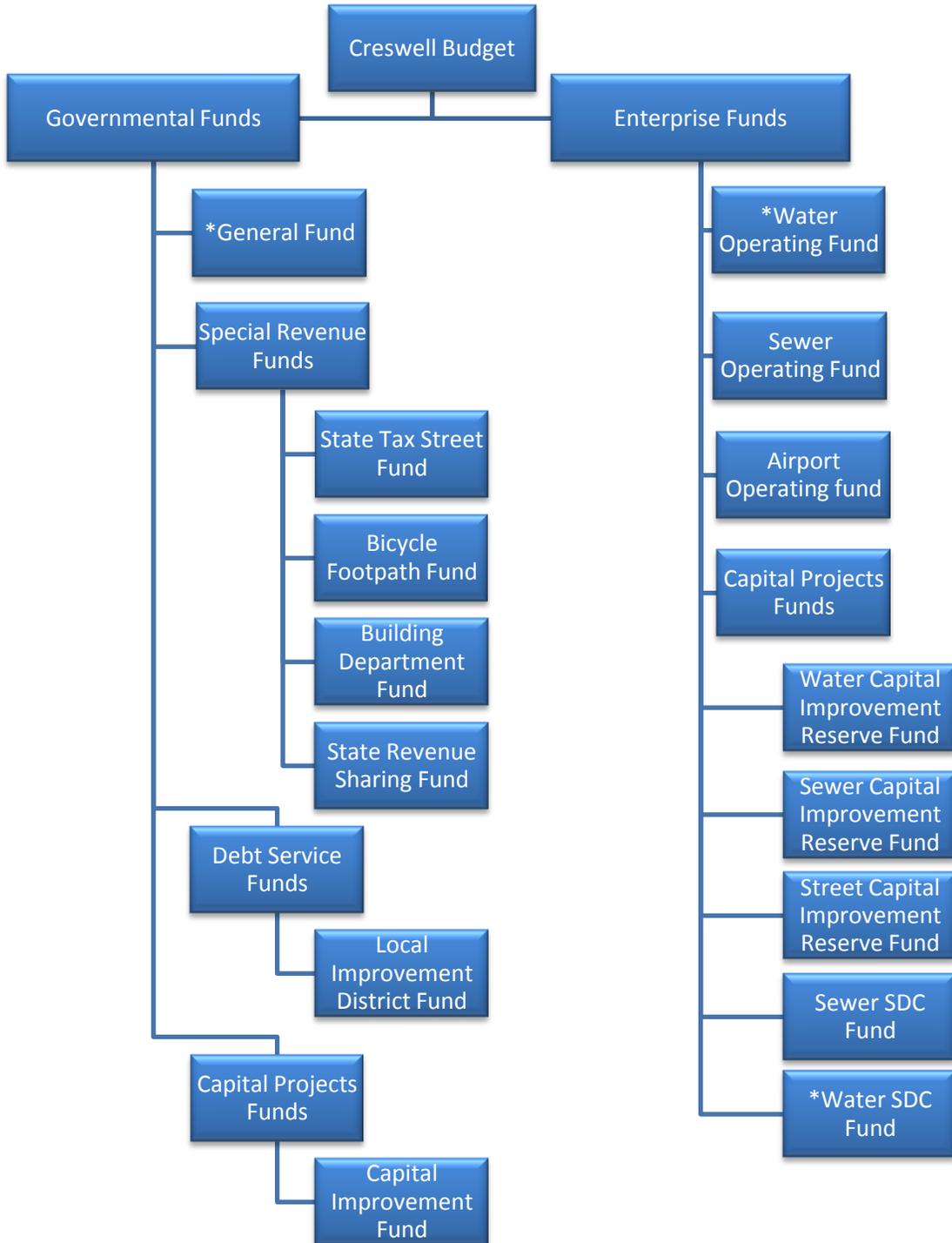
- **Local Improvement District** - This fund accounts for all receipts and expenditures of all local improvement district assessments within the City. Major sources of revenue are principal and interest payments collected

Capital Projects Funds - Capital Project Funds fall into two categories: Improvement Funds which account for the construction of, or improvements to, the City's capital assets, especially those that would distort financial resources trend data if not reported separately from a government's operating activities, and System Development Charges (SDC) Funds, which budget and account for the receipt of fees derived from charges the City imposes on new development.

- **Improvement Funds** General, Water, Sewer and Street
- **SDC Funds** Water, Sewer, Parks and Transportation

This page intentionally left blank.

City of Creswell Fund Organizational Structure (GAAP)



Major funds are denoted with an asterisk (*) and represent the significant activities of the City of Creswell 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.

This page intentionally left blank.

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 2015-16 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 of the Budget. Transfers are transactions between funds and represent contributions for ongoing operations and capital improvement reserves. Beginning fund balances are unexpended resources from the previous year which have been brought forward.

Expenditures are presented by category levels; personal services, materials and services, capital outlay, debt service, transfers, operating contingencies and unappropriated reserves.

The table below summarizes the major resources and requirements categories for all City funds.

Resources and Requirements Summary for All City Funds Combined				
Revenues				
Charges for Service	\$ 2,295,180	2,284,978	2,531,072	2,647,382
Donations	3,250	20,500	21,500	18,500
Fines & Forfeitures	32,507	31,450	28,400	28,000
Franchise Fees	263,556	270,485	274,805	266,500
Fuel Sales	239,538	365,000	411,250	300,000
Grant Proceeds	40,700	277,512	285,234	357,234
Intergovernmental	396,000	525,422	467,968	409,129
Investment Income	70,323	65,025	63,830	57,070
Licenses & Permits	73,126	55,720	94,070	92,720
Other Revenue	45,417	30,534	32,934	27,030
Other Taxes	84,184	67,975	72,070	75,500
Property Taxes	797,656	802,724	823,175	855,259
Rental Income	57,296	69,504	69,504	61,626
Special Assessments	7,309	2,930	4,030	3,450
System Development Charges	141,656	122,662	183,335	133,205
Transfers In	2,049,300	403,250	666,219	1,980,430
Revenues Total	6,596,998	5,395,671	6,029,396	7,313,035
Beginning Balance	11,681,958	11,601,017	11,827,790	9,975,236
Total Resources	\$ 18,278,956	\$ 16,996,688	\$ 17,857,186	\$ 17,288,271
Requirements				
Expenditures				
Personal Services	\$ 1,035,401	1,237,103	1,337,286	1,621,068
Materials & Services	1,716,834	3,041,060	3,123,624	2,936,995
Debt Service	1,285,777	1,150,547	3,146,450	802,457
Capital Outlay	300,373	7,558,539	7,511,360	1,682,557
Operating Contingency	-	695,679	587,500	1,980,430
Transfers Out	2,049,300	403,250	623,889	627,000
Expenditures Total	6,387,685	14,086,178	16,330,109	9,650,507
Ending Balance	11,891,271	2,910,510	1,527,077	7,637,764
Total Requirements	\$ 18,278,956	\$ 16,996,688	\$ 17,857,186	\$ 17,288,271

Actuals for 2012-13 and 2013-14 taken from 2014-2015 Budget
Budget 2014-2015 as amended

FUND SUMMARIES
RESOURCES AND REQUIREMENTS SUMMARY

Budget Summary of City Funds Proposed Budget FY 2015-2016

	GOVERNMENTAL FUNDS				ENTERPRISE FUNDS			
	General Fund	Streets	Bike/ Ped Path	Building	Revenue Sharing	Water	Sewer	Airport
Revenues								
Property Taxes	855,259	0	0	0	0	0	0	0
Charges for Service	174,072	0	0	0	0	1,516,710	956,600	0
Donations	0	0	0	0	0	0	0	18,500
Fines & Forfeitures	28,000	0	0	0	0	0	0	0
Franchise Fees	266,500	0	0	0	0	0	0	0
Fuel Sales	0	0	0	0	0	0	0	300,000
Grant Proceeds	75,234	0	0	0	0	0	20,000	262,000
Intergovernmental	81,000	275,629	0	0	52,500	0	0	0
Investment Income	9,020	4,000	280	600	2,000	8,500	3,600	200
Licenses & Permits	12,070	0	0	80,650	0	0	0	0
Other Revenue	3,500	400	0	20	0	1,000	610	21,500
Other Taxes	75,500	0	0	0	0	0	0	0
System Dev Charges	0	0	0	0	0	0	0	0
Rental Income	0	0	0	0	0	0	4,000	57,626
Special Assessments	0	0	0	0	0	1,450	0	0
Transfers In	95,000	0	2,865	0	0	0	0	100,000
Revenues Total	1,675,155	280,029	3,145	81,270	54,500	1,527,660	984,810	759,826
Beginning Balance	1,086,965	811,618	55,684	95,712	267,462	881,228	573,123	156,025
Total Resources	2,762,120	1,091,647	58,829	176,982	321,962	2,408,888	1,557,933	915,851
Expenditures								
Personal Services	470,195	113,915	0	36,610	0	490,098	405,010	105,240
Materials & Services	1,339,843	131,855	3,500	92,700	51,962	556,450	422,235	336,850
Debt Service	0	0	0	0	0	454,101	346,356	0
Capital Outlay	25,500	92,500	55,329	1,500	0	65,000	103,000	264,500
Transfers Out	0	102,865	0	0	270,000	0	0	0
Operating Contingency	275,000	60,000	0	15,000	0	157,000	30,000	90,000
Expenditures Total	2,110,538	501,135	58,829	145,810	321,962	1,722,649	1,306,601	796,590
Debt Service Reserve	0	0	0	0	0	499,500	205,000	0
Ending Balance	651,582	590,512	0	31,172	0	186,739	46,332	119,261
Total Requirements	2,762,120	1,091,647	58,829	176,982	321,962	2,408,888	1,557,933	915,851

FUND SUMMARIES
RESOURCES AND REQUIREMENTS SUMMARY

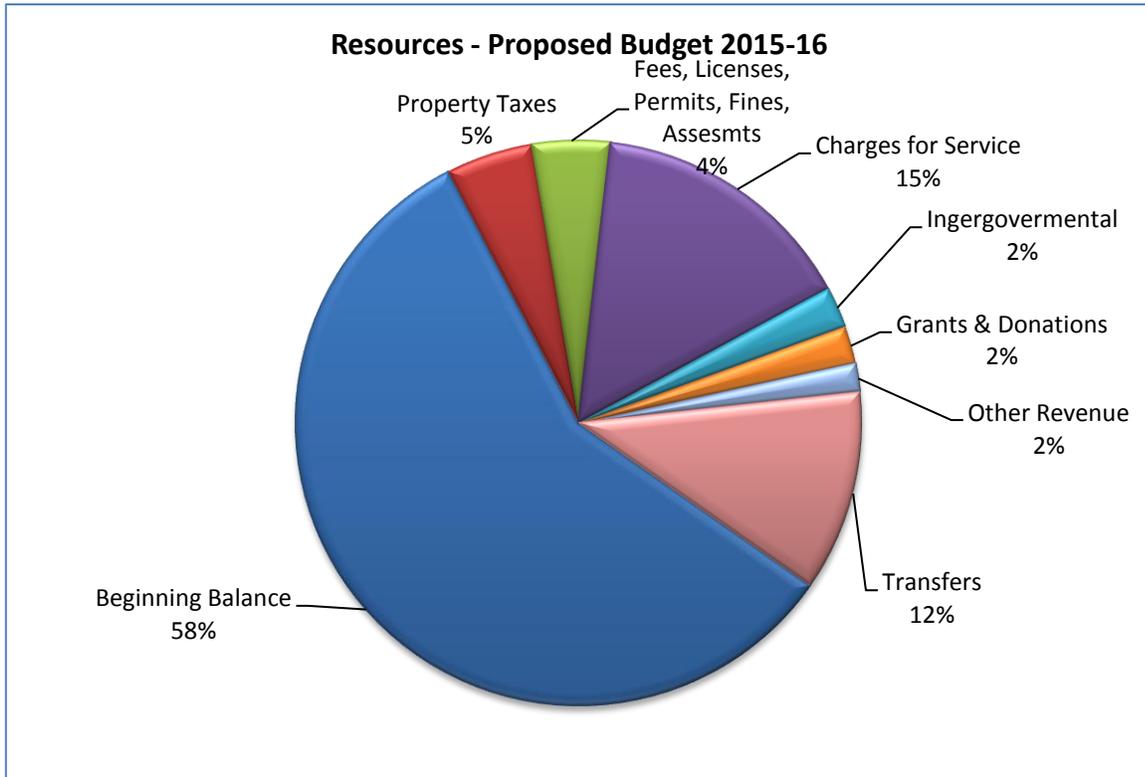
Budget Summary of City Funds Proposed Budget FY 2015-2016 (continued)

DEBT LID	CAPITAL PROJECTS FUNDS									Grand Total
	Cap Imp	Water Cap Imp	Sewer Cap Imp	Street Cap Imp	Water SDC	Sewer SDC	Parks SDC	Streets SDC		
0	0	0	0	0	0	0	0	0	0	855,259
0	0	0	0	0	0	0	0	0	0	2,647,382
0	0	0	0	0	0	0	0	0	0	18,500
0	0	0	0	0	0	0	0	0	0	28,000
0	0	0	0	0	0	0	0	0	0	266,500
0	0	0	0	0	0	0	0	0	0	300,000
0	0	0	0	0	0	0	0	0	0	357,234
0	0	0	0	0	0	0	0	0	0	409,129
70	500	5,700	4,000	100	11,000	4,100	2,100	1,300		57,070
0	0	0	0	0	0	0	0	0	0	92,720
0	0	0	0	0	0	0	0	0	0	27,030
0	0	0	0	0	0	0	0	0	0	75,500
0	0	0	0	0	63,315	47,460	16,160	6,270		133,205
0	0	0	0	0	0	0	0	0	0	61,626
2,000	0	0	0	0	0	0	0	0	0	3,450
0	75,000	0	0	100,000	907,565	700,000	0	0	0	1,980,430
2,070	75,500	5,700	4,000	100,100	981,880	751,560	18,260	7,570		7,313,035
15,180	88,532	1,182,335	895,382	0	2,255,348	878,942	433,873	297,827		9,975,236
17,250	164,032	1,188,035	899,382	100,100	3,237,228	1,630,502	452,133	305,397		17,288,271
0	0	0	0	0	0	0	0	0	0	1,621,068
1,600	0	0	0	0	0	0	0	0	0	2,936,995
2,000	0	0	0	0	0	0	0	0	0	802,457
0	100,000	130,470	150,000	50,000	237,228	300,000	52,133	55,397		1,682,557
0	0	907,565	700,000	0	0	0	0	0	0	1,980,430
0	0	0	0	0	0	0	0	0	0	627,000
3,600	100,000	1,038,035	850,000	50,000	237,228	300,000	52,133	55,397		9,650,507
0	0	0	0	0	0	0	0	0	0	704,500
13,650	64,032	150,000	49,382	50,100	3,000,000	1,330,502	400,000	250,000		6,933,264
17,250	164,032	1,188,035	899,382	100,100	3,237,228	1,630,502	452,133	305,397		17,288,271

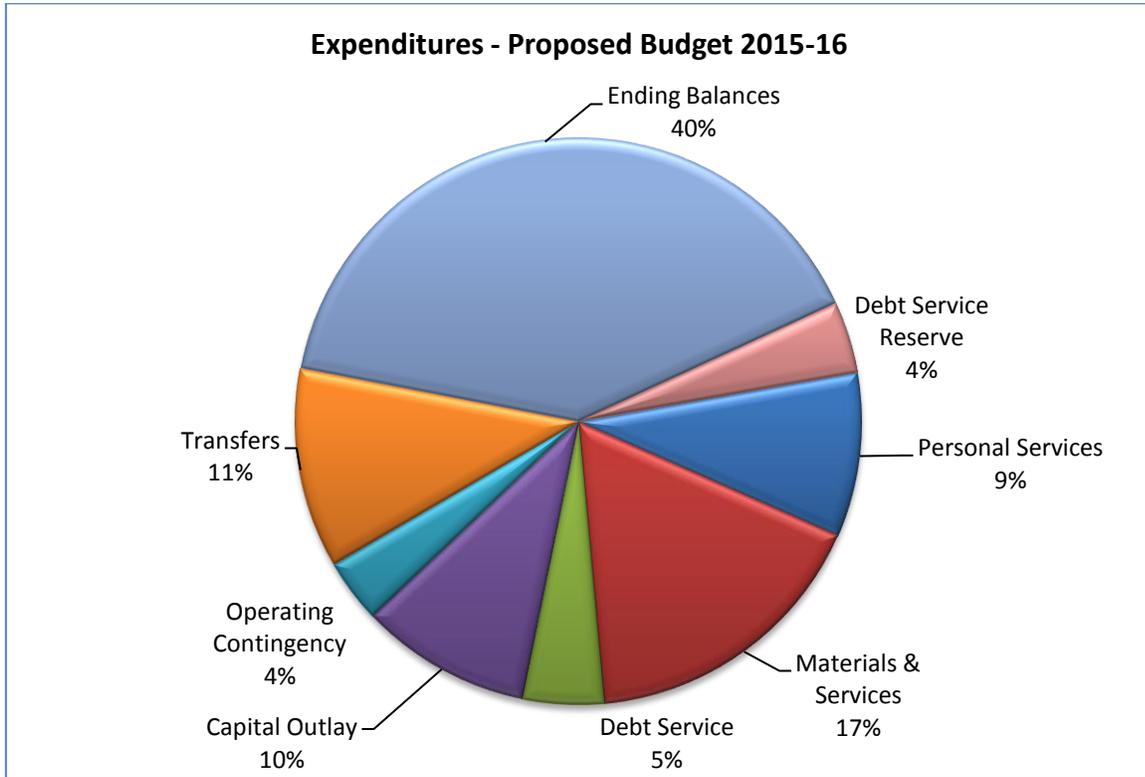
How does the 2015-2016 Proposed Budget Differ from the 2014-2015 Budget?

- There is an overall decrease of \$568,915 in All City Funds Combined
- Overall, the total proposed budget for fiscal year 2015-16 is 3.1% less than the fiscal year 2014-15 amended budget. The total proposed budget for fiscal year 2015-16 is \$17,288,271.
- The proposed operating budget for fiscal year 2015-16 is \$5,356,520. This reflects a decrease of \$2,250,840 from last year. The decrease is primarily due to the reduction of principal payments in the Water Fund. Personal services are estimated to increase by \$283,782 in FY 2015-16 following compensation study adjustments. Total materials and services expenditures are anticipated to decrease by \$190,629.
- Capital Expenditures in the proposed budget are \$1,682,557. This is a decrease of \$5,828,803 from last year's budget of \$7,511,360.
- Operating Contingencies of \$627,000 increased from last year's budget of \$587,500.
- Total transfers increased \$1,362,055 from last year primarily due to the transfers from the Water Capital Fund and Sewer Capital Fund back to the corresponding SDC Reserve Funds.

Revenue sources: Where the money comes from in the 2015-2016 proposed budget:



Expenditures: Where the money goes for the 2015-2016 proposed budget:



General Fund



The General Fund is the City's primary operating fund. It accounts for all of the financial operations of the City except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, licenses and permits. Primary expenditures are for general government administration, public safety services, land use, planning, and cultural and recreation activities.

The General Fund relies primarily on property taxes and franchise revenues to maintain services. Property taxes are projected as part of the reporting prepared by the Lane County Assessor. The 2015-2016 Budget assumes a taxable value of \$339,144,230, which is \$9,877,987 more than in the previous year. The City's permanent tax rate is \$2.6705 per \$1,000 of assessed valuation. Under the Measure 50 property tax limitations, there is a three (3) percent limit on the increase in value to existing individual properties each year unless they are improved. Current year tax receipts, after discounts and uncollected assumptions, are estimated to be \$837,759.

Franchise revenues are projected based upon trend data, as well as industry provided information regarding anticipated rate changes. For fiscal year 2015-2016 we anticipate small increases in franchise revenue for all areas except telephone franchise fees.

Projected revenues for 2015-2016 are in general alignment with the 2014-2015 Adopted Budget.

GENERAL FUND
RESOURCES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Property Taxes:							
PROPERTY TAXES CURRENT	778,088	798,105	805,700	808,160	837,759	837,759	837,759
PROPERTY TAXES PRIOR	19,568	20,268	17,475	19,100	17,500	17,500	17,500
Franchise Fees:							
FRANCHISE FEE PACIFIC POWER	112,838	119,578	118,500	112,000	115,000	115,000	115,000
FRANCHISE FEE NW NATURAL GAS	40,306	40,008	41,500	40,831	41,000	41,000	41,000
FRANCHISE FEE CHARTER COMM	12,854	12,109	14,275	14,275	14,500	14,500	14,500
FRANCHISE FEE GARBAGE	23,783	23,967	27,255	16,500	24,000	24,000	24,000
FRANCHISE FEE EMERALD PUD	56,551	58,378	56,850	60,000	60,000	60,000	60,000
FRANCHISE FEE TELEPHONE	17,225	15,432	16,425	13,300	12,000	12,000	12,000
Other Taxes:							
HOTEL/ MOTEL TAX	50,195	49,736	45,350	53,510	53,500	53,500	53,500
TELECOM TAX	33,989	31,827	26,720	23,450	22,000	22,000	22,000
Intergovernmental:							
STATE OF OREGON CIGARETTE TAX	7,108	6,735	6,550	6,100	5,000	5,000	5,000
STATE OF OREGON LIQUOR REVENUE	66,617	70,154	67,725	72,000	76,000	76,000	76,000
EMERGENCY 911 TELEPHONE TAX	6,080	0	0	0	0	0	0
Licenses and Permits:							
FEES & LICENSES LIQUOR INVEST.	190	170	250	240	170	170	170
SOCIAL GAMING PERMIT FEES	0	700	300	350	350	350	350
SIDEWALK CAFE PERMIT FEES	50	50	75	50	50	50	50
ANIMAL CONTROL	2,666	2,275	2,430	1,950	2,000	2,000	2,000
LAND USE PERMITS	4,679	15,222	8,250	7,550	7,500	7,500	7,500
CONSTRUCTION PERMIT INSPECTION	3,400	2,875	1,500	4,000	2,000	2,000	2,000
Charges for Services:							
COPYING AND RESEARCH FEES	163	134	300	575	300	300	300
CET ADMINISTRATION FEE	679	797	450	873	600	600	600
EMERALD PUD PAY STATION	401	420	385	430	400	400	400
PUBLIC SAFETY FEE	0	0	170,777	165,590	166,752	166,752	166,752
LEGAL NOTICES - PLANNING	0	15	225	0	50	50	50
LIEN SEARCH FEES	4,320	2,490	2,250	2,250	2,250	2,250	2,250
CODE BOOKS AND MAPS	33	48	50	25	20	20	20
CONST/ENGINEER PLAN REVIEW	774	3,458	1,875	61	200	200	200
COBALT BUILDING USER FEES	0	500	500	500	500	500	500
BLDG USER FEES COMM. CENTER	2,352	2,953	2,850	3,100	3,000	3,000	3,000
Fines and Forfeitures:							
FEES & LICENSES FINES & BAIL	24,895	25,653	21,950	23,000	20,000	20,000	20,000
ADMIN COURT COSTS & PENALTIES	2,809	4,169	2,975	2,950	3,000	3,000	3,000
INTEREST EARN ON DEL ACCT	4,803	3,796	3,475	5,200	5,000	5,000	5,000
Grants:							
GRANT PROCEEDS	14,778	15,945	16,234	16,234	16,234	16,234	16,234
C & R GRANT PROCEEDS	2,500	0	40,000	40,000	0	0	0
BROWNFIELDS REDEVELOPMENT-BALD KI	0	0	0	0	59,000	59,000	59,000
Donations:							
GARDEN LAKE PARK DONATIONS	0	0	500	0	0	0	0
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	9,981	8,712	7,525	9,650	9,000	9,000	9,000
INTEREST EARN ON TEMP INVESTMT	9	10	50	10	20	20	20
Miscellaneous:							
MISCELLANEOUS	10,836	10,135	3,500	10,500	3,500	3,500	3,500
Transfers In:							
TRANSFER FROM OTHER FUND - RS	0	0	79,000	79,000	95,000	95,000	95,000
Revenue Subtotal:	1,315,518	1,346,822	1,612,001	1,613,314	1,675,155	1,675,155	1,675,155
FUND BALANCE BEGINNING OF YEAR	1,248,892	1,300,566	985,825	1,127,363	1,086,965	1,086,965	1,086,965
TOTAL RESOURCES	2,564,410	2,647,388	2,597,826	2,740,677	2,762,120	2,762,120	2,762,120

Administration



The Administration budget supports all City Management, financial management and general operations of the City.

This fund includes a portion of the salaries attributable to the work accomplished in the general fund budgets, including a portion of the City Administrator's salary. The City Administrator is responsible to the Mayor and City Council for the proper administration of all city business, assists in the development of city policies and carries out policies established by ordinances and resolutions.

Also included in the Administration budget is a portion of the Finance Director's salary for the maintenance of all accounting records for the City such as accounts payable, accounts receivable, payroll and internal audit controls. There are also proportional shares of salaries included in this budget for other duties carried out by the staff responsible for receipting all cash, recording revenues, and maintaining bank accounts.

This fund also includes appropriations attributable to city facilities, including City Hall small capital expenditures.

Special Notes:

- Resolution 2015-03 increased the materials and services expenditure in Fiscal Year 2014-2015 to the Chamber of Commerce by \$289 reflecting total revenues received from Lane County in the sum of \$16,234
- Resolution 2015-04 increased the materials and services appropriation in Fiscal Year 2014-2015 to complete a policing study in the amount of \$32,580 and to provide training and coaching services to city staff in the sum of \$9,750.
- FY 15-16 includes extra appropriation within personal services appropriations to cover vacation accrual payouts for employees with accruals beyond 320 hours. New vacation caps have been put in place to prevent future excess accruals.

Major Goals for FY 15-16:

- Carry out the priorities for the period through June 30, 2016 adopted by the City Council
- Develop 5-year fiscal forecasts for all major funds to better assess City's ongoing financial condition
- Improve financial reporting for public Complete a multi-year strategic plan including a Vision Statement, Mission Statement, Guiding Principles, and Umbrella goals

ADMINISTRATIVE REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	11,541	11,772	12,126	12,610	21,374	21,374	21,374
PERSONAL SERV CITY ADMINIST	26,831	18,819	22,012	23,040	23,463	23,463	23,463
CITY RECORDER	14,146	14,977	19,559	16,080	26,552	26,552	26,552
A/P COURT CLERK	1,775	277	2,397	1,550	2,617	2,617	2,617
RECEPTIONIST	3,746	3,910	4,157	4,130	4,591	4,591	4,591
WORKERS COMPENSATION	665	188	291	240	279	279	279
FIXED CHARGES SOCIAL SECURITY	4,445	3,788	4,609	4,240	6,013	6,013	6,013
MEDICAL INSURANCE BLUE CROSS	19,718	18,899	21,830	19,480	19,399	19,399	19,399
PUBLIC EMPLOYEES RETIRE SYSTEM	9,867	7,286	14,267	9,880	18,611	18,611	18,611
UNEMPLOYMENT COMPENSATION	7,336	6,288	10,000	8,500	10,000	10,000	10,000
DENTAL INSURANCE BLUE CROSS	3,209	3,379	4,710	5,100	2,462	2,462	2,462
Subtotal Personal Services:	103,279	89,582	115,958	104,850	135,361	135,361	135,361
Materials & Services:							
EQUIPMENT MAINTENANCE	4,406	3,318	4,750	5,000	5,000	5,000	5,000
CITY HALL/SHOP FACILITES MAINT	29,916	30,129	15,580	13,000	15,000	15,000	15,000
CITY HALL INSPECTION/ASEESSMT	6,902	0	0	0	0	0	0
CREDIT CARD SERVICES	511	436	595	600	600	600	600
PUBLISH NOTICES & REPORTS	1,735	1,876	2,100	2,300	2,500	2,500	2,500
ELECTIONS	0	0	0	0	10,000	10,000	10,000
PRINT, POSTAGE & OFFICE SUPPLY	4,087	5,065	8,350	5,920	6,200	6,200	6,200
ELECTRICITY, PHONE & UTILITY	0	0	21,375	19,300	21,000	21,000	21,000
COUNCIL TRAVEL & TRAINING	14,248	3,534	9,320	9,300	9,500	9,500	9,500
STAFF TRAVEL, TRAINING & DUES	3,250	7,115	19,280	17,000	18,880	18,880	18,880
STAFF RECRUITMENT	7,460	13,789	2,500	500	2,500	2,500	2,500
TREASURER/CLERK BOND	1,500	1,500	2,000	1,500	2,000	2,000	2,000
INSURANCE	10,749	5,900	11,550	6,930	7,625	7,625	7,625
MISCELLANEOUS	3,205	943	3,500	2,500	3,500	3,500	3,500
CITY WIDE CLEAN UP	720	1,046	3,000	1,200	2,500	2,500	2,500
COMPUTER SOFTWARE & SUPPORT	8,128	7,892	9,458	9,500	10,450	10,450	10,450
OFFICE EQUIP & MAINT CONTRACT	1,526	2,835	3,150	3,000	3,250	3,250	3,250
TEMPORARY HELP	31,608	24,621	9,950	31,000	32,000	32,000	32,000
LANE COUNCIL OF GOVERNMENTS	1,967	1,967	1,957	1,957	1,996	1,996	1,996
CONTRACTUAL SERV AUDITING	8,649	5,440	6,250	5,500	6,500	6,500	6,500
CONTRACTUAL SERV LEGAL COUNSEL	24,208	26,698	48,000	70,300	45,000	45,000	45,000
CODE CODIFICATION	131	105	4,625	71	1,500	1,500	1,500
WEBSITE MAINTENANCE	3,323	2,411	3,000	4,850	5,000	5,000	5,000
CHAMBER OF COMMERCE	1,000	4,000	4,000	5,660	750	750	750
PROPERTY APPRAISAL SERVICES	0	0	3,750	3,750	5,500	5,500	5,500
LANE COUNTY TOURISM GRANT	14,778	15,945	16,234	16,234	16,234	16,234	16,234
LEAGUE OF OREGON CITIES	3,789	3,809	3,831	3,830	3,610	3,610	3,610
ECONOMIC IMPROVE/DEVELOP	1,812	110	6,250	0	0	0	0
LOCAL GOVERNMENT PERS INSTIT	827	844	865	865	1,000	1,000	1,000
Subtotal Materials & Services:	190,433	171,329	225,220	241,567	239,595	239,595	239,595
Capital Outlay:							
EQUIPMENT & FURNISHINGS	1,120	2,193	8,625	2,700	2,500	2,500	2,500
CAP/OUTLAY BLDG & ADDITIONS	0	0	8,500	0	0	0	0
Subtotal Capital Outlay:	1,120	2,193	17,125	2,700	2,500	2,500	2,500
Subtotal Requirements:	294,832	263,104	358,303	349,117	377,456	377,456	377,456

Cultural and Recreation

The Cultural and Recreation system consists of three city parks that include Holt Park, Garden Lake Park, and the Cobalt Pocket Park.

City employees maintain all park facilities, including picnic tables and benches, playgrounds, picnic shelters, restroom facilities and numerous trees, shrubs and flower beds.

The budget also includes appropriations for ongoing facility maintenance and operational expenses associated with the Community Center and the Cobalt Building.

The departmental focus is fiscal year 2015-2016 will be the ongoing maintenance of the existing park system, creation of a pocket park in the City Hall parking lot, and some minor enhancements at the Cobalt Building that include floor coverings and furnishings such as tables and chairs.

Salaries budgeted in Cultural and Recreation represent a proportional share of time spent by personnel in the Parks system as well as cultural and recreational activities. The contractual service funding for the RARE student have been eliminated in fiscal year 2015-2016 and a new position will be created in Planning and Land Use portion of the budget.

Notes:

- Resolution 2015-12 increased the materials and services expenditure in Fiscal Year 14-15 to Community Food for Creswell by \$40,000 reflecting additional appropriation for the expenses related to the installation of solar panels at the Cobalt Building under the Green Grant Award
- The 2015-2016 Budget includes a new appropriation for Tourism. This line will be used to account for monies spent on tourism promotion and related activities or tourism-related facilities as outlined in ORS 320.350 which requires 70 percent of hotel/motel tax revenues to be used for these purposes.
- The RARE student position continues through July 2015. After this date, the City intends to create a new Community Development Assistant position which will be funded in Planning and Land Use.

Major Goals for FY 2015-2016

- Create pocket park at City Hall parking lot
- Identify potential long-term uses for the Cobalt Building
- Locate funding for additional improvements to the Cobalt Building



CULTURAL AND RECREATION REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
PUBLIC WORKS DIRECTOR	8,117	5,856	6,219	6,840	7,495	7,495	7,495
PERSONAL SERV MAINT PERSON I	4,841	7,625	9,958	11,070	11,216	11,216	11,216
PERSONAL SERV MAINT PERSON I	0	0	5,020	4,790	5,336	5,336	5,336
PERSONAL SERV MAINT PERSON I	4,553	8,194	9,296	10,460	10,672	10,672	10,672
PERSONAL SERV MAINT PERSON II	6,557	4,562	5,196	5,460	5,608	5,608	5,608
LEAD WORKER, PUBLIC WORKS	5,221	4,611	3,919	4,340	4,287	4,287	4,287
PERSONAL SERV MAINT PERSON III	6,166	5,304	5,638	6,040	6,325	6,325	6,325
OVERTIME ALLOWANCE	281	0	5,220	260	5,916	5,916	5,916
WORKERS COMPENSATION	1,215	2,531	2,858	2,740	3,111	3,111	3,111
FIXED CHARGES SOCIAL SECURITY	2,722	2,746	3,861	3,550	4,349	4,349	4,349
MEDICAL INSURANCE BLUE CROSS	9,943	11,797	20,837	16,060	22,725	22,725	22,725
PUBLIC EMPLOYEES RETIRE SYSTEM	6,193	5,207	11,950	7,690	13,463	13,463	13,463
DENTAL INSURANCE BLUE CROSS	1,315	1,551	2,844	2,080	2,884	2,884	2,884
Subtotal Personal Services:	57,124	59,983	92,816	81,380	103,387	103,387	103,387
Materials & Services:							
General Culture and Recreation:							
PARKS MAINTENANCE & SUPPLY	18,992	13,095	21,975	13,700	19,000	19,000	19,000
C & R BUILD MAINT & UTILITIES	7,602	1,378	4,500	2,000	4,300	4,300	4,300
C&R GRANTS	68	2,085	0				
C & R INSURANCE	969	1,748	1,900	2,025	2,250	2,250	2,250
PARKS GAS & OIL	4,299	5,649	5,275	5,700	6,000	6,000	6,000
TEMPORARY HELP	4,529	0	5,000	0	0	0	0
COMMUNITY CONTRIBUTIONS	0	6,100	20,900	14,000	10,000	14,000	14,000
SUMMER RECREATION	7,623	3,315	0	0	0	0	0
SOUTH LANE WHEELS	1,800	1,800	0	0	0	0	0
CULTURAL ACTIVITIES	2,407	882	11,500	4,500	3,960	3,960	3,960
CONTRACTUAL SERVICE - RARE	22,000	22,000	23,000	23,000	0	0	0
FAMILY RELIEF NURSERY	1,500	1,500	0	0	0	0	0
COMMUNITY SHARING	1,500	2,600	0	0	0	0	0
COMMUNITY FOOD FOR CRESWELL	3,500	3,500	40,000	40,000	0	0	0
REC CENTER FEASABILITY	153	0	0	0	0	0	0
SKATE PLAZA	0	3,555	0	0	0	0	0
TOURISM	0	0	0	0	37,100	37,100	37,100
Community Center:							
COMM CENTER EQUIP MAINT	209	1,094	6,000	4,500	6,000	6,000	6,000
COMM CENTER BUILDING MAINT	2,875	12,701	7,400	2,100	7,850	7,850	7,850
COMM CENTER ELECTRICITY	7,998	10,124	9,525	12,250	12,500	12,500	12,500
COMM CENTER INSURANCE	878	1,843	2,550	2,143	2,500	2,500	2,500
Cobalt Building:							
RECREATION CNTR BLDG MAINT	438	6,905	10,625	10,500	8,000	8,000	8,000
RECREATION CNTR EQUIP MAINT	0	0	3,000	0	2,500	2,500	2,500
RECREATION CNTR INSURANCE	1,025	2,168	3,750	2,435	2,650	2,650	2,650
RECREATION CNTR ELEC & UTILITY	1,072	2,248	5,225	4,000	6,000	6,000	6,000
Subtotal Materials & Services:	91,438	106,289	182,125	142,853	130,610	134,610	134,610
Capital Outlay:							
PARKS EQUIPMENT	0	2,000	11,000	4,120	10,000	10,000	10,000
COMM CENTER BUILDING & EQUIP	35,390	0	12,000	0	5,000	5,000	5,000
CAP/OUTLAY-PARK & LAND IMPROVE	0	0	21,700	20,000	5,000	5,000	5,000
COBALT LN BUILD & EQUIPMENT	9	0	60,000	54,000	1,500	1,500	1,500
Subtotal Capital Outlay:	35,399	2,000	104,700	78,120	21,500	21,500	21,500
Subtotal Requirements:	183,960	168,272	379,641	302,353	255,497	259,497	259,497

Public Safety

The Public Safety fund is the part of the budget that provides for public safety protection. The City currently contracts with the Lane County Sheriff's Office to provide our City policing, criminal law enforcement, issuance of citations based upon City Ordinance, traffic enforcement, preparation of reports and related services. The fiscal year 2015-2016 contract increases services slightly to provide for 3.0 full time Deputies and one .50 FTE Sergeant position including the use of their vehicles, training and certification, equipment, communication facilities and supplies.

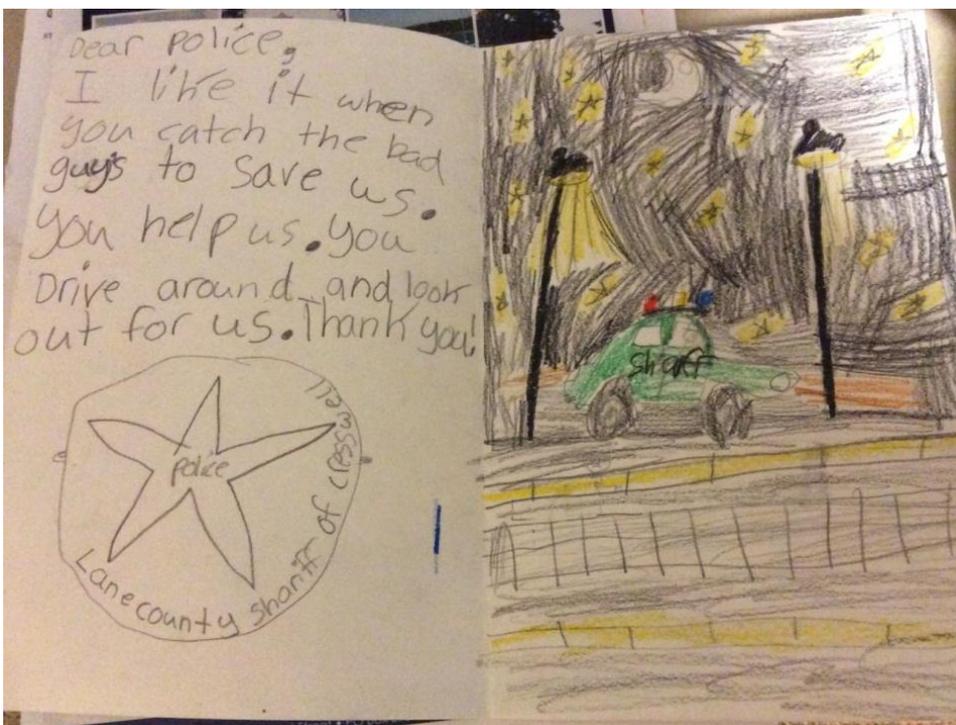
This portion of the budget also includes proportional salaries for employee time related to Court Administration including the salary for the Municipal Judge as well as Court Clerk responsibilities and code enforcement services.

Notes:

The budget for fiscal year 2014-2015 was amended via Resolution 2015-04 to include an appropriation in the sum of \$32, 580 for a Policing Study.

Major Goals for FY 2015-2016

- Complete evaluation of Police Services and make recommendations to the City Council for future public safety protection needs and funding mechanisms
- Continue Nuisance Abatement Program for improving neighborhood livability in Creswell
- Continue to address Street Light Maintenance issues



PUBLIC SAFETY REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
CITY ADMINISTRATOR	3,500	2,455	2,871	3,010	3,060	3,060	3,060
CITY RECORDER	3,110	3,440	3,645	3,620	4,519	4,519	4,519
A/P COURT CLERK	7,099	1,106	9,589	4,580	10,468	10,468	10,468
A/R UTILITY CLERK	2,806	2,920	3,008	3,080	3,259	3,259	3,259
RECEPTIONIST	500	521	554	570	612	612	612
MUNICIPAL JUDGE	7,082	7,224	12,176	9,470	12,420	12,420	12,420
CODE ENFORCEMENT OFFICER	11,780	11,988	12,344	15,050	15,152	15,152	15,152
OVERTIME ALLOWANCE	0	0	5,500	0	5,610	5,610	5,610
WORKERS COMPENSATION	5,738	324	392	340	395	395	395
FIXED CHARGES SOCIAL SECURITY	2,725	2,248	3,801	2,860	4,215	4,215	4,215
MEDICAL INSURANCE - BLUE CROSS	9,042	6,099	11,612	9,500	13,118	13,118	13,118
PUBLIC EMPLOYEES RETIRE SYSTEM	4,963	3,931	8,883	5,010	10,107	10,107	10,107
DENTAL INSURANCE - BLUE CROSS	1,175	777	1,642	820	1,665	1,665	1,665
Subtotal Personal Services:	59,521	43,033	76,017	57,910	84,600	84,600	84,600
Materials & Services:							
ANIMAL CONTROL	439	1,874	2,000	1,500	2,000	2,000	2,000
CREDIT CARD SERVICES	0	0	250	0	150	150	150
PRINT, POSTAGE & OFFICE SUPPLY	395	374	1,250	600	1,000	1,000	1,000
STREET LIGHTING & TRAF SIGNAL	32,124	35,342	43,465	34,000	38,000	38,000	38,000
ELECTRICITY, PHONE & UTILITY	5,212	6,224	6,375	6,375	7,000	7,000	7,000
STAFF TRAVEL, TRAINING & DUES	1,587	723	2,625	2,560	3,250	3,250	3,250
POLICE TRAINING & COURT COSTS	0	0	0	0	0	0	0
JAIL SERVICES	0	0	1,000	0	1,000	1,000	1,000
MUNICIPAL COURT COST	15,332	15,975	12,975	20,650	22,000	22,000	22,000
COMPUTER SOFTWARE & SUPPORT	2,799	1,821	2,650	2,700	3,000	3,000	3,000
PUBLIC SAFETY GRANTS	0	0	0	0	0	0	0
CONTRACTUAL SERV EMERG 911 BD	6,080	0	0	0	0	0	0
CONTRACTUAL SERV POLICE PROT	411,912	566,898	610,546	610,546	650,538	650,538	650,538
CONTRACTUAL SERV LEGAL COUNSEL	640	3,372	1,750	5,600	6,000	6,000	6,000
CODE CODIFICATION	44	35	4,500	24	1,500	1,500	1,500
NUISANCE ABATEMENT	56	882	4,000	1,500	1,500	1,500	1,500
POLICING STUDY	0	0	32,580	32,580	0	0	0
NEIGHBORHOOD WATCH	0	43	0	0	0	0	0
EMERGENCY PREPAREDNESS PLAN	0	0	5,000	0	5,000	5,000	5,000
STREET LIGHT MAINTENANCE	2,918	985	20,300	17,000	20,000	20,000	20,000
Subtotal Materials & Services:	479,537	634,546	751,266	735,635	761,938	761,938	761,938
Capital Outlay:							
CAP/OUTLAY - EQUIPMENT	0	0	5,000	0	0	0	0
Subtotal Capital Outlay:	0	0	5,000	0	0	0	0
Subtotal Requirements:	539,058	677,579	832,283	793,545	846,538	846,538	846,538

Planning and Land Use

Planning and Land Use includes proportional salaries to staff time associated with Planning and Land Use issues. This fiscal year budget includes changes in personal services. Our Planning Technician is now responsible for all planning activities for the City and will be serving full time as the City Planner, a previously contracted position.

In addition, a new Community Development Assistant position has been added to the budget for fiscal year 2015-2016. This position is funded in part through the elimination of the previous contracted RARE student position previously funded through Cultural and Recreation portion of the General Fund.

The City was awarded a Grant for \$59,000 through the Oregon Business Development Department Brownfields Redevelopment Fund for assessment of the former Bald Knob Mill site. A proportional share of the contractual planning services includes funds to accomplish this work.

Major Goals for FY 2015-2016

- Complete work on the Comprehensive Plan update
- Evaluate all Contractual Service contracts to ensure completion of projects on time and within funding
- Complete assessment for Bald Knob project utilizing \$59,000 in reimbursement grant funds from the Oregon Business Development Department
- Develop staff to improve department effectiveness



PLANNING AND LAND USE REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	1,731	1,766	1,819	1,900	3,206	3,206	3,206
PERSONAL SERV CITY ADMIN	3,500	2,455	2,871	3,010	3,060	3,060	3,060
CITY RECORDER	0	0	0	0	0	0	0
A/P COURT CLERK	761	119	1,027	660	1,122	1,122	1,122
SENIOR PLANNER	0	0	0	0	37,978	37,978	37,978
PLANNING TECHNICIAN	0	0	38,131	30,120	0	0	0
COM DEV ASSISTANT	0	0	0	0	36,419	36,419	36,419
WORKERS COMPENSATION	75	20	285	190	290	290	290
FIXED CHARGES SOCIAL SECURITY	457	330	3,354	2,720	6,257	6,257	6,257
MEDICAL INSURANCE BLUE CROSS	667	487	18,049	5,350	34,718	34,718	34,718
PUBLIC EMPLOYEES RETIRE SYSTEM	979	543	10,383	5,830	19,367	19,367	19,367
DENTAL INSURANCE BLUE CROSS	79	50	2,521	650	4,431	4,431	4,431
Subtotal Personal Services:	8,249	5,770	78,440	50,430	146,847	146,847	146,847
Materials & Services:							
CREDIT CARD SERVICES	0	0	250	100	250	250	250
PUBLISH NOTICES & REPORTS	169	265	1,800	310	1,000	1,000	1,000
PRINT, POSTAGE & OFFICE SUPPLY	307	156	650	420	500	500	500
MILEAGE, TRAVEL & TRAINING	0	0	150	270	2,150	2,150	2,150
MISCELLANEOUS	0	0	100	300	100	100	100
OFFICE EQUIP & MAINT CONTRACT	586	561	590	1,865	700	700	700
CONTRACTUAL SERV PLANNING	59,649	81,539	43,120	32,000	79,000	79,000	79,000
CONTRACTUAL SERV LEGAL COUNSEL	10,985	6,732	25,500	10,000	20,000	20,000	20,000
CONTRACTUAL SERV ENGINEERING	0	7,401	12,500	14,000	18,000	18,000	18,000
WETLAND INVENTORY	0	0	42,000	0	0	0	0
CONTRACTUAL SERV MINUTES	1,064	709	1,500	290	0	0	0
COMP PLAN UPDATE	0	0	50,000	6,542	77,000	77,000	77,000
COMMUNITY DEVELOPMENT	14,993	7,937	5,000	4,500	5,000	5,000	5,000
Subtotal Materials & Services:	87,752	105,301	183,160	70,597	203,700	203,700	203,700
Capital Outlay:							
CAP OUT/OFFICE EQUIP & FURN	0	0	5,000	0	1,500	1,500	1,500
Subtotal Capital Outlay:	0	0	5,000	0	1,500	1,500	1,500
Subtotal Requirements:	96,001	111,071	266,600	121,027	352,047	352,047	352,047

This page intentionally left blank.

REQUIREMENT SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
ADMINISTRATIVE	103,279	89,582	115,958	104,850	135,361	135,361	135,361
CULTURAL & RECREATION	57,124	59,983	92,816	81,380	103,387	103,387	103,387
PUBLIC SAFETY	59,521	43,033	76,017	57,910	84,600	84,600	84,600
PLANNING & LAND USE	8,249	5,770	78,440	50,430	146,847	146,847	146,847
Total Personal Services:	228,173	198,368	363,231	294,570	470,195	470,195	470,195
Materials & Services:							
ADMINISTRATIVE	190,433	171,329	225,220	241,567	239,595	239,595	239,595
CULTURAL & RECREATION	91,438	106,289	182,125	142,853	130,610	134,610	134,610
PUBLIC SAFETY	479,537	634,546	751,266	735,635	761,938	761,938	761,938
PLANNING & LAND USE	87,752	105,301	183,160	70,597	203,700	203,700	203,700
Total Materials & Services:	849,160	1,017,464	1,341,771	1,190,652	1,335,843	1,339,843	1,339,843
Capital Outlay:							
ADMINISTRATIVE	1,120	2,193	17,125	2,700	2,500	2,500	2,500
CULTURAL & RECREATION	35,390	2,000	104,700	78,120	21,500	21,500	21,500
PUBLIC SAFETY	0	0	5,000	0	0	0	0
PLANNING & LAND USE	0	0	5,000	0	1,500	1,500	1,500
Total Capital Outlay:	36,510	4,193	131,825	80,820	25,500	25,500	25,500
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS -- CIP	50,000	150,000	50,000	40,000	0	0	0
TRANSFER TO OTHER FUNDS - AF	100,000	150,000	47,670	47,670	0	0	0
Total Transfers to Other Funds:	150,000	300,000	97,670	87,670	0	0	0
Operating Contingency:							
GENERAL OPERATING CONTINGENCY	0	0	220,000	0	275,000	275,000	275,000
Total Operating Contingency:	0	0	220,000	0	275,000	275,000	275,000
Requirements Subtotal:	1,263,843	1,520,025	2,154,497	1,653,712	2,106,538	2,110,538	2,110,538
ENDING FUND BALANCE	1,300,567	1,127,363	443,329	1,086,965	655,582	651,582	651,582
TOTAL REQUIREMENTS	2,564,410	2,647,388	2,597,826	2,740,677	2,762,120	2,762,120	2,762,120

Street Fund

The Street Fund provides for the operations and maintenance of the City's street and storm system. The major funding for these operations is State of Oregon Highway appropriations. State Highway revenues are paid to cities from net receipts collected by various state agencies.

The State of Oregon estimates that gas tax revenues are expected to increase in fiscal year 2015-2016. Per capita distributions to cities are calculated based on certified statistics from Portland State University's Center for Population Research. Population estimates are compiled each July and are certified approximately January 1 of the following year and thereafter begin to govern the distributions.



In fiscal year 2015-2016 a new reserve account will be established for the Street Fund which will hold monies in reserve for future capital improvement projects.

Major Goals for FY 2015-2016

- Complete annual street maintenance projects
- Purchase street mower and bucket truck for use in street maintenance
- Transfer funds to newly created Street Capital Improvement Reserve Fund
- Transfer funds to Bicycle/Foot Path Fund



STREET FUND RESOURCES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Intergovernmental:							
STATE OF OREGON HWY USE REV	273,490	286,155	295,450	272,900	275,629	275,629	275,629
STATE EXCHANGE	0	108,376	55,398	0	0	0	0
LANE CO ROAD FUND	0	0	0	0	0	0	0
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	3,438	3,814	3,275	4,400	4,000	4,000	4,000
Miscellaneous:							
MISCELLANEOUS	444	779	450	556	400	400	400
Revenue Subtotal:	277,372	399,124	354,573	277,856	280,029	280,029	280,029
FUND BALANCE BEGINNING OF YEAR	492,039	629,161	725,250	766,427	811,618	811,618	811,618
TOTAL RESOURCES	769,411	1,028,285	1,079,823	1,044,283	1,091,647	1,091,647	1,091,647

STREET FUND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	1,731	1,766	1,820	1,900	3,207	3,207	3,207
PERSONAL SERV CITY ADMINISTR	3,500	2,455	2,871	3,010	3,060	3,060	3,060
PUBLIC WORKS DIRECTOR	16,234	11,713	12,439	13,680	14,990	14,990	14,990
PERSONAL SERV MAINT PERSON I	4,034	5,719	4,647	5,470	5,234	5,234	5,234
PERSONAL SERV MAINT PERSON I	0	0	5,020	4,790	5,336	5,336	5,336
PERSONAL SERV MAINT PERSON I	3,035	6,829	4,338	5,160	4,980	4,980	4,980
PERSONAL SERV MAINT PERSON II	8,196	4,888	5,196	5,480	5,608	5,608	5,608
LEAD WORKER, PUBLIC WORKS	10,442	9,222	8,326	9,160	9,108	9,108	9,108
PERSONAL SERV MAINT PERSON III	6,166	5,304	5,638	6,040	6,325	6,325	6,325
OVERTIME ALLOWANCE	268	0	5,220	250	5,916	5,916	5,916
WORKERS COMPENSATION	2,578	5,399	5,411	5,230	6,022	6,022	6,022
FIXED CHARGES SOCIAL SECURITY	4,086	3,640	4,247	3,990	4,878	4,878	4,878
MEDICAL INSURANCE BLUE CROSS	12,325	14,586	19,235	16,540	21,432	21,432	21,432
PUBLIC EMPLOYEES RETIRE SYSTEM	9,508	7,443	13,146	9,020	15,100	15,100	15,100
DENTAL INSURANCE BLUE CROSS	1,625	1,910	2,683	2,130	2,720	2,720	2,720
Subtotal Personal Services:	83,727	80,870	100,237	91,850	113,915	113,915	113,915
Materials & Services:							
VEHICLE & EQUIPMENT MAINT	3,685	2,322	4,600	4,000	4,500	4,500	4,500
STREET MAINTENANCE	32,424	40,392	94,350	40,000	90,000	90,000	90,000
CREDIT CARD SERVICES	0	0	150	0	50	50	50
INSURANCE	970	565	750	575	630	630	630
OFFICE EQUIP & MAINT CONTRACT	526	182	550	350	500	500	500
GAS AND OIL	4,354	6,005	5,375	5,000	5,375	5,375	5,375
TEMPORARY HELP	977	0	2,000	1,500	2,500	2,500	2,500
CONTRACTUAL SERV AUDITING	4,989	3,000	3,750	3,000	3,500	3,500	3,500
CONTRACTUAL SERV LEGAL COUNSEL	0	0	4,500	1,000	1,500	1,500	1,500
CONTRACTUAL SERV ENGINEERING	1,122	5,355	12,500	161	15,000	15,000	15,000
INFRASTRUCTURE MAINT	0	0	6,500	5,500	2,500	2,500	2,500
STREET TREE MAINTENANCE	4,741	1,551	5,700	5,700	5,800	5,800	5,800
STORM WATER MASTER PLAN	0	0	75,000	0	0	0	0
TRANSPORTATION SYSTEM PLAN	0	0	45,000	0	0	0	0
Subtotal Materials & Services:	53,788	59,372	260,725	66,786	131,855	131,855	131,855
Capital Outlay:							
CAPITAL OUTLAY - EQUIPMENT	0	178	91,500	800	35,000	35,000	35,000
CAP/OUTLAY STREET SIGNS	0	0	8,500	6,500	7,500	7,500	7,500
STREET CONSTRUCTION	0	118,576	131,500	64,000	50,000	50,000	50,000
Subtotal Capital Outlay:	0	118,754	231,500	71,300	92,500	92,500	92,500
Subtotal Requirements	137,515	258,996	592,462	229,936	338,270	338,270	338,270

STREET FUND
REQUIREMENTS SUMMARY

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
STREET	83,727	80,870	100,237	91,850	113,915	113,915	113,915
Total Personal Services:	83,727	80,870	100,237	91,850	113,915	113,915	113,915
Materials & Services:							
STREET	53,788	59,372	260,725	66,786	131,855	131,855	131,855
Total Materials & Services:	53,788	59,372	260,725	66,786	131,855	131,855	131,855
Capital Outlay:							
STREET	0	118,754	231,500	71,300	92,500	92,500	92,500
Total Capital Outlay:	0	118,754	231,500	71,300	92,500	92,500	92,500
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS - BFP	2,735	2,862	3,375	2,729	2,865	2,865	2,865
TRANSFER TO OTHER FUNDS - ST FUND RE	0	0	0	0	100,000	100,000	100,000
Total Transfers to Other Funds:	2,735	2,862	3,375	2,729	102,865	102,865	102,865
Operating Contingency:							
STREET CONTINGENCY	0	0	55,000	0	60,000	60,000	60,000
Total Operating Contingency:	0	0	55,000	0	60,000	60,000	60,000
Requirements Subtotal:	140,250	261,858	650,837	232,665	501,135	501,135	501,135
ENDING FUND BALANCE	629,161	766,427	428,986	811,618	590,512	590,512	590,512
TOTAL REQUIREMENTS	769,411	1,028,285	1,079,823	1,044,283	1,091,647	1,091,647	1,091,647

Bicycle/Foot Path Fund

The Bicycle/Foot Path Fund accounts for the development and maintenance of bicycle/foot paths within the City as required by Oregon Statutes.

Each year, the City transfers 1 percent of the revenues received from the State of Oregon for use in the City's transportation system to the Bicycle/Foot Path Fund. These funds must be used within 10 years of the transfer.

Major Goals for FY 2015-2016

- Continue annual striping projects



BICYCLE FOOT PATH FUND
RESOURCES AND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	294	276	295	280	280	280	280
Transfers from Other Funds:							
TXF FROM STATE HWY STREET FUND	2,735	2,862	3,375	2,729	2,865	2,865	2,865
Revenue Subtotal:	3,029	3,138	3,670	3,009	3,145	3,145	3,145
FUND BALANCE BEGINNING OF YEAR	51,507	54,009	54,350	55,037	55,684	55,684	55,684
TOTAL RESOURCES	54,535	57,147	58,020	58,046	58,829	58,829	58,829
Requirements:							
Materials & Services:							
BICYCLE/ FT PATH MAINTENANCE	527	2,110	15,500	2,362	3,500	3,500	3,500
Subtotal Materials & Services:	527	2,110	15,500	2,362	3,500	3,500	3,500
Capital Outlay:							
CAPITAL OUTLAY	0	0	42,520	0	55,329	55,329	55,329
Subtotal Capital Outlay:	0	0	42,520	0	55,329	55,329	55,329
Requirements Subtotal:	527	2,110	58,020	2,362	58,829	58,829	58,829
ENDING FUND BALANCE	54,008	55,037	0	55,684	0	0	0
TOTAL REQUIREMENTS	54,535	57,147	58,020	58,046	58,829	58,829	58,829

Building Department Fund



The Building Department Fund accounts for activities in the City's building and electrical code enforcement programs. Resources are provided from fees collected for the monitoring of building, structural, mechanical, plumbing and electrical code as well as plan reviews fees.

Revenues and corresponding expenditures can be very difficult to predict as they are tied to construction activities. Estimates of new construction are also used to project revenues within the City's Systems Development Charge (SDC) Funds.

The beginning fund balance has been combined into one line item in the budget this year. In previous years the fund balance was reflected in an 80/20 split. Historically, budget law allowed a portion of the revenues to be spent on items outside of the building fund. However, current resources are all appropriated within the Building Department Fund.

Major Goals for FY 2015-2016

- Assess Building Department inspection needs

BUILDING DEPARTMENT FUND RESOURCES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Licenses & Permits:							
BUILDING PERMITS	52,686	70,435	67,195	67,606	67,500	67,500	67,500
ELECTRICAL PERMITS	9,205	13,777	12,745	13,060	13,000	13,000	13,000
FENCE PERMITS	250	150	325	200	150	150	150
FIRE MARSHALL SERVICES	0	0	1,000	0	0	0	0
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	620	617	625	620	600	600	600
Miscellaneous:							
MISCELLANEOUS	21	8	75	43	20	20	20
Revenue Subtotal:	62,782	84,987	81,965	81,529	81,270	81,270	81,270
FUND BALANCE BEGINNING OF YEAR	88,817	86,293	83,996	111,196	95,712	95,712	95,712
FUND BALANCE BEGINNING OF YEAR	22,204	21,573	20,999	0	0	0	0
TOTAL RESOURCES	173,803	192,853	186,960	192,725	176,982	176,982	176,982

This page intentionally left blank.

BUILDING DEPARTMENT FUND REQUIREMENTS SUMMARY

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	1,731	1,766	1,820	1,900	3,207	3,207	3,207
PERSONAL SERV CITY ADMINIST	3,500	2,455	2,871	3,010	3,060	3,060	3,060
A/P COURT CLERK	761	119	1,027	660	1,122	1,122	1,122
A/R UTILITY CLERK	1,052	1,095	1,127	1,160	1,221	1,221	1,221
RECEPTIONIST	2,497	2,607	2,771	2,820	3,061	3,061	3,061
SENIOR PLANNER	0	0	0	0	9,494	9,494	9,494
WORKERS COMPENSATION	115	71	90	80	119	119	119
FIXED CHARGES SOCIAL SECURITY	729	608	736	690	1,619	1,619	1,619
MEDICAL INSURANCE BLUE CROSS	2,529	2,357	3,311	2,660	7,710	7,710	7,710
EMPLOYEE STATE RETIREMENT SYS	1,583	1,182	2,277	1,150	5,012	5,012	5,012
DENTAL INSURANCE BLUE CROSS	326	298	509	330	985	985	985
Subtotal Personal Services:	14,823	12,556	16,539	14,460	36,610	36,610	36,610
Materials & Services:							
EQUIPMENT MAINTENANCE	0	0	575	0	500	500	500
BLD STATE SURCHARGE	3,801	5,097	11,225	7,700	10,000	10,000	10,000
ELC STATE SURCHARGE	1,640	1,913	2,250	1,900	2,250	2,250	2,250
CREDIT CARD SERVICES	146	357	525	250	500	500	500
PRINT, POSTAGE & OFFICE SUPPLY	122	213	650	350	500	500	500
ELECTRICITY & UTILITIES	211	473	1,275	600	1,000	1,000	1,000
TEL COMMUNICATIONS	205	337	525	300	500	500	500
MILEAGE TRAVEL & TRAINING	15	0	500	0	500	500	500
INSURANCE	250	0	575	0	500	500	500
MISCELLANEOUS	0	0	500	0	500	500	500
COMPUTER SOFTWARE & SUPPORT	568	1,187	1,850	1,500	1,850	1,850	1,850
OFFICE EQUIP & MAINT CONTRACTS	579	556	585	575	600	600	600
BLD CONTRACTUAL INSPECTION SVC	37,065	50,098	51,525	56,000	58,000	58,000	58,000
ELC CONTRACTUAL INPECTION SVC	6,513	8,823	11,250	11,000	13,000	13,000	13,000
CONTRACT SERV CODE COMPLIANCE	0	0	1,000	0	0	0	0
CONTRACTUAL SERV LEGAL COUNSEL	0	47	500	0	500	500	500
CODE CODIFICATION	0	0	500	478	1,500	1,500	1,500
FIRE MARSHALL SERVICES	0	0	1,000	0	500	500	500
Subtotal Materials & Services:	51,115	69,101	86,810	80,653	92,700	92,700	92,700
Capital Outlay:							
CAP OUTLAY/ BUILDING & LAND	0	0	5,000	1,900	1,500	1,500	1,500
Subtotal Capital Outlay:	0	0	5,000	1,900	1,500	1,500	1,500
Operating Contingency:							
OPERATING CONTINGENCY	0	0	12,500	0	15,000	15,000	15,000
Subtotal Operating Contingency:	0	0	12,500	0	15,000	15,000	15,000
Requirements Subtotal:	65,938	81,657	120,849	97,013	145,810	145,810	145,810
ENDING FUND BALANCE	107,866	111,196	66,111	95,712	31,172	31,172	31,172
TOTAL REQUIREMENTS	173,803	192,853	186,960	192,725	176,982	176,982	176,982

State Revenue Sharing Fund

In the early 1970's Federal and State governments developed a system to return some of the State and Federal funds to the local level. These funds were distributed to the City and were used for a variety of activities or purchases.

The only remaining funds in the State Revenue Sharing Fund are receipts under the State Revenue Sharing program which distributes a portion (currently 14 percent) of the State Liquor Tax to local government.

The State Revenue Sharing Fund is a discretionary fund. It can be used to support other funds within the budget that enhance projects or are of importance to the community.

In order to receive State Revenue Sharing Funds cities must pass an Ordinance or Resolution requesting state shared revenue money; hold public hearings before the budget committee and city council regarding the city's use of state shared revenues; and submit documentation, such as the short form distributed by DAS, certifying compliance and intent to receive tax revenues in the coming fiscal year.

In fiscal year 2015-2016 several transfers will be made from the State Revenue Sharing Fund, including a transfer to the General Fund to support operations, a transfer to the Capital Improvement Fund to continue improvements to City Hall, and a transfer to the Airport Fund. The use of these funds is not restricted.



STATE REVENUE SHARING FUND
RESOURCES AND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Intergovernmental:							
STATE REVENUE SHARING FUND	42,027	44,466	42,395	47,745	52,500	52,500	52,500
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	1,938	2,059	1,865	2,235	2,000	2,000	2,000
Revenue Subtotal:	43,965	46,525	44,260	49,980	54,500	54,500	54,500
FUND BALANCE BEGINNING OF YEAR	331,625	375,245	408,550	421,482	267,462	267,462	267,462
TOTAL RESOURCES	375,590	421,769	452,810	471,462	321,962	321,962	321,962
Requirements:							
Materials & Services:							
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	0	100	100	100
CONTRACTUAL SERVICE	345	288	0	0	51,862	51,862	51,862
Subtotal Materials & Services:	345	288	1,500	0	51,962	51,962	51,962
Capital Outlay:							
CAP/OUTLAY EQUIPMENT	0	0	72,310	0	0	0	0
Subtotal Capital Outlay:	0	0	72,310	0	0	0	0
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS GENERAL	0	0	79,000	79,000	95,000	95,000	95,000
TRANSFER TO OTHER FUNDS CAP IMP	0	0	150,000	75,000	75,000	75,000	75,000
TRANSFER TO OTHER FUNDS AIRPORT	0	0	150,000	50,000	100,000	100,000	100,000
Subtotal Transfers to Other Funds:	0	0	379,000	204,000	270,000	270,000	270,000
Requirements Subtotal:	345	288	452,810	204,000	321,962	321,962	321,962
ENDING FUND BALANCE	375,245	421,482	0	267,462	0	0	0
TOTAL REQUIREMENTS	375,590	421,769	452,810	471,462	321,962	321,962	321,962

Water Fund

The Water Fund was created to account for the revenues and expenditures related specifically to providing a water utility for the City of Creswell. This fund is an Enterprise Fund, and earns a majority of its revenues through user fees. The Water Fund provides for the operations of the City's water treatment, pumping and distribution system as well as equipment and materials used to provide a safe drinking water supply.

Salaries have been allocated to reflect the proportional share of employee time spent in the water utility.

The fiscal year 2015-2016 budget increases the materials and services appropriation for the purchase of water meters, pipes, and misc. This appropriation includes the annual purchase of upgraded radio read water meters and lids. These expenses were previously budgeted as capital outlay expenditures.

Major Goals for Water Fund in FY 2015-2016

- Increase water rates by 8 percent in July 2015 to ensure adequate reserves to satisfy debt service obligations and meet ongoing and future water infrastructure needs



WATER FUND RESOURCES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Charges for Services:							
WATER COLLECTIONS	1,327,414	1,339,223	1,372,175	1,378,250	1,488,510	1,488,510	1,488,510
CHARGES FOR SERVICE, REPAIR	192	3,452	2,500	0	1,000	1,000	1,000
WATER METER HOOK-UP FEES	4,180	7,950	5,700	10,350	7,600	7,600	7,600
LATE PAYMENT PENALTIES	18,930	17,742	19,200	18,000	18,000	18,000	18,000
WATER SHUT OFF PENALTIES	1,665	1,950	1,620	1,890	1,600	1,600	1,600
Other Revenue:							
RENTAL INCOME	525	3,500	4,200	0	0	0	0
RETURNED CHECK PENALTIES	300	300	500	325	300	300	300
H2O INTEREST EARN ON DEL ACCT	104	95	150	150	150	150	150
COLLECTIONS FEES	1,657	1,614	1,200	1,150	1,000	1,000	1,000
Grant Proceeds:							
GRANT PROCEEDS	0	0	25,000	0	0	0	0
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	19,150	17,234	16,950	8,570	8,500	8,500	8,500
Miscellaneous:							
MISCELLANEOUS	1,268	1,122	1,500	3,750	1,000	1,000	1,000
Revenue Subtotal:	1,375,384	1,394,182	1,450,695	1,422,435	1,527,660	1,527,660	1,527,660
FUND BALANCE BEGINNING OF YEAR	3,403,319	3,272,804	3,050,450	3,129,942	881,228	881,228	881,228
TOTAL RESOURCES	4,778,703	4,666,986	4,501,145	4,552,377	2,408,888	2,408,888	2,408,888

This page intentionally left blank.

WATER FUND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	19,043	19,424	20,006	20,810	35,264	35,264	35,264
PERSONAL SERV CITY ADMINIST	34,997	24,547	28,711	30,060	30,604	30,604	30,604
CITY RECORDER	13,262	14,041	12,713	15,080	17,259	17,259	17,259
A/P COURT CLERK	7,099	1,106	9,589	6,170	10,468	10,468	10,468
A/R UTILITY CLERK	14,733	15,330	15,791	16,120	17,111	17,111	17,111
RECEPTIONIST	8,741	9,124	9,699	9,850	10,712	10,712	10,712
PUBLIC WORKS DIRECTOR	32,468	23,425	24,878	27,360	29,981	29,981	29,981
PERSONAL SERV MAINT PERSON I	4,840	15,249	9,958	12,140	11,216	11,216	11,216
PERSONAL SERV MAINT PERSON I	0	0	13,387	12,770	14,230	14,230	14,230
PERSONAL SERV MAINT PERSON I	7,589	8,194	9,295	10,460	10,671	10,671	10,671
WASTE/WATER TREATMENT II	34,321	34,929	36,304	36,880	38,056	38,056	38,056
PERSONAL SERV MAINT PERSON II	13,113	9,775	10,391	10,960	11,216	11,216	11,216
LEAD WORKER, PUBLIC WORKS	20,884	18,443	24,492	26,150	26,792	26,792	26,792
PERSONAL SERV MAINT PERSON III	16,444	14,143	15,034	16,100	16,867	16,867	16,867
OVERTIME ALLOWANCE	881	392	2,340	1,200	2,652	2,652	2,652
WORKERS COMPENSATION	4,338	7,600	8,656	8,230	9,207	9,207	9,207
FIXED CHARGES SOCIAL SECURITY	17,430	15,830	18,558	18,580	21,657	21,657	21,657
MEDICAL INSURANCE BLUE CROSS	51,067	56,851	84,613	67,180	96,812	96,812	96,812
EMPLOYEE STATE RETIREMENT SYS	40,458	34,537	57,445	43,240	67,038	67,038	67,038
DENTAL INSURANCE BLUE CROSS	6,284	6,990	12,118	8,160	12,285	12,285	12,285
Subtotal Personal Services:	347,993	329,931	423,978	397,500	490,098	490,098	490,098
Materials & Services:							
VEHICLE & EQUIPMENT MAINT	10,832	3,790	7,825	7,500	8,000	8,000	8,000
SHOP FACILITIES MAINTENANCE	2,018	124	11,500	9,500	10,000	10,000	10,000
CREDIT CARD SERVICES	6,140	6,863	8,300	6,800	7,350	7,350	7,350
PUBLISH NOTICES & REPORTS	1,382	1,403	4,500	1,500	2,500	2,500	2,500
PRINT, POSTAGE & OFFICE SUPPLY	9,274	8,263	11,550	10,000	11,500	11,500	11,500
ELECTRICITY	60,283	63,743	72,250	72,650	75,000	75,000	75,000
TEL COMMUNICATIONS	3,007	3,046	5,475	3,200	3,500	3,500	3,500
INSURANCE	16,156	19,667	21,025	22,281	24,500	24,500	24,500
COLLECTIONS SERVICES	799	816	1,000	475	1,000	1,000	1,000
COMPUTER SOFTWARE & SUPPORT	6,760	6,724	9,084	8,900	9,100	9,100	9,100
OFFICE EQUIP & MAINT CONTRACTS	1,171	1,418	2,560	850	1,500	1,500	1,500
WATER METERS, PIPES & MISC	14,853	69,688	59,215	132,089	188,000	188,000	188,000
TREATMENT CHEMICALS	68,499	63,984	80,200	68,000	80,000	80,000	80,000
WATER ANALYSIS	2,813	5,979	9,000	6,035	9,000	9,000	9,000
GAS AND OIL	5,785	6,681	6,325	6,500	6,500	6,500	6,500
TREATMENT PLANT OPERATIONS	18,910	18,768	37,575	28,000	40,000	40,000	40,000
TEMPORARY HELP	7,368	5,523	9,950	22,500	20,000	20,000	20,000
CONTRACTUAL SERV AUDITING	9,978	5,970	7,250	5,318	7,500	7,500	7,500
CONTRACTUAL SERV LEGAL COUNSEL	0	2,580	8,500	15,000	7,500	7,500	7,500
CONTRACTUAL SERV ENGINEERING	2,965	5,187	12,500	11,000	12,500	12,500	12,500
CODE CODIFICATION	109	88	3,875	298	1,500	1,500	1,500
MILEAGE, TRAVEL, TRAIN & DUES	7,570	6,991	17,986	8,500	15,000	15,000	15,000
INFRASTRUCTURE MANAGEMENT	1,246	0	5,500	5,500	2,500	2,500	2,500
WATER RATE STUDY	0	31,907	0	0	0	0	0
WATER MASTER PLAN	0	0	75,000	0	0	0	0
HILLS CREEK MAINTENANCE	0	5,844	25,000	5,000	12,500	12,500	12,500
WATER QUALITY - GLP	0	0	7,500	7,500	0	0	0
PROPERTY APPRAISAL SERVICES	0	0	3,750	0	0	0	0
DRINKING WATER PROTECTION	0	1,797	25,000	0	0	0	0
Subtotal Materials & Services:	257,917	346,844	549,195	464,896	556,450	556,450	556,450
Capital Outlay:							
CAP/OUTLAY EQUIPMENT	17,108	3,428	40,375	7,700	25,000	25,000	25,000
CAP/OUTLAY NEW WELLS/PIPE LINE	52,889	14,848	107,465	11,105	20,000	20,000	20,000
CAP/OUTLAY WATER TREAT. PLANT	0	5,155	21,100	5,000	20,000	20,000	20,000
Subtotal Capital Outlay:	69,997	23,431	168,940	23,805	65,000	65,000	65,000
Subtotal Requirements:	675,906	700,206	1,142,113	886,201	1,111,548	1,111,548	1,111,548

Water Fund Requirements Summary

Debt Service

Note Payable - Business Oregon GO6001 -

By City Resolution #2006-29, the City was authorized to borrow up to \$5,825,000 from the Oregon Economic and Community Development Department (OECDD) for the City's water system improvements. Interim financing from the borrowing bore interest at 2.91 percent and was scheduled to mature on August 15, 2009. Permanent long term financing was established as of December 1, 2013 and will be repaid in annual installments of \$299,108 at an interest rate of 4 percent per annum through December 1, 2138. For the year ending June 30, 2014, the outstanding balance on the loan was \$4,672,688.

Note Payable – Business Oregon S06004 -

By City Ordinance #435, the City was authorized to borrow up to \$4,000,000 from the Safe Drinking Water Revolving Loan Fund administered by the Oregon Economic and Community Development Department (OECDD). The proceeds from this borrowing were used for costs incurred for the improvement of the City's water system. Annual debt service requirements to maturity for this note will be made over a 30 year period and will consist of principal payments of \$154,992 and will bear interest at 1 percent per annum. The City began making annual payments on this note December 1, 2010. As of June 30, 2014, the outstanding balance on this loan was \$2,925,589.

The above loans require that rates and fees be set to generate Net Revenues each fiscal year at least equal to one hundred ten percent (110%) of the annual debt service due in the fiscal year. A Debt Service Reserve was added this year to set aside the reserve to cover the debt service for the following year.

Transfers

Each year the City transfers money into the Water Reserve Fund to contribute to future capital improvements. In fiscal year 2015-2016 there are inadequate reserves available to transfer funds to the reserve fund.

Operating Contingency

The City's Fund Balance and Reserves Policy requires a 15 percent contingency in the enterprise funds. This requirement is met for fiscal year 2015-2016.

Ending Fund Balance

The City's Fund Balance and Reserves Policy requires 25 percent fund balance reserves in the Water Fund, which would be approximately \$261,637. The budget does not meet this ending funding balance requirement, however if there are savings in the actual expenditures in FY 2015-2016 the ending fund balance should meet the requirement.

WATER FUND
REQUIREMENTS SUMMARY

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
WATER	347,993	329,931	423,978	397,500	490,098	490,098	490,098
Total Personal Services:	347,993	329,931	423,978	397,500	490,098	490,098	490,098
Materials & Services:							
WATER	257,917	346,844	549,195	464,896	556,450	556,450	556,450
Total Materials & Services:	257,917	346,844	549,195	464,896	556,450	556,450	556,450
Debt Service:							
OEDD SDW 2009 NOTE - PRINCIPAL	319,318	322,512	125,737	125,737	126,994	126,994	126,994
OEDD SDW 2009 NOTE - INTEREST	35,674	28,673	29,256	29,256	27,999	27,999	27,999
OEDD W/WW NOTE - PRINCIPAL	294,908	289,014	2,500,000	2,500,000	212,200	212,200	212,200
OEDD W/WW NOTE - INTEREST	155,092	146,639	135,656	79,955	86,908	86,908	86,908
Total Debt Service:	804,992	786,838	2,790,649	2,734,948	454,101	454,101	454,101
Capital Outlay:							
WATER	69,997	23,431	168,940	23,805	65,000	65,000	65,000
Total Capital Outlay:	69,997	23,431	168,940	23,805	65,000	65,000	65,000
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS W CAP	25,000	50,000	50,000	50,000	0	0	0
Total Transfers to Other Funds:	25,000	50,000	50,000	50,000	0	0	0
Operating Contingency:							
GENERAL OPERATING CONTINGENCY	0	0	175,000	0	157,000	157,000	157,000
Total Operating Contingency:	0	0	175,000	0	157,000	157,000	157,000
Requirements Subtotal:	1,505,899	1,537,044	4,157,762	3,671,149	1,722,649	1,722,649	1,722,649
DEBT SERVICE RESERVE	0	0	0	0	499,500	499,500	499,500
ENDING FUND BALANCE	3,272,804	3,129,942	343,383	881,228	186,739	186,739	186,739
TOTAL REQUIREMENTS	4,778,703	4,666,986	4,501,145	4,552,377	2,408,888	2,408,888	2,408,888

Sewer Fund

The Sewer Fund includes administrative, engineering and inspection related to the sanitary sewer and lagoons.

The City is preparing a Wastewater Facilities Plan to assist in identifying improvement needs and priorities for investment in the coming years. The plan is estimated to be completed in fiscal year 2015-2016. The treatment facility will need upgrades to continue to meet standards imposed by the Department of Environmental Quality. The sewer system was designed to serve the east side of the City. The Wastewater Facilities Plan will identify the necessary infrastructure improvements to serve the east side.



Dillard Road –Effluent Irrigation

Major Goals for FY 2015-2016

- Complete Wastewater Facilities Plan
- Conduct sewer rate study following completion of the Wastewater Master Plan
 - Begin looking for funding sources to improve system improvements identified in Wastewater Facilities Plan
 - Ensure adequate sewer reserve is provided to cover debt obligations

SEWER FUND RESOURCES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Charges for Services:							
SEWER COLLECTIONS	933,107	940,407	948,415	954,500	954,500	954,500	954,500
SEWER HOOK-UPS & INSTALL FEES	1,650	1,200	2,250	2,100	2,100	2,100	2,100
FEES FOR SERV.- EVR BILLING	0	0	0	0	0	0	0
Other Revenue:							
RENTAL INCOME	525	7,500	8,200	4,000	4,000	4,000	4,000
SEW INTEREST EARN ON DEL ACCT	80	60	250	115	100	100	100
COLLECTIONS FEES	0	0	325	0	10	10	10
Grant Proceeds:							
GRANT PROCEEDS	0	0	20,000	0	20,000	20,000	20,000
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	3,909	3,554	3,550	3,600	3,600	3,600	3,600
Miscellaneous:							
MISCELLANEOUS	5,085	788	1,500	2,798	500	500	500
Revenue Subtotal:	944,356	953,509	984,490	967,113	984,810	984,810	984,810
FUND BALANCE BEGINNING OF YEAR	711,023	684,829	682,450	607,638	573,123	573,123	573,123
TOTAL RESOURCES	1,655,379	1,638,338	1,666,940	1,574,751	1,557,933	1,557,933	1,557,933

This page intentionally left blank.

SEWER FUND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	19,043	19,424	20,006	20,810	35,264	35,264	35,264
PERSONAL SERV CITY ADMINIST	34,997	24,547	28,711	30,060	30,604	30,604	30,604
CITY RECORDER	13,262	14,041	12,713	15,080	17,259	17,259	17,259
A/P COURT CLERK	7,099	1,106	9,589	6,170	10,468	10,468	10,468
PERSONAL SERV OFFICE CLERK	0	0	0	0	0	0	0
A/R UTILITY CLERK	14,733	15,331	15,791	16,120	17,111	17,111	17,111
RECEPTIONIST	8,741	9,124	9,699	9,850	10,712	10,712	10,712
PUBLIC WORKS DIRECTOR	24,351	17,569	18,658	20,520	22,486	22,486	22,486
PERSONAL SERV MAINT PERSON I	2,259	9,464	8,299	9,650	9,346	9,346	9,346
PERSONAL SERV MAINT PERSON I	0	0	10,040	9,580	10,672	10,672	10,672
PERSONAL SERV MAINT PERSON I	15,177	4,097	7,748	8,470	8,895	8,895	8,895
WASTE/WATER TREATMENT II	14,709	14,970	15,559	15,810	16,310	16,310	16,310
PERSONAL SERV MAINT PERSON II	4,917	13,034	13,855	14,610	14,954	14,954	14,954
LEAD WORKER, PUBLIC WORKS	15,663	13,832	12,246	13,490	13,396	13,396	13,396
PERSONAL SERV MAINT PERSON III	12,333	10,607	11,276	12,080	12,650	12,650	12,650
OVERTIME ALLOWANCE	413	78	5,220	750	5,916	5,916	5,916
WORKERS COMPENSATION	3,107	5,287	6,045	5,720	6,412	6,412	6,412
FIXED CHARGES SOCIAL SECURITY	14,333	12,720	15,255	14,910	17,343	17,343	17,343
MEDICAL INSURANCE BLUE CROSS	38,954	43,836	68,519	51,960	79,260	79,260	79,260
PUBLIC EMPLOYEE RETIRE SYSTEM	32,825	27,468	47,220	34,330	55,895	55,895	55,895
DENTAL INSURANCE BLUE CROSS	4,813	5,411	9,921	6,310	10,058	10,058	10,058
Subtotal Personal Services:	281,729	261,945	346,370	316,280	405,010	405,010	405,010
Materials & Services:							
VEHICLE & EQUIPMENT MAINT	7,205	3,790	7,825	7,400	7,800	7,800	7,800
SHOP FACILITIES MAINTENANCE	1,292	98	11,500	8,400	10,000	10,000	10,000
CREDIT CARD SERVICES	4,015	4,362	4,750	3,880	4,500	4,500	4,500
PUBLISH NOTICES & REPORTS	117	136	850	150	500	500	500
PRINT, POSTAGE & OFFICE SUPPLY	8,940	8,171	9,250	9,500	10,000	10,000	10,000
ELECTRICITY	27,742	30,803	36,125	36,100	39,710	39,710	39,710
TEL COMMUNICATIONS	3,065	3,007	4,575	3,250	3,575	3,575	3,575
INSURANCE	15,995	18,759	20,200	21,227	23,350	23,350	23,350
MISCELLANEOUS	353	391	200	300	300	300	300
COLLECTIONS SERVICES	398	404	750	175	400	400	400
COMPUTER SOFTWARE & SUPPORT	6,740	6,552	9,083	8,900	9,100	9,100	9,100
OFFICE EQUIP & MAINT CONTRACTS	1,171	1,418	2,560	900	1,500	1,500	1,500
COLLECT SYST MAINT & OPERATE	9,666	4,129	14,750	7,500	14,750	14,750	14,750
TREATMENT CHEMICALS	45,037	39,961	58,500	65,000	65,000	65,000	65,000
I & I CORRECTION	0	0	15,000	0	15,000	15,000	15,000
SEWER ANALYSIS	5,948	4,701	8,000	6,200	8,000	8,000	8,000
GAS AND OIL	5,200	6,622	6,325	6,000	6,500	6,500	6,500
TREATMENT PLANT OPERATIONS	9,205	25,858	42,800	20,000	41,500	41,500	41,500
TEMPORARY HELP	5,568	5,523	9,950	22,500	20,000	20,000	20,000
CONTRACTUAL SERV AUDITING	7,484	4,400	5,500	4,128	5,000	5,000	5,000
CONTRACTUAL SERV LEGAL COUNSEL	282	1,874	8,500	4,500	7,500	7,500	7,500
CONTRACTUAL SERV ENGINEERING	1,657	13,944	12,500	12,500	12,500	12,500	12,500
CODE CODIFICATION	109	88	3,875	298	1,500	1,500	1,500
MILEAGE, TRAVEL, TRAIN & DUES	5,822	6,496	11,250	7,500	10,000	10,000	10,000
INFRASTRUCTURE MANAGEMENT	0	0	5,500	5,500	5,500	5,500	5,500
SEWER RATE STUDY	0	0	20,000	0	30,000	30,000	30,000
WASTEWATER MASTER PLAN	0	0	110,000	45,500	65,000	65,000	65,000
PROPERTY APPRAISAL SERVICES	0	0	3,750	0	3,750	3,750	3,750
Subtotal Materials & Services:	173,011	191,487	443,868	307,308	422,235	422,235	422,235
Capital Outlay:							
CAP/OUTLAY EQUIPMENT	17,108	3,428	40,375	14,196	25,000	25,000	25,000
CAP/OUTLAY FACILITY UPGRADE	0	0	8,000	0	10,000	10,000	10,000
CAP/OUTLAY NEW INSTALL & MAIN	0	88,728	106,000	20,000	28,000	28,000	28,000
CAP/OUT WWTP IMPROVEMENTS	0	0	43,000	0	40,000	40,000	40,000
Subtotal Capital Outlay:	17,108	92,157	197,375	34,196	103,000	103,000	103,000
Subtotal Requirements:	471,848	545,589	987,613	657,784	930,245	930,245	930,245

Sewer Fund Requirements Summary

The Sewer Fund Summary page includes information regarding the City's sewer debt service obligations. This year a new line item was created to account for the debt service reserve. The creation of the debt service reserve line item highlights the fact that there are inadequate reserves in the Sewer Fund. The line items for Contingency and the Ending Fund Balance are grossly insufficient and will not meet the financial policies as established by the City Council in FY 2015-2016.

There are no scheduled transfers to the Sewer Capital Reserve Fund in FY 2015-2016.

Debt Service

Revenue Bond Payable - USDA RUS 92-01 -

On June 1, 2006, the City issued revenue installment sewer bond No. 1 (USDA RUS 92-01). Proceeds from this issue were used to repay interim financing for the wastewater treatment project. Terms of this obligation call for repayment over 40 years with annual payments of \$104,840, which includes interest at 4.25 percent per annum. As of June 30, 2014, the outstanding balance on this bond was \$1,015,020. The USDA requires the City to maintain a minimum cash reserve of \$83,872, which is held in the Sewer Reserve Fund, a component of the Sewer Fund.

Note Payable - DEQ Clean Water SRF R25140 –

The City executed a promissory note and borrowed \$3,370,000 from the State of Oregon Department of Environmental Quality (DEQ) to partially finance improvements to the City's wastewater treatment facility. Terms of this debt call for repayment over 20 years, with semi-annual principal and interest payments of \$118,428 beginning May 1, 2006. The interest rate on this note is 3.14 percent. As of June 30, 2014, the balance on this loan was \$1,136,442. The State of Oregon Department of Environmental Quality requires the City to maintain a minimum cash reserve of \$120,428 which is held in the Sewer Reserve Fund, a component of the Sewer Fund.

Sewer Rates

The current sewer rate structure is inadequate to meet the ongoing operational needs and capital demands. Revenues need to be increased by as much as 22 percent to meet the current needs. It will be important to conduct a Sewer Rate Study and implement corresponding rate increases as soon as possible to meeting the ongoing demands over time.

Transfers

There are no scheduled transfers due to a lack of resources.

Debt Service Reserve

A new Debt Service Reserve line item is established as part of this budget to ensure adequate reserves are set aside for debt service obligations for the following year.

Ending Fund Balance

The Ending Fund Balance and Contingency requirements do not meet the Fund Balance Reserves and Contingency Policy.

SEWER FUND
REQUIREMENTS SUMMARY

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
SEWER	281,729	261,945	346,370	316,280	405,010	405,010	405,010
Total Personal Services:	281,729	261,945	346,370	316,280	405,010	405,010	405,010
Materials & Services:							
SEWER	173,011	191,487	443,868	307,308	422,235	422,235	422,235
Total Materials & Services:	173,011	191,487	443,868	307,308	422,235	422,235	422,235
Debt Service:							
DEQ R25140 PRINCIPAL PAYABLE	263,422	195,582	202,766	202,751	209,167	209,167	209,167
DEQ R25140 INTEREST PAYABLE	47,462	43,137	34,090	34,105	27,689	27,689	27,689
DEQ R25140 LOAN FEES	7,977	3,330	5,680	2,148	4,660	4,660	4,660
RUS LOAN PRINCIPAL PAYABLE	104,736	59,688	61,703	61,702	64,324	64,324	64,324
RUS LOAN INTEREST PAYABLE	50,104	44,597	43,137	43,138	40,516	40,516	40,516
Total Debt Service:	473,701	346,334	347,376	343,844	346,356	346,356	346,356
Capital Outlay:							
SEWER	17,108	92,157	197,375	34,196	103,000	103,000	103,000
Total Capital Outlay:	17,108	92,157	197,375	34,196	103,000	103,000	103,000
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS WW CAP	25,000	50,000	50,000	0	0	0	0
Total Transfers to Other Funds:	25,000	50,000	50,000	0	0	0	0
Operating Contingency:							
GENERAL OPERATING CONTINGENCY	0	0	150,000	0	30,000	30,000	30,000
Subtotal Operating Contingency:	0	0	150,000	0	30,000	30,000	30,000
Requirements Subtotal:	970,549	941,923	1,534,989	1,001,628	1,306,601	1,306,601	1,306,601
DEBT SERVICE RESERVE	0	0	0	0	205,000	205,000	205,000
ENDING FUND BALANCE	684,830	696,415	131,951	573,123	46,332	46,332	46,332
TOTAL REQUIREMENTS	1,655,379	1,638,338	1,666,940	1,574,751	1,557,933	1,557,933	1,557,933

Airport Fund

The Airport Fund is used to account for the acquisition, operation and maintenance of the airport facility.

The budget for fiscal year 2015-2016 includes grant fund revenues from the AIP Grant and Connect Oregon Grant to assist the city in the installation of an All Weather Observation System (AWOS). The remaining cost will be funded through donations.

The primary revenue sources are attributable to land leases, hangar rents, and in-lieu of taxes. Some of the minor revenue sources are aviation fuel and pilot supplies. Currently, the expenses of the Airport exceed the revenues generated to support its operations. To maintain operations for fiscal year 2015-2016, a proposed transfer from the General Fund in the sum of \$100,000 is included in the budget.

The primary changes in expenditures for fiscal year 2015-2016 include additional funds in temporary help to pay for the costs of interns who will perform an Airport Sustainability Plan of the airport facility.

Major Goals for FY 2015-2016

- Complete installation of AWOS system
- Complete multi-year Airport Sustainability Plan utilizing intern support



AIRPORT FUND RESOURCES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Fuel Sales:							
FUEL SALES - CRESWELL	239,538	253,550	411,250	295,750	300,000	300,000	300,000
Rental Income:							
TIE DOWN RENTAL INCOME	1,666	1,643	1,450	1,450	1,500	1,500	1,500
LAND LEASE INCOME	30,454	31,202	31,056	31,716	32,000	32,000	32,000
OFFICE & SHOP RENTAL INCOME	9,606	9,606	9,798	9,606	9,606	9,606	9,606
HANGAR RENT	14,520	14,520	14,800	14,520	14,520	14,520	14,520
Other Revenue:							
PILOT SUPPLIES	1,858	1,284	3,000	900	1,500	1,500	1,500
IN LIEU OF TAXES	18,638	18,633	18,500	18,730	18,500	18,500	18,500
Grant Proceeds:							
GRANT PROCEEDS - AIP GRANT	4,684	7,925	36,000	3,000	85,000	85,000	85,000
CONNECT OREGON GRANT PROCEEDS	18,738	31,729	148,000	15,113	177,000	177,000	177,000
Donations:							
AIRPORT DONATIONS	3,250	1,000	21,000	0	18,500	18,500	18,500
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	126	269	225	200	200	200	200
Miscellaneous:							
MISCELLANEOUS	5,128	2,094	1,984	1,510	1,500	1,500	1,500
Transfers from Other Funds:							
TRANSFER FROM OTHER FUNDS-GF	100,000	150,000	90,000	47,670	0	0	0
TRANSFER FROM OTHER FUNDS - REV SH	0	0	150,000	50,000	100,000	100,000	100,000
Revenue Subtotal:	448,205	523,454	937,063	490,165	759,826	759,826	759,826
FUND BALANCE BEGINNING OF YEAR	14,497	12,220	16,250	50,805	156,025	156,025	156,025
TOTAL RESOURCES	462,702	535,674	953,313	540,970	915,851	915,851	915,851

This page intentionally left blank.

AIRPORT FUND
REQUIREMENTS SUMMARY

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Requirements:							
Personal Services:							
FINANCE DIRECTOR	2,885	2,943	3,030	3,160	5,342	5,342	5,342
CITY ADMINISTRATOR	5,833	4,091	4,785	5,010	5,101	5,101	5,101
CITY RECORDER	1,326	1,404	1,467	1,510	1,991	1,991	1,991
A/P COURT CLERK	761	119	1,027	660	1,122	1,122	1,122
AIRPORT MANAGER	35,341	35,964	41,033	42,800	45,455	45,455	45,455
A/R UTILITY CLERK	1,754	1,825	1,880	1,920	2,037	2,037	2,037
RECEPTIONIST	749	782	831	850	918	918	918
PERSONAL SERV MAINT PERSON I	161	67	332	360	374	374	374
PERSONAL SERV MAINT PERSON I	0	0	310	330	356	356	356
PERSONAL SERV MAINT PERSON II	0	326	0	30	0	0	0
WORKERS COMPENSATION	850	1,537	1,600	1,520	1,873	1,873	1,873
SOCIAL SECURITY	3,673	3,572	3,878	3,310	4,796	4,796	4,796
HEALTH INSURANCE	14,769	14,740	16,417	15,730	18,660	18,660	18,660
PERS	8,918	8,646	12,005	10,080	14,846	14,846	14,846
DENTAL INSURANCE	1,938	1,925	2,336	2,040	2,368	2,368	2,368
Subtotal Personal Services:	78,957	77,941	90,931	89,310	105,240	105,240	105,240
Materials & Services:							
MAINTENANCE - BUILDING & EQUIP	11,286	10,202	11,000	15,000	11,000	11,000	11,000
CREDIT CARD SERVICES	4,824	7,633	7,250	9,300	10,000	10,000	10,000
PUBLISH NOTICE/ADVERTISEMENT	385	207	350	235	350	350	350
PRINT, POSTAGE & OFFICE SUPPLY	1,114	1,689	2,250	1,600	1,750	1,750	1,750
ELECTRICITY, PHONE & UTILITY	10,417	10,796	11,500	11,500	12,500	12,500	12,500
PILOT SUPPLIES	1,315	958	1,000	750	1,000	1,000	1,000
MILEAGE, TRAVEL & TRAINING	331	1,046	975	875	1,000	1,000	1,000
INSURANCE & LICENSES	9,115	9,112	10,450	9,145	10,450	10,450	10,450
MISCELLANEOUS	36	500	150	150	150	150	150
COMPUTER SOFTWARE & SUPPORT	3,442	4,950	4,630	4,350	4,650	4,650	4,650
AVIATION FUEL	211,631	201,695	333,750	215,500	225,000	225,000	225,000
GAS & OIL EXPENSE	1,296	937	1,200	900	1,000	1,000	1,000
TEMPORARY HELP	5,682	4,833	6,000	8,200	6,000	6,000	6,000
PLANNING & CONSULTING SERVICES	264	4,709	1,500	46	32,500	32,500	32,500
CONTRACTUAL SERV AUDITING	2,661	1,690	2,750	2,103	3,000	3,000	3,000
CONTRACTUAL SERV LEGAL COUNSEL	64,948	42,215	20,000	6,100	15,000	15,000	15,000
CODE CODIFICATION	44	35	1,500	24	1,500	1,500	1,500
PART 16 COMPLAINT EXPENSES	2,180	0	0	0	0	0	0
LEGAL SETTLEMENT	0	63,968	0	0	0	0	0
Subtotal Materials & Services:	330,971	367,174	416,255	285,778	336,850	336,850	336,850
Capital Outlay:							
EQUIPMENT & FURNISHINGS	0	0	9,500	0	9,500	9,500	9,500
BUILDING & LAND IMPROVEMENTS	0	0	150,000	0	5,000	5,000	5,000
AWOS (WEATHER OBSERVATION)	40,554	39,754	205,000	9,857	250,000	250,000	250,000
Subtotal Capital Outlay:	40,554	39,754	364,500	9,857	264,500	264,500	264,500
Operating Contingency:							
OPERATING CONTINGENCY	0	0	30,000	0	90,000	90,000	90,000
Subtotal Operating Contingency:	0	0	30,000	0	90,000	90,000	90,000
Requirements Subtotal:	450,482	484,869	901,686	384,945	796,590	796,590	796,590
ENDING FUND BALANCE	12,220	50,805	51,627	156,025	119,261	119,261	119,261
TOTAL REQUIREMENTS	462,702	535,674	953,313	540,970	915,851	915,851	915,851

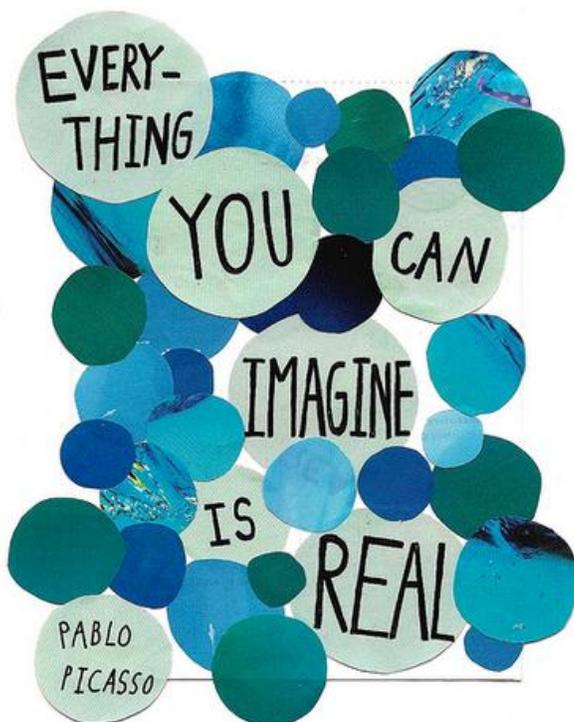
Local Improvement District Fund

The Local Improvement District Fund accounts for receipts and expenditures for all local improvement districts of the City. The major sources are assessment principal and interest payments received.

On October 15, 2010, the City secured financing through Siuslaw Bank for the unpaid portion of capital improvement assessments associated with Local Improvement District #15 on Harvey Road. The terms of the note are semi-annual interest payments at 4.65 percent and principal payments upon collection from the affected property owners until the note is retired. As of June 30, 2014, the outstanding balance on this loan was \$8,372.

Major Goals for FY 2015-2016

- Continue collection of receipts associated with improvement costs
- Pay down debt incurred through utilization of collected receipts.



LOCAL IMPROVEMENT DISTRICT FUND
RESOURCES AND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Special Assessments:							
PRINCIPAL RECEIPTS	6,309	1,539	3,055	1,542	1,500	1,500	1,500
INTEREST RECEIPTS	1,000	594	975	511	500	500	500
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	83	79	60	77	70	70	70
Revenue Subtotal:	7,392	2,212	4,090	2,130	2,070	2,070	2,070
FUND BALANCE BEGINNING OF YEAR	14,626	14,934	15,025	15,103	15,180	15,180	15,180
TOTAL RESOURCES	22,018	17,146	19,115	17,233	17,250	17,250	17,250
Requirements:							
Materials & Services:							
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	0	100	100	100
COMPUTER SOFTWARE	0	0	3,500	0	1,500	1,500	1,500
Subtotal Materials & Services:	0	0	5,000	0	1,600	1,600	1,600
Debt Service:							
LOCAL IMPROVE DIST PRINCIPAL	6,277	1,571	6,500	1,542	1,500	1,500	1,500
LOCAL IMPROVE DIST INTEREST	807	472	1,925	511	500	500	500
Subtotal Debt Service:	7,084	2,043	8,425	2,053	2,000	2,000	2,000
Requirements Subtotal:	7,084	2,043	13,425	2,053	3,600	3,600	3,600
ENDING FUND BALANCE	14,934	15,103	5,690	15,180	13,650	13,650	13,650
TOTAL REQUIREMENTS	22,018	17,146	19,115	17,233	17,250	17,250	17,250

Capital Improvement Fund

The Capital Improvement Fund accounts for all resources and expenditures used to finance capital projects. This fund relies on transfers from other funds to accomplish these projects.

In 2014-2015 the City of Creswell completed improvements to the City Hall parking lot as budgeted.



Major Goals for FY 2015-2016

- Security System for City Hall
- Completion of second bathroom at City Hall
- Installation of artwork hanging system at City Hall



CAPITAL IMPROVEMENT FUND
RESOURCES AND REQUIREMENTS

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	1,078	1,201	1,185	580	500	500	500
Transfers from Other Funds:							
TRANSFER FROM OTHER FUND GENL	50,000	150,000	50,000	40,000	0	0	0
TRANSFER FROM OTHER FUNDS - WF	0	0	0	0	0	0	0
TRANSFER FROM OTHER FUNDS - SF	0	0	0	0	0	0	0
TRANSFER FROM OTHER FUNDS - REV SF	0	0	150,000	75,000	75,000	75,000	75,000
Revenue Subtotal:	51,078	151,201	201,185	115,580	75,500	75,500	75,500
FUND BALANCE BEGINNING OF YEAR	400,788	76,661	205,500	210,862	88,532	88,532	88,532
TOTAL RESOURCES	451,865	227,862	406,685	326,442	164,032	164,032	164,032
Requirements:							
Capital Outlay:							
CITY HALL	136,204	0	150,000	15,000	100,000	100,000	100,000
CITY HALL PARKING LOT IMPROVE	0	17,000	212,841	222,910	0	0	0
Subtotal Capital Outlay:	136,204	17,000	362,841	237,910	100,000	100,000	100,000
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS W CAP	132,000	0	24,145	0	0	0	0
TRANSFER TO OTHER FUNDS WW CAP	107,000	0	19,699	0	0	0	0
Total Transfers to Other Funds:	239,000	0	43,844	0	0	0	0
Requirements Subtotal:	375,204	17,000	406,685	237,910	100,000	100,000	100,000
RESERVED FOR FUTURE EXPENDITURE	76,661	210,862	0	88,532	64,032	64,032	64,032
TOTAL REQUIREMENTS	451,865	227,862	406,685	326,442	164,032	164,032	164,032

Water Capital Improvement Reserve Fund

The Water Capital Improvement Fund accounts for all resources and expenditures used to finance capital projects within the water system. Transfers from the Water Fund are the primary resource for this fund.



Gilfrey Waterline Project

In Fiscal Year 2012-2013 a transfer from the Water SDC Reserve Fund was made into the Water Capital Improvement Fund in the sum of \$907,565. This transfer had no specific purpose identified as no expenditures appear to have been made from the Water Capital Improvement Fund since the date of the transfer. This same amount was budgeted in Fiscal Year 2014-2015 under Emergency Repairs. However, emergency repairs would not be an SDC eligible expenditure. Leaving the \$907,565 in the capital fund would be difficult to track in future years to ensure that it is reserved for SDC eligible projects. Therefore, the sum of \$907,565 will be transferred back to the Water SDC Reserve fund in Fiscal Year 2015-2016.

Major Goals for FY 2015-2016

- Transfer \$907,565 to the Water SDC Reserve Fund

WATER CAPITAL IMPROVEMENT RESERVE FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	6,003	5,927	5,775	5,840	5,700	5,700	5,700
Transfers from Other Funds:							
TRANSFER FROM OTHER FUND WATER	25,000	50,000	50,000	50,000	0	0	0
TRANSF FROM OTHER FUND CAP IMP	132,000	0	24,145	0	0	0	0
TRANSF FROM OTHER FUND WTR SDC	907,565	0	0	0	0	0	0
Revenue Subtotal:	1,070,568	55,927	79,920	55,840	5,700	5,700	5,700
FUND BALANCE BEGINNING OF YEAR	0	1,070,568	1,124,500	1,126,495	1,182,335	1,182,335	1,182,335
TOTAL RESOURCES	1,070,568	1,126,495	1,204,420	1,182,335	1,188,035	1,188,035	1,188,035
Requirements:							
Capital Outlay:							
CAPITAL PROJECTS & EQUIPMENT	0	0	296,855	0	65,000	65,000	65,000
EMERGENCY REPAIRS	0	0	907,565	0	65,470	65,470	65,470
Subtotal Capital Outlay:	0	0	1,204,420	0	130,470	130,470	130,470
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS -- WATER SI	0	0	0	0	907,565	907,565	907,565
Total Transfers to Other Funds:	0	0	0	0	907,565	907,565	907,565
RESERVED FOR FUTURE EXPENDITURE	1,070,568	1,126,495	0	1,182,335	150,000	150,000	150,000
TOTAL REQUIREMENTS	1,070,568	1,126,495	1,204,420	1,182,335	1,188,035	1,188,035	1,188,035

THIS FUND IS ESTABLISHED BY ORS 294.346 AND ESTABLISHED BY RESOLUTION ON 06-25-2012 FOR THE FOLLOWING SPECIFIED PURPOSES: CAPITAL IMPROVEMENTS MAJOR EQUIPMENT AND EMERGENCY REPAIRS

Sewer Capital Improvement Reserve Fund

The Sewer Capital Improvement Reserve receives money from the Sewer Fund to finance capital projects within the sewer system. Transfers from the Sewer Fund are the primary resource for this fund.

In Fiscal Year 2012-2013 a transfer from the Sewer SDC Reserve Fund was made into the Sewer Capital Improvement Reserve Fund in the sum of \$700,000. This transfer had no specific purpose identified as no expenditures appear to have been made from the Sewer Capital Improvement Fund since the date of the transfer. This same amount was budgeted in Fiscal Year 2014-2015 under Emergency Repairs. However, emergency repairs would not be an SDC eligible expenditure. Leaving the \$700,000 in the capital fund would be difficult to track in future years to ensure that it is reserved for SDC eligible projects. Therefore, the sum of \$700,000 will be transferred back to the Sewer SDC Reserve Fund in Fiscal Year 2015-2016.

Major Goals for FY 2015-2016

- Transfer funds to ensure adequate sewer reserve to cover debt obligations



SEWER CAPITAL IMPROVEMENT RESERVE FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	4,692	4,690	4,250	4,000	4,000	4,000	4,000
Transfers from Other Funds:							
TRANSFER FROM OTHER FUND SEWER	25,000	50,000	50,000	0	0	0	0
TRANSF FROM OTHER FUND CAP IMP	107,000	0	19,699	0	0	0	0
TRANSF FROM OTHER FUND SWR SDC	700,000	0	0	0	0	0	0
Revenue Subtotal:	836,692	54,690	73,949	4,000	4,000	4,000	4,000
FUND BALANCE BEGINNING OF YEAR	0	836,692	889,450	891,382	895,382	895,382	895,382
TOTAL RESOURCES	836,692	891,382	963,399	895,382	899,382	899,382	899,382
Requirements:							
Capital Outlay:							
CAPITAL PROJECTS & EQUIPMENT	0	0	263,399	0	75,000	75,000	75,000
EMERGENCY REPAIRS	0	0	700,000	0	75,000	75,000	75,000
Subtotal Capital Outlay:	0	0	963,399	0	150,000	150,000	150,000
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS -- SEWER SI	0	0	0	0	700,000	700,000	700,000
Total Transfers to Other Funds:	0	0	0	0	700,000	700,000	700,000
Requirements Subtotal:	0	0	963,399	0	850,000	850,000	850,000
ENDING FUND BALANCE	836,692	891,382	0	895,382	49,382	49,382	49,382
TOTAL REQUIREMENTS	836,692	891,382	963,399	895,382	899,382	899,382	899,382

THIS FUND IS ESTABLISHED BY ORS 294.346 AND ESTABLISHED BY RESOLUTION ON 06-25-2012 FOR THE FOLLOWING SPECIFIED PURPOSES: CAPITAL IMPROVEMENTS MAJOR EQUIPMENT AND EMERGENCY REPAIRS

Street Capital Improvement Reserve Fund

The fiscal year 2015-2016 budget proposes the creation of a Street Capital Improvement Reserve Fund. This fund will be utilized to build resources for use in future budget years for costs associated with street improvements.



Future projects currently planned include:

- 5th Street improvements (construction estimate \$550,000)
- A Street improvements (engineering estimate \$740,000)

STREET CAPITAL IMPROVEMENT RESERVE FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	0	0	0	0	100	100	100
Transfers from Other Funds:							
TRANSFER FROM OTHER FUNDS - STREI	0	0	0	0	100,000	100,000	100,000
Revenue Subtotal:	0	0	0	0	100,100	100,100	100,100
FUND BALANCE BEGINNING OF YEAR	0	0	0	0	0	0	0
TOTAL RESOURCES	0	0	0	0	100,100	100,100	100,100
Requirements:							
Capital Outlay:							
CAPITAL PROJECTS & EQUIPMENT	0	0	0	0	25,000	25,000	25,000
EMERGENCY REPAIRS	0	0	0	0	25,000	25,000	25,000
Subtotal Capital Outlay:	0	0	0	0	50,000	50,000	50,000
Requirements Subtotal:	0	0	0	0	50,000	50,000	50,000
ENDING FUND BALANCE	0	0	0	0	50,100	50,100	50,100
TOTAL REQUIREMENTS	0	0	0	0	100,100	100,100	100,100

THIS FUND IS ESTABLISHED BY ORS 294.346 AND ESTABLISHED BY RESOLUTION ON 06-22-2015 FOR THE FOLLOWING SPECIFIED PURPOSES: CAPITAL IMPROVEMENTS MAJOR EQUIPMENT AND EMERGENCY REPAIRS

Water SDC Reserve Fund

The Water SDC Reserve Fund collects revenues from Systems Development Charges (SDC's) associated with new development. The use of SDC funds is governed by Oregon Revised Statute ORS Chapter 223 and can only be expended for purposes in accordance with ORS Chapter 223.307 such as capacity increasing capital improvements. It cannot be used for maintenance purposes.



Raw Water Strainers



Distribution Pumps

WATER SDC RESERVE FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
System Development Fees:							
WATER SDC - REIMBURSEMENT	9,724	11,784	12,600	19,448	10,600	10,600	10,600
WATER SDC - IMPROVEMENT	45,562	52,849	62,130	82,840	49,700	49,700	49,700
WATER SDC - ADMIN FEE	2,764	3,232	3,770	5,573	3,015	3,015	3,015
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	11,358	11,111	10,750	11,300	11,000	11,000	11,000
Transfers from Other Funds:							
TRANSFER FROM WATER CAPITAL	0	0	0	0	907,565	907,565	907,565
Revenue Subtotal:	69,408	78,976	89,250	119,161	981,880	981,880	981,880
FUND BALANCE BEGINNING OF YEAR	2,895,368	2,057,211	2,111,200	2,136,187	2,255,348	2,255,348	2,255,348
TOTAL RESOURCES	2,964,776	2,136,187	2,200,450	2,255,348	3,237,228	3,237,228	3,237,228
Requirements:							
Capital Outlay:							
NEW INSTALLATIONS/EXTENTIONS	0	0	2,200,450	0	237,228	237,228	237,228
Subtotal Capital Outlay:	0	0	2,200,450	0	237,228	237,228	237,228
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS W CAP	907,565	0	0	0	0	0	0
Total Transfers to Other Funds:	907,565	0	0	0	0	0	0
Requirements Subtotal:	907,565	0	2,200,450	0	237,228	237,228	237,228
RESERVED FOR FUTURE EXPENDITURE	2,057,211	2,136,187	0	2,255,348	3,000,000	3,000,000	3,000,000
TOTAL REQUIREMENTS	2,964,776	2,136,187	2,200,450	2,255,348	3,237,228	3,237,228	3,237,228

THIS FUND IS ESTABLISHED BY RESOLUTION ON 6-25-12 FOR THE FOLLOWING SPECIFIED PURPOSES: CAPITAL IMPROVEMENTS AS AUTHORIZED BY ORS 223.297-223.314

Sewer SDC Reserve Fund

The Sewer SDC Reserve Fund collects revenues from Systems Development Charges (SDC's) associated with new development. The use of SDC funds is governed by Oregon Revised Statute ORS Chapter 223 and can only be expended for purposes in accordance with ORS Chapter 223.307 such as capacity increasing capital improvements. It cannot be used for maintenance purposes.

SEWER SDC RESERVE FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
System Development Fees:							
SEWER SDC - TREATMENT	33,550	24,400	45,750	40,687	30,500	30,500	30,500
SEWER SDC - COLLECTION	16,170	11,760	22,050	19,610	14,700	14,700	14,700
SEWER SDC - ADMIN FEE	2,486	1,808	3,390	2,111	2,260	2,260	2,260
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	4,186	4,217	4,125	4,374	4,100	4,100	4,100
Transfers from Other Funds:							
TRANSFER FROM SEWER CAPITAL	0	0	0	0	700,000	700,000	700,000
Revenue Subtotal:	56,392	42,185	75,315	66,782	751,560	751,560	751,560
FUND BALANCE BEGINNING OF YEAR	1,413,584	769,975	800,745	812,160	878,942	878,942	878,942
TOTAL RESOURCES	1,469,976	812,160	876,060	878,942	1,630,502	1,630,502	1,630,502
Requirements:							
Capital Outlay:							
NEW INSTALLATIONS/EXTENSIONS	0	0	876,060	0	300,000	300,000	300,000
Subtotal Capital Outlay:	0	0	876,060	0	300,000	300,000	300,000
Transfers to Other Funds:							
TRANSFER TO OTHER FUNDS WW CAP	700,000	0	0	0	0	0	0
Total Transfers to Other Funds:	700,000	0	0	0	0	0	0
Requirements Subtotal:	700,000	0	876,060	0	300,000	300,000	300,000
ENDING FUND BALANCE	769,976	812,160	0	878,942	1,330,502	1,330,502	1,330,502
TOTAL REQUIREMENTS	1,469,976	812,160	876,060	878,942	1,630,502	1,630,502	1,630,502

THIS FUND IS ESTABLISHED BY RESOLUTION ON 6-25-12 FOR THE FOLLOWING SPECIFIED PURPOSES: CAPITAL IMPROVEMENTS AS AUTHORIZED BY ORS 223.297-223.314

Parks SDC Reserve Fund

The Parks SDC Reserve Fund collects revenues from Systems Development Charges (SDC's) associated with new development. The use of SDC funds is governed by Oregon Revised Statute ORS Chapter 223 and can only be expended for purposes in accordance with ORS Chapter 223.307 such as capacity increasing capital improvements. It cannot be used for maintenance purposes.



PARKS SDC RESERVE FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
System Development Fees:							
PARKS SDC - IMPROVEMENT	21,546	18,468	23,085	24,624	15,390	15,390	15,390
PARKS SDC - ADMIN FEE	1,077	923	1,155	1,231	770	770	770
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	2,106	2,096	2,025	2,176	2,100	2,100	2,100
Revenue Subtotal:	24,729	21,487	26,265	28,031	18,260	18,260	18,260
FUND BALANCE BEGINNING OF YEAR	359,627	384,355	401,750	405,842	433,873	433,873	433,873
TOTAL RESOURCES	384,356	405,842	428,015	433,873	452,133	452,133	452,133
Requirements:							
Materials & Services:							
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	0	0	0	0
Subtotal Materials & Services:	0	0	1,500	0	0	0	0
Capital Outlay:							
EQUIPMENT LAND & BLDG IMPROVE	0	0	426,515	0	52,133	52,133	52,133
Subtotal Capital Outlay:	0	0	426,515	0	52,133	52,133	52,133
Requirements Subtotal:	0	0	428,015	0	52,133	52,133	52,133
ENDING FUND BALANCE	384,356	405,842	0	433,873	400,000	400,000	400,000
TOTAL REQUIREMENTS	384,356	405,842	428,015	433,873	452,133	452,133	452,133

Transportation Enhancement Fund

The Transportation Enhancement Fund collects revenues from Systems Development Charges (SDC's) associated with new development. The use of SDC funds is governed by Oregon Revised Statute (ORS Chapter 223) and can only be expended for purposes in accordance with ORS Chapter 223.307 such as capacity increasing capital improvements. It cannot be used for maintenance purposes.



TRANSPORTATION ENHANCEMENT FUND
RESOURCES AND EXPENDITURES

DESCRIPTION	Actual 2012-2013	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
Resources:							
System Development Fees:							
TRANSPORTATION SDC - REIMBURSE	4,620	21,091	4,950	5,619	3,300	3,300	3,300
TRANSPORTATION SDC - IMPROVE	3,738	17,089	4,005	4,548	2,670	2,670	2,670
TRANSPROTATON SDC - ADMIN FEE	418	1,909	450	508	300	300	300
Investment Income:							
INTEREST EARN ON TEMP INVESTMT	1,350	1,387	1,300	1,512	1,300	1,300	1,300
Revenue Subtotal:	10,126	41,476	10,705	12,187	7,570	7,570	7,570
FUND BALANCE BEGINNING OF YEAR	234,038	244,164	251,500	285,640	297,827	297,827	297,827
TOTAL RESOURCES	244,164	285,640	262,205	297,827	305,397	305,397	305,397
Requirements:							
Materials & Services:							
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	0	0	0	0
Subtotal Materials & Services:	0	0	1,500	0	0	0	0
Capital Outlay:							
EQUIPMENT LAND & BLDG IMPROVE	0	0	260,705	0	55,397	55,397	55,397
Subtotal Capital Outlay:	0	0	260,705	0	55,397	55,397	55,397
Requirements Subtotal:	0	0	262,205	0	55,397	55,397	55,397
ENDING FUND BALANCE	244,164	285,640	0	297,827	250,000	250,000	250,000
TOTAL REQUIREMENTS	244,164	285,640	262,205	297,827	305,397	305,397	305,397

This page intentionally left blank.

SUMMARY OF SCHEDULED TRANSFERS

FUND:	TRANSFERS IN:	TRANSFERS OUT:
GENERAL FUND	\$ 95,000 From Revenue Sharing	NONE
WATER FUND	NONE	NONE
WATER CAPITAL RESERVE	NONE	\$ 907,565 To Water SDC
WATER SDC	\$ 907,565 From Water Capital Reserve	NONE
SEWER FUND	NONE	NONE
SEWER CAPITAL RESERVE	NONE	\$ 700,000 To Sewer SDC
SEWER SDC	\$ 700,000 From Sewer Capital Reserve	NONE
STREET FUND	NONE	\$ 2,865 To Bike Ped Path \$ 100,000 To Street Fund Reserve
STREET RESERVE FUND	\$ 100,000 From Street Fund	NONE
BUILDING FUND	NONE	NONE
AIRPORT FUND	\$ 100,000 From Revenue Sharing	NONE
CAPITAL IMPROVEMENT	\$ 75,000 From Revenue Sharing	NONE
LOCAL IMPROVEMENT DISTRICT	NONE	NONE
REVENUE SHARING FUND	NONE	\$ 95,000 To General Fund \$ 75,000 To Capital Improvement \$ 100,000 To Airport
BICYCLE FOOT PATH FUND	\$ 2,865 From State Hwy Street	NONE
PARKS DEVELOPMENT SDC	NONE	NONE
TRANSPORTATION SDC	NONE	NONE

\$ 1,980,430 Total Transfers In \$ 1,980,430 Total Transfers Out

This page intentionally left blank.

Capital Projects

This section summarizes and discusses non-recurring capital projects

This page intentionally left blank.

Capital Projects and Purchases

Capital expenditures are purchases and projects which cost \$5,000 or more and have a useful life of more than one year. Capital expenditures can be divided into two categories; routine, and non-routine. Routine capital expenditures are those which are included in most budgets and will not have a significant impact on operating budgets. For the City of Creswell, these items typically include equipment such as mowers, computers and other office equipment, pumps, vehicles, rolling stock, and planned improvements to existing facilities. Non-routine capital expenditures are generally large dollar (\$5,000 minimum), have a useful life of many years, and would have a significant impact on operating budgets. Often, these projects are tied to needed improvements identified in the City’s master planning documents including: the Water Master Plan, Sewer Master Plan, Transportation System Plan, Storm Water Master Plan, Airport Master Layout Plan, and the Parks Master Plan.

The City of Creswell does not currently have an adopted Capital Improvement Plan. 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 introduced are typically based on anticipated future infrastructure needs and combine priorities identified in the City’s master plans with other identified projects and prioritizes this compilation is based on the overall needs of the City and the ability to meet those needs. A CIP also typically identifies major funding sources for identified projects as well as future impact to operational costs.

The following is a list of Non-Recurring capital projects budgeted for the 2015-16 fiscal year.

City Hall – Improvements

Project Cost: \$100,000
 Budgeted FY 15-16 \$100,000
 Funding Sources Transfer from the Revenue Sharing Fund to the Capital Improvement Fund

The completion of City Hall improvements have been phased to enable the City to pay cash for the remaining improvements. The FY 15-16 includes funding to complete the addition of a second bathroom, install a security system, and install an artwork hanging system.

Water Capital Projects / Equipment

Project cost \$65,000
 Budgeted FY 15-16 \$65,000
 Funding Sources Water Capital Improvement Reserve Fund

This is the anticipated annual cost of maintaining or replacing the City’s aging water distribution lines. Project areas are determined by Public Works by means of video of existing lines, or as other road construction projects occur.

Sewer Line Renovation/ Lining Program

Project cost \$75,000
 Budgeted FY 15-16 \$75,000
 Funding Sources Sewer Capital Improvement Reserve Fund

This is the anticipated annual cost of maintaining or replacing the City’s aging sewer collection lines. Project areas are determined by Public Works by means of video of existing lines, or as other road construction projects occur.

Automated Weather Observation System (AWOS) at Creswell Airport

Project cost \$269,000
 Budgeted FY 15-16 \$250,000
 Funding Sources Connect Oregon IV Grant, Federal Aviation Association – Airport Improvement Grant, and Airport User Donations

The City secured grants from the Department of Transportation, Connect Oregon Rural Airports (CORA) and the Federal Aviation Administration (FAA) Airports Improvement Program (AIP) in the combined amount of \$243,164 at the beginning of the 2012-13 fiscal year for the purpose of installing an AWOS at the Airport. Since the project began, the FAA has changed regulations regarding installation of the AWOS, and additional project costs were added. Airport users have pledged \$25,000 toward costs which will not be covered by grants. This is the first step toward providing a non-precision GPS approach at the Airport. Having a non-precision GPS approach would ultimately increase the usability of the Airport as pilots would be able to fly even during inclement weather conditions.

This page intentionally left blank.

Debt Summary

This section outlines and discusses the City's debt obligations, including limitations and planned future debt. (Updated by James Piper)

This page intentionally left blank.

Debt

Uses of Debt

The City issues debt to pay for long-term capital improvements. The number of years debt is outstanding should not be more than the useful life of the capital investment. Debt should not be used for operating purposes.

General obligation bonds can be used to finance capital improvements permitted by Article XI, sections 11 and 11b, of the Oregon Constitution, and must be approved by voters. Revenue bonds and revenue pledge obligations are used to finance enterprise-related capital improvements and are repaid from related utility charges. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as water or sewer charges.

Local improvement districts are created for capital improvements constructed by the city which provide a special benefit to properties within the district. Bancroft bonds and assessment installment obligations are created to finance costs of local improvements assessed and paid for in installments by the benefitting property owners.

Financing Alternatives

The City will examine financial alternatives to long-term debt. These alternatives may include pay-as-you-go, joint financing, reserve funds, local improvement districts, special assessments, state and federal tax increment, systems development charges and developer contributions. Before a decision is made, a cost benefit analysis should be performed for each alternative being considered with the goal of minimizing financing costs to the City.

Debt Margins

The City shall ensure that its debt margins are within the limitations as set forth in ORS 287A.050.

State law limits municipal debt to no more than three percent of the real market value of all taxable property within its boundaries. The limitation does not apply to general obligation bonds used to finance capital costs for: water, sanitary sewer, storm sewer, hospitals, infirmaries, gas, power and lighting, off street motor vehicle parking or local improvement district debt.

As of July 1, 2014 the City's real market value is estimated to be \$477,776,988. The legal debt margin of 3% will be \$14,333,310 and outstanding debt controlled by this limit is \$0.

Long Term Debt Estimated as of June 30, 2015

	Year Issued	Loan Term	Interest Rate	Issue Amount	Original Maturity Date	Outstanding Principal
Full Faith & Credit Debt						
Water Treatment Plant	2010	30 years	1.00%	\$ 4,000,000	12/1/2039	\$ 2,799,852
Water Treatment Plant	2014	10 years	4.00%	5,256,610	12/1/2023	2,172,688
Revenue Pledge Debt						
Sewer Treatment Plant	2006	20 years	3.14%	3,370,000	6/1/2025	933,691
Revenue Bonds						
Sewer Treatment Plant	2006	40 years	4.25%	2,000,000	6/1/2046	953,318
						<u>\$ 6,859,549</u>

This page intentionally left blank.

Long Term Debt

Financing from long term debt was used to generate two major capital improvement projects. The Sewer Treatment Plant Upgrade which was capitalized in 2006 in the amount of \$8,999,242, and Water Treatment Plant Improvements capitalized in 2010 in the amount of \$9,756,610. Both of these projects were initiated as a result of federal and/or state regulatory changes. Related improvements addressed these new requirements and provided additional capacity to meet the City's projected demand over the next 20 years.

The City took an aggressive approach toward retiring the sewer debt, and made additional principal payments each year through 2012-2013. This strategy has reduced the life of the sewer revenue bond to 19 years and the revenue pledge note to 15 years. The total savings in financing costs is \$1.7 million.

In the 2014-2015 fiscal year, the City rolled over an interim financing loan through Business Oregon for Water Treatment Plant Improvements into long term debt. The City also made a \$2.5 million principal payment against this loan in an effort to reduce future financing costs. The total savings in financing costs is \$2 million.

Other Obligations:

The City currently services debt for Local Improvement District #15. This debt is payable by benefitted property owners in semi-annual installments. This debt was issued in 2010 in the amount of \$10,302 and carries an interest rate of 4.65%.

Debt Service

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has revenue bonds, special assessment (Bancroft bonds), revenue pledge obligations and full faith and credit obligations. The City does not have any general obligation bonds.

Scheduled Debt Service Activity
All City Funds, Fiscal Year 2015-16

Fund/Bond or Debt Issue	Interest Rate	Estimated Principal Balance 06/30/2015	New Debt Issuance	Scheduled Principal	Scheduled Interest	Scheduled Loan Fees	Estimated Principal Balance 06/30/2016
Water Operating Fund							
Business OR, Full Faith & Credit	1.00%	\$ 2,799,852	\$ -	\$ 126,994	\$ 27,999	\$ -	\$ 2,672,858
Business OR, Full Faith & Credit	4.00%	2,172,688	-	212,200	86,908	-	1,960,488
Total Water Operating Fund		<u>4,972,540</u>	<u>-</u>	<u>339,194</u>	<u>114,907</u>	<u>-</u>	<u>4,633,346</u>
Sewer Operating Fund							
OR, DEQ - Revenue Pledge Note	3.14%	933,691	-	209,167	27,689	4,660	724,524
USDA, RUS - Revenue Bond	4.25%	953,318	-	64,324	40,516	-	888,994
Total Sewer Operating Fund		<u>1,887,009</u>	<u>-</u>	<u>273,491</u>	<u>68,205</u>	<u>4,660</u>	<u>1,613,518</u>
Improvement District Fund							
Bancroft Bond for LID #15	4.65%	7,468	-	1,500	500	-	5,968
Total All Funds		<u>\$ 6,867,017</u>	<u>\$ -</u>	<u>\$ 614,185</u>	<u>\$ 183,612</u>	<u>\$ 4,660</u>	<u>\$ 6,252,832</u>

This page intentionally left blank.

Personnel

This page intentionally left blank.

FULL TIME EQUIVALENTS (FTE'S) BY FUND

Positions - reflect budgeted amounts

by financial area

Excludes temporary and seasonal help

	Budget 2011-12	Budget 2012-13	Budget 2013-14	Budget 2014-15	Proposed 2015-16
General Fund					
<i>Administration</i>					
Administration	0.55	0.55	0.55	0.63	0.63
Finance	0.42	0.42	0.42	0.42	0.42
<i>Culture & Recreation</i>					
Public Works	1.15	1.2	1.19	1.23	1.23
<i>Planning & Land Use</i>					
Administration	0.03	0.03	0.03	0.03	0.03
Finance	0.06	0.06	0.06	0.06	0.06
Planning	0	0	0	0.5	1.8
<i>Public Safety</i>					
Administration	0.1	0.1	0.1	0.1	0.1
Finance	0.38	0.38	0.38	0.38	0.38
Code Enforcement	0.25	0.25	0.25	0.25	0.25
Total FTE General Fund	2.94	2.99	2.98	3.6	4.9
Water Fund					
Administration	0.6	0.6	0.6	0.56	0.56
Finance	1.38	1.38	1.38	1.38	1.38
Public Works	3.25	3.25	3.3	3.3	3.3
Total FTE Water Fund	5.23	5.23	5.28	5.24	5.24
Sewer Fund					
Administration	0.6	0.6	0.6	0.56	0.56
Finance	1.38	1.38	1.38	1.38	1.38
Public Works	2.48	2.23	2.24	2.35	2.35
Total FTE Sewer Fund	4.46	4.21	4.22	4.29	4.29
State Highway Street Fund					
Administration	0.03	0.03	0.03	0.03	0.03
Finance	0.03	0.03	0.03	0.03	0.03
Public Works	1.1	1.3	1.25	1.1	1.1
Total FTE Street Fund	1.16	1.36	1.31	1.16	1.16
Building Department Fund					
Administration	0.03	0.03	0.03	0.03	0.23
Finance	0.19	0.19	0.19	0.19	0.19
Total FTE Building Dept Fund	0.22	0.22	0.22	0.22	0.42
Airport					
Administration	0.83	0.83	0.83	0.83	0.83
Finance	0.16	0.16	0.16	0.16	0.16
Public Works	0.02	0.02	0.02	0.02	0.02
Total FTE Airport Fund	1.01	1.01	1.01	1.01	1.01
Total FTE All Funds	15.02	15.02	15.02	15.52	17.02

This page intentionally left blank.

SALARY RANGE BY POSITION

Excludes temporary and Seasonal Help

Position	Monthly		Annually	
	Low	High	Low	High
City Administrator	8,271		99,253	
City Recorder	3,822	5,214	45,866	62,574
Finance Director	5,019	6,847	60,229	82,169
AP/ Court Clerk	2,810	3,834	33,719	46,003
AR/ Utility Clerk	2,694	3,675	32,324	44,099
Receptionist	2,381	3,249	28,571	38,978
Planner	3,822	5,214	45,866	62,574
Community Development Assistant	2,932	4,001	35,188	48,006
Airport Manager/Code Enforcement	4,366	5,957	52,396	71,483
Public Works Director	5,373	7,331	64,480	87,969
Lead Worker	3,653	4,984	43,836	59,805
Water/Wastewater Treatment Plant Operator	3,493	4,765	41,914	57,182
Public Works Maintenance III	3,062	4,178	36,748	50,133
Public Works Maintenance II	2,810	3,834	33,719	46,003
Public Works Maintenance I	2,583	3,524	31,000	42,293

The City of Creswell adopted a payscale system with 12 steps via Resolution 2014-23. Each year, City Council adopts the payscale via resolution. Any cost of living increase (COLA) is applied to step one of the scale and there is 3.5% between each step. The above chart reflects a 2% COLA applied to step one of the scale. The City Administrator position is not included in the salary schedule.

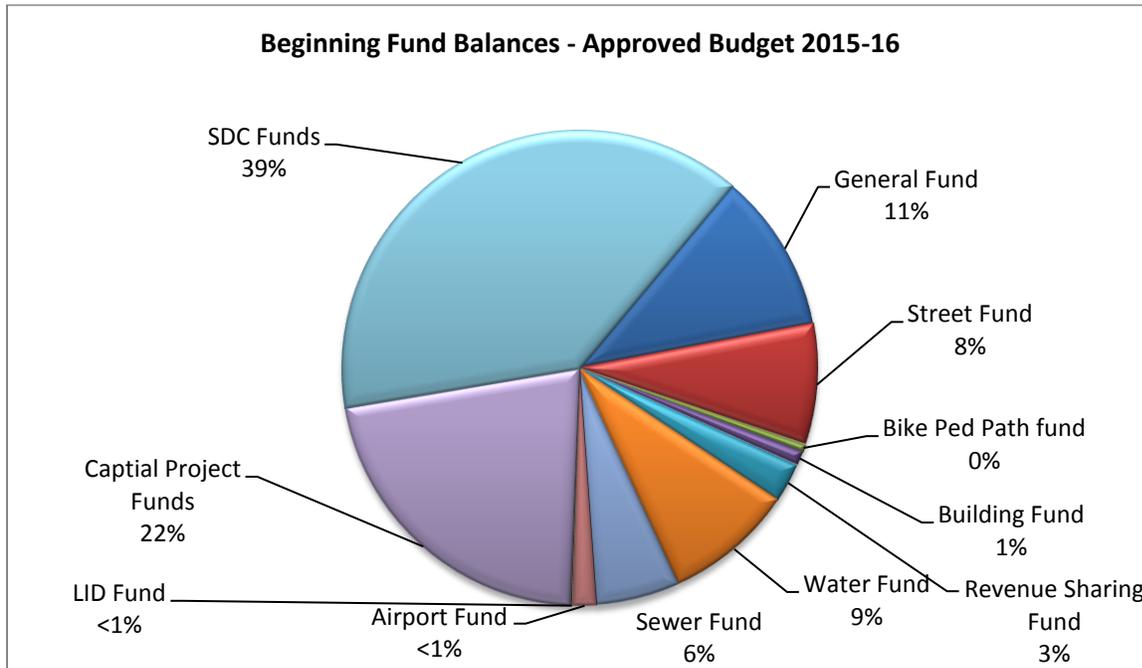
This page intentionally left blank.

Fund Balances

This page intentionally left blank.

Beginning Fund Balances

The City of Creswell is anticipated to have approximately \$9.75 million in beginning fund balance for the FY 2015-2016. A fund balance is defined as the excess of a fund’s total assets over its liabilities and represents the balance of net financial resources that is spendable or available for appropriation. The beginning fund balance total is the money carried over from previous fiscal years.



The largest portion of beginning fund balances is \$3.86 million within the SDC funds; Parks, Transportation, Water and Sewer. These funds are dedicated to the ongoing capital improvement projects which are outlined within the City’s master plans, and funded in whole or in part by System Development Charges (SDC’s).

The second largest portion of beginning fund balances is the Capital Project Funds of \$2.16 million. This category includes the Capital Improvement Fund, the Water Capital Improvement Reserve Fund, the Sewer Capital Improvement Reserve Fund, and the proposed new Street Capital Improvement Fund. The purpose of these funds is to account for significant capital improvements.

Projected Beginning and Ending Fund Balances for the FY 2015-16

The total beginning fund balance is expected to decrease \$1,852,554 from the FY 2014-15 Budget. The decrease is primarily due to the transfers from the Water Capital Fund and Sewer Capital Fund back to the SDC Reserve Fund from where they originated. The following is a summary of projected fund balances for the FY 2015-16. The projected ending fund balance totals below are reflective of ending balance reserves, debt service reserves, and amounts for operating contingency.

Fund Balance Activity Summary FY 2015-16

Fund	Projected Beginning Fund Balance	Projected Ending Fund Balance	Dollar Change in Fund Balance	Percentage Change in Fund Balance
General Fund	1,086,965	926,582	-160,383	-14.76%
State Tax Street Fund	811,618	650,512	-161,106	-19.85%
Bicycle Ped Path Fund	55,684	0	-55,684	-100.00%
Building Department Fund	95,712	46,172	-49,540	-51.76%
Revenue Sharing Fund	267,462	0	-267,462	-100.00%
Water Operating Fund	881,228	843,239	-37,989	-4.31%
Sewer Operating Fund	573,123	281,332	-291,791	-50.91%
Airport Operating Fund	156,025	209,261	53,236	34.12%
Local Improvement District Fund	15,180	13,650	-1,530	-10.08%
Capital Improvement Fund	88,532	64,032	-24,500	-27.67%
Water Capital Improvement Fund	1,182,335	150,000	-1,032,335	-87.31%
Sewer Capital Improvement Fund	895,382	49,382	-846,000	-94.48%
Street Capital Improvement Fund	0	50,100	50,100	100.00%
Water SDC Fund	2,255,348	3,000,000	744,652	33.02%
Sewer SDC Fund	878,942	1,330,502	451,560	51.38%
Parks Development SDC Fund	433,873	400,000	-33,873	-7.81%
Transportation SDC Fund	297,827	250,000	-47,827	-16.06%
Total Fund Balances	9,975,236	8,264,764	-1,710,472	

General Fund

These fund resources are primarily from property taxes, franchise fees and charges for service. These revenues fund a variety of services provided to the community such as police protection (contracted with the Lane County Sheriff's Office), city parks and recreation, planning and land use, general administration and facility maintenance. The General Fund is also the guarantor for any Full Faith and Credit debt obligations that cannot be met by other City funds. The primary purpose of the beginning fund balance is to provide cash flow for day-to-day operations until the current year property taxes are received beginning in November.

State Tax Street Fund

These funds are dedicated to the operation, maintenance, and capital improvement programs of the City's street and stormwater systems. The Street Fund balance is expected to decrease by \$161,106. This reduction is mainly due to the \$100,000 transfer to the new Street Capital Improvement Reserve Fund. The Street Fund will need to find additional sustainable resources to fund capital improvements and maintenance projects or select to reduce or delay improvements.

Water Operating Fund

These funds are dedicated to the operation, maintenance and routine capital improvement projects of the City's drinking water systems and future water supply. There is only a slight decrease in the projected ending fund balance due to the proposed 8 percent rate increase in July 2015.

Sewer Operating Fund

These funds are dedicated to the operation, maintenance and routing capital improvement projects of the City's sanitary sewer collection systems. The sewer fund is anticipated to decline \$291,791, due increasing personal service expenses. The projected reduction in ending balance suggests that ongoing operation, maintenance and debt service costs exceed operating revenues and the City will need to consider a rate increase following a Sewer Rate Study proposed in Fiscal Year 2015-2016.

Airport Operating Fund

These funds are dedicated to the operation, maintenance and capital improvements to the City's municipal airport. The Airport ending fund balance is expected to increase by \$53,236, due to a transfer of \$100,000 from the State Revenue Sharing Fund. The Airport Fund continues to struggle financially and the City is actively looking for additional sustainable revenue streams, with the goal of becoming self-supporting.

Capital Projects Funds

These funds include the Capital Improvement Fund, the Water Capital Improvement Reserve Fund, Sewer Capital Improvement Reserve Fund, and Street Capital Improvement Reserve Fund with beginning balances totaling \$2,166,249. The primary source of revenue for these funds is transfers from other funds. Reserves accumulate within each fund until adequate resources exist to execute planned capital improvements.

System Development Charges (SDC) Funds

These funds are dedicated to capital improvement projects dictated by new development. The City collects SDC's for Parks, Transportation, Water and Sewer. Capital projects associated with the use of SDC's are outlined in the City's master plan documents. The projected fund balance for these funds combined is \$4,980,502.

Other Funds

In the remaining funds, the ending fund balance is projected to be \$59,822. This includes the Bicycle Foot Path Fund, the Building Department Fund, the State Revenue Sharing Fund, and the Local Improvement District (LID) Fund.

This page intentionally left blank.

Appendix

This page intentionally left blank.

Financial Policies Overview

The City of Creswell has begun working toward adoption of a Comprehensive set of Financial Management Policies. A clear set of guidelines will set the framework for overall financial management of the City and guide both day-to-day and long-range planning and decision making processes. These policies will become the tools used to ensure that the city is financially able to meet its current and future service needs, set guidelines for decisions that have significant financial impact, and promote sound financial management and reporting on the City's financial condition.

This year, the City Council Finance Committee began the process of developing financial policies. The first policy updated by the Finance Committee and adopted by the City Council was the Depreciation Method and Estimated Useful Lives of Fixed Assets (Resolution 2014-18). The Fund Balance Reserves and Contingency Policy was also developed and approved by the City Council. (Resolution 2014-19)

Over the course of the next fiscal year, the City hopes to develop Comprehensive Financial Management Policies that address the following areas:

- Capital Improvement Policy
- Revise and update the Fixed Asset Capitalization and Depreciation Policy
- Revenue Policy
- Expenditure Policy
- Operating Budget Policy
- Debt Management Policy
- Long Range Financial Planning Policy
- Accounting, Auditing and Financial Reporting
- Investments
- Grants and Intergovernmental Revenues

This page intentionally left blank.

RESOLUTION 2014-18

A RESOLUTION ESTABLISHING AND ADOPTING A DEPRECIATION METHOD AND ESTIMATED USEFUL LIVES OF FIXED ASSETS AND RESCINDING RESOLUTION NO. 2004-24

WHEREAS, The Creswell City Council finds it desirable to adopt a comprehensive set of financial management policies for the City of Creswell, and

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Standard No. 34 effective beginning July 1, 2003, which requires fixed assets to be depreciated, and

WHEREAS, it is recommended to establish the straight-line depreciation method and establish the following estimated useful lives of fixed assets as described herein,

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Creswell, that effective August 11th, 2014 hereby establishes and adopts the following policies for the capitalization, depreciation, and useful lives of fixed assets as follows:

Fixed Asset Capitalization Policy

Purpose

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 cost of a capital asset includes the following:

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

Capitalization Threshold

The City will capitalize all individual assets which meet or exceed the threshold cost set by resolution, and has an estimated useful life of 3 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 3 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, street lights etc.

This page intentionally left blank.

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, Street, Building, and all enterprise funds.

Estimated Useful Lives

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

Building and Building Improvements	50 years
Equipment	10 years
Vehicles less than one-ton rating)	5-7 years (passenger cars and pickups of less than one-ton rating)
Rolling Stock	7-20 years (any piece of rolling stock not classified as a vehicle and all equipment with a rating greater than one ton)
Furniture & Office Equipment	5-10 years
Computers, Printers, Network and Peripherals	3-5 years
Street Improvements:	
New Construction – Road Base	65 years
New Construction – Surface, minimum vertical depth 4"	35 years
New Construction – Curb, Gutter, Sidewalk	65 years
New Construction – Street Lights	65 years
New Construction – Street Furnishings	15 years
Overlay of existing improvement, minimum vertical depth 2"	15 years
Utility Systems (water, sewer, storm drain)	25-40 years
Land Improvements	10-25 years

Improvements vs. Maintenance Costs

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

- The estimated useful 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

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

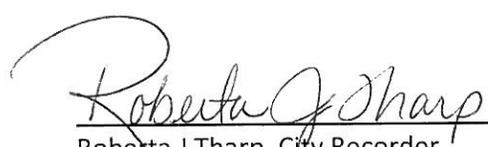
Assets below Capitalization Policy

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 use. Examples include: small tools, small equipment, office equipment, public works supplies, airport supplies etc. An annual inventory shall be completed each year.

ADOPTED by the Common Council of the City of Creswell this 11th day of August, 2014.



 Dave Stram, Mayor

ATTEST: 

 Roberta J Tharp, City Recorder

This page intentionally left blank.

RESOLUTION 2014-19

A RESOLUTION ESTABLISHING AND ADOPTING A FUND BALANCE RESERVES AND CONTINGENCY POLICY AND RESCINDING RESOLUTION 2014-17

WHEREAS, The Creswell City Council finds it desirable to adopt a comprehensive set of financial management policies for the City of Creswell, and

WHEREAS, The Creswell City Council finds it necessary to adopt a Fund Balance Reserves and Contingency Policy to ensure the City of Creswell is able to meet its current and future service needs and to promote sound financial management and budgeting practices.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Creswell, that effective August 11, 2014 hereby establishes and adopts the Fund Balance Reserves and Contingency Policy as follows:

Fund Balance Reserves and Contingency Policy

Purpose

The City of Creswell is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of financial policy is to enable the City to achieve and maintain a long-term stable and positive financial condition. Policies should be adopted by the Council to set the basic framework for overall financial management of the City, and guide both day to day and long-range planning and decision making.

Goals

To establish a fund balance reserves and contingency policy that provides a stable financial base for the City in accordance with sound financial management principals. The City shall set aside cash reserves and contingencies within its fund balances adequate to mitigate financial risk that can occur from unforeseen revenue fluctuations and unanticipated expenditures.

These reserves and contingencies should be sufficient in each fund for the City to have the ability 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, grand proceeds and other operating revenues.
5. Meet major facility and equipment repair and maintenance needs.
6. Meet future capital projects needs so as to minimize future debt obligations and burden on future citizens.

Fund Balance Reserves and Contingency Requirements

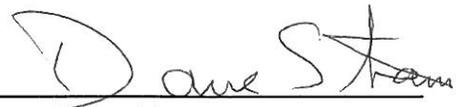
The City shall maintain adequate working capital reserves in all funds.

1. The General Fund shall maintain sufficient fund balance reserves to allow the City to adequately fund operations until property taxes are received in November of each year, without borrowing. In no event should fund balance reserves be less than 30% of operating expenditures in the adopted budget.

This page intentionally left blank.

2. The City's enterprise funds which are supported by user revenues, shall maintain at a minimum sufficient fund balance reserves to adequately fund operations for ninety days, together with an adequate emergency repair reserve and any required debt service reserves. In no event should fund balance reserves be less than 25% of operating expenditures in the adopted budget.
3. The City's debt service funds shall maintain sufficient fund balance reserves to pay required annual debt service without borrowing and fund any required debt service reserves, as stipulated within debt service documents.
4. The City's other operating funds shall maintain sufficient fund balance reserves to adequately fund operations for ninety days, together with an adequate emergency repair reserve and any required debt service reserves. In no event should fund balance reserves be less than 25% of operating expenditures in the adopted budget.
5. The City's General Fund, enterprise funds, and other operating funds shall maintain a contingency of 15% of operating expenditures (personal services and materials and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.
6. In the event that fund balance reserves fall below the levels described in this section a plan shall be developed to restore the reserves in an acceptable manner under the circumstances.

ADOPTED by the Common Council of the City of Creswell this 8th day of September, 2014.



Dave Stram, Mayor

ATTEST:



Roberta J Tharp, City Recorder

This page intentionally left blank.

Accrual Basis

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

Actual

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

Ad Valorem Tax

A tax based on the assessed value of a property

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. The adopted budget becomes effective July 1st. Subsequent to adoption; Council may make changes throughout the year.

Approved Budget

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

Appropriations

Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budget, if any. It is presented in a resolution or ordinance adopted by the governing body. (ORS 294.311)

Assessed Value

The value set on real or personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.

Assets

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

Assigned Fund Balance

Designation of resources by either the governing body or staff, such as the City Administrator or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action.

Audit

A report prepared by an independent Certified Public Accounting (CPA) Firm. The purpose of an audit is to determine if the City's financial statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget

A budget in which the total resources equal the total requirements in every fund.

Beginning Fund Balance

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

Bond or Bond Issue

Bonds are debt instruments that require repayment of a specified principal amount on a certain due date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

Budget

A Budget is a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures. A budget must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year. (ORS 294.311)

Budget Calendar

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

Budget Committee

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

Budget Document

A written report that shows a government's comprehensive financial plan for a specified period, usually one year, that includes all budgeted funds along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan.

Budget Message

Written explanation of the budget and the local government's financial priorities for the next fiscal year; prepared by the Budget Officer.

Budget Officer

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

Budgetary Basis

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

Capital Budget

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

Capital Expenditures

Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets. The City defines a capital expenditure using the following criteria: A monetary value of equal or greater than \$5,000, An asset life exceeding one (1) year, and expenditures which result in the creation of or revitalization of a fixed asset.

Capital Improvement

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

Capital Improvement Project

A project resulting in assets of significant value and having a useful life of more than one year. Capital projects include the purchase of land, design, engineering and construction of buildings and infrastructure items such as parks, streets, bridges, drainage, water and sewer systems or airport improvements.

Capital Improvement Plan

A plan which identifies capital projects and equipment purchases, provides a planning schedule, prioritizes projects and identifies options for financing the plan.

Capital Outlay

Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings. (ORS 294.388(4))

Cash Management

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

Charges for Service

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

Comprehensive Plan

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

Consumer Price Index (CPI)

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

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency is a line item appropriation within an operating fund.

Contractual Services

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

Debt Service

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

Debt Service Fund

A fund used to account for the accumulation of resources and for the payment of principal and interest

on all local improvement district assessments within the City.

Department

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

Depreciation

Expiration in the service of life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Employee Benefits

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

Encumbrances

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

Ending Balance

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

Enterprise Funds

A fund established to account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting. These funds are financed and operated similarly to private businesses, where the intent is the service is self-sufficient, with all costs supported predominantly by user charges.

Expenditures

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty.

Fiscal management

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

Fiscal Year

A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For municipal corporations, ORS 294.311 defines this as commencing on July 1 and closing on June 30.

Fixed Assets

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

Franchise Fee

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

Fund

A fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources together with related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance

The balance of net financial resources that is spendable or available for appropriation.

Funding

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

General Fund

This is the primary operating fund of the City. It exists to account for the resources devoted to support the services of local government, and those not otherwise dedicated for a specific purpose.

General Long Term Debt

Represents an un-matured debt not considered to be a fund liability.

General Obligation Bonds

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

Grant

A donation or contribution of cash to a governmental unit by a third party which may be made to support a specified purpose or function, or general purpose. (ORS 294.311(21))

Infrastructure

Public domain fixed assets located at or below ground level, including the water system, sewer system, storm drains, sidewalks and streets.

Interfund Transfers

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

Investment Revenue

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

Intergovernmental Revenues

Levied by one government but shared on a predetermined basis with another government or class of governments.

Levy

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

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains the provisions related to local budget law.

L.I.D. (Local Improvement District)

A group of properties which are to be assessed for part or all of the cost of a specific capital improvement or service deemed to benefit primarily those properties. Bancroft bonds or other forms of debt are issued to finance the capital improvements, which are repaid by a compulsory levy (special assessment) on the benefitted properties. (See also Special Assessment)

Local Option Levy

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

Materials & Services

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

Measure 5

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

Measure 50

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

Mission

Defines the primary purpose of the city and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

Non-Operating Budget

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

Nonspendable

Balances that will never convert to cash (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

Operating Budget

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

Operating Revenue

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

Ordinance

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

Outstanding Debt

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

Performance Measure

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

Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in Fiscal Year 1998. This permanent rate applies to property taxes for operations. The permanent rate for the City of Creswell is \$2.6705 per \$1,000 of assessed value.

Personal Services

The wages and benefits associated with compensating employees for their labor.

Property Tax

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

Proposed Budget

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

Real Market Value

The estimated value of a property if sold. The average real market value exceeds the taxable assessed value in the City of Creswell. This disparity is the result of voter approved tax initiative (measure) 50 passed in 1997.

Resolution

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

Resources

Total of revenues, interfund transfers in and beginning fund balance.

Restricted Fund Balance

Nonspendable assets and constraints on assets by an external entity.

Revenue

Fund received by the City from external sources.

Revenue Bonds

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

Special Assessment

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

Special Assessment Bond

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefitted by the construction of public improvements such as sidewalks, curbs and gutters.

Special Revenue Funds

A fund established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Supplemental Budget

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

System Development Charges (SDC's)

Fees paid by developers and builders to fund capacity adding infrastructure improvements necessary to accommodate new growth within the parks, sewer, streets and water infrastructure systems. The framework for collection of SDC's is established per ORS 223.297-223.314.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water or sewer service.

Tax Levy

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

Tax Rate

The amount of tax levied for each \$1,000 of assessed valuation.

Tax Revenue

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

Tax Roll

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

Transfers

An authorized exchange of cash or other resources between funds.

Unappropriated Ending Fund Balance

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

User Fees

The fee charged for services to the party or parties who directly benefits. Also called charges for Service.

Acronyms

- AF** Airport Fund
- AIP** Airport Improvement Program
- A/P** Accounts Payable
- A/R** Accounts Receivable
- AV** Assessed Value
- AWOS** Automated Weather Observation System
- BFP** Bicycle Foot Path
- CET** Construction Excise Tax (imposed by schools)
- CIP** Capital Improvement Plan
- COLA** Cost of Living Adjustment
- CORA** Connect Oregon Rural Airports
- CPA** Certified Public Accountant
- CPI** Consumer Price Index
- DEQ** Department of Environmental Quality
- EPUD** Emerald People's Utility District
- FAA** Federal Aviation Administration
- FBO** Fixed Base Operator
- FTE** Full Time Employee or Full Time Equivalent
- FY** Fiscal Year
- GAAP** Generally Accepted Accounting Principals
- GASB** Governmental Accounting Standards Board
- GLP** Garden Lake Park
- GPS** Global Positioning System
- I&I** Inflow and Infiltration
- LID** Local Improvement District
- LLC** Limited Liability Company
- MG** Million Gallons
- MGD** Million Gallons per Day
- MIL** Millions
- NWNG** Northwest Natural Gas
- OAR** Oregon Administrative Rules
- ODOT** Oregon Department of Transportation
- OEDD** Oregon Economic Development Department
- OPSRP** Oregon Public Service Retirement Plan
- ORS** Oregon Revised Statutes
- PERS** Public Employees Retirement System
- PW** Public Works
- RARE** Resource Assistance to Rural Environments
- RMV** Real Market Value
- RUS** Rural Utility Services
- SDC** System Development Charge
- TAV** Taxable Assessed Value
- UGB** Urban Growth Boundary