

CITY OF CRESWELL, OREGON

Adopted Budget FY 2014-15



City of Creswell
 2014-15 Adopted Budget
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Introductory

**City of Creswell
Budget Committee 2014-2015**

City Council Members	Term Expires
Holly Campbell	2014
Jacob Daniels	2016
Brent Gifford	2014
Adam Pelatt	2014
Dave Stram	2014
Jane Vincent	2016
Vacant Seat	2016

Committee Members at Large

Lacey Risdall	2015
Seth Clark	2016
Robert Grand	2016
Keith Morgan	2014
Gary Schweitzer	2016
Susan Sturgess	2015
Jonathan Woodland	2015

City Administrator
Michelle Amberg

Finance Director
Layli Nichols

Budgeting in Oregon

A budget as defined by Oregon State Law (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 2014

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

February 2014

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

March 2014

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

April 2014

- Final adjustments to balance each fund
- Preparation of proposed budget document
- Review of proposed budget by City Council Finance Committee
- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings, two times between 5 and 30 days prior to meeting

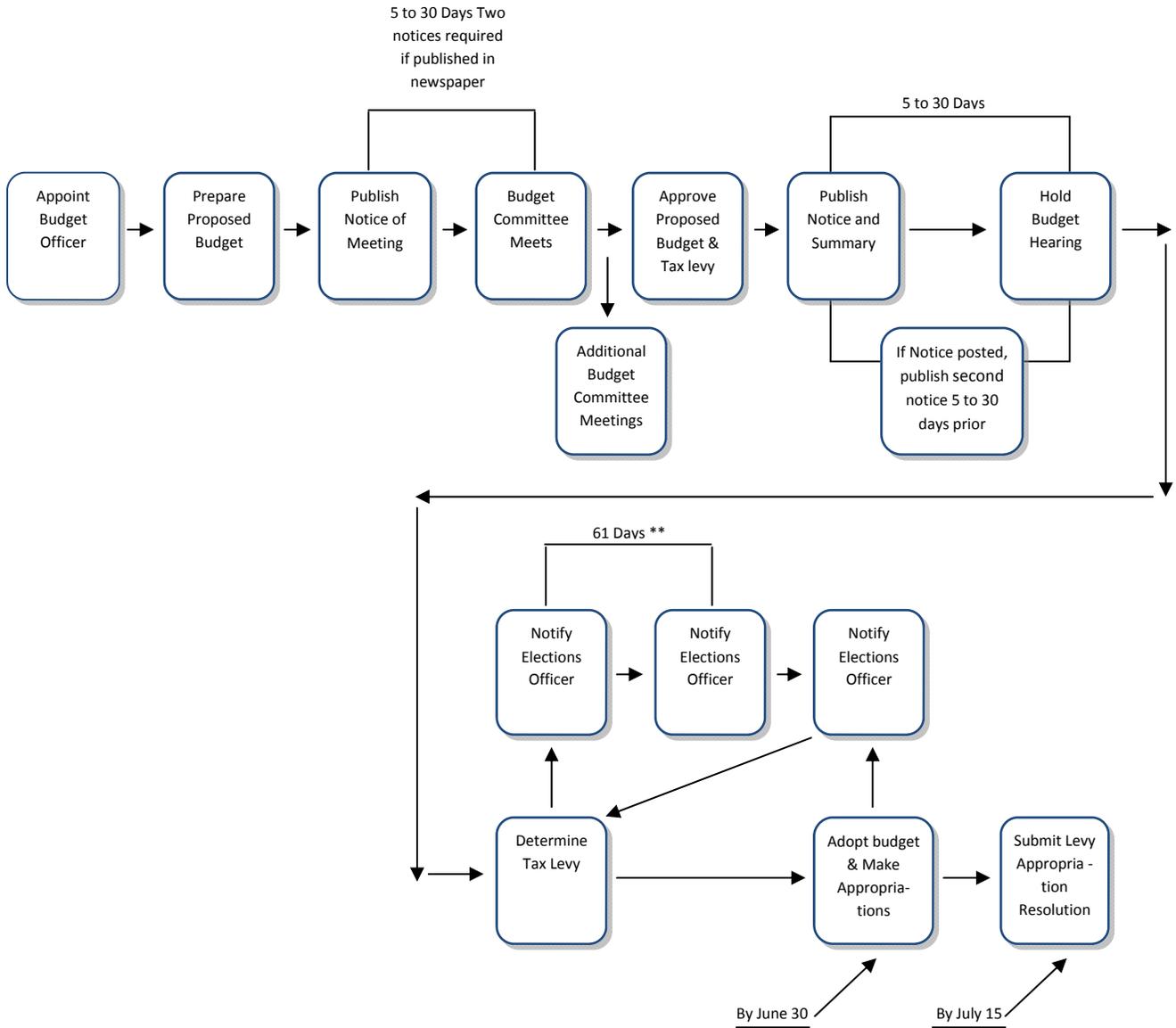
May 2014

- 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 2014

- 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.

Budget Message FY 2014/15 Proposed Budget

Welcome to the budget meeting for the Proposed Budget for Fiscal Year 2014/2015. Thank you for your interest and for taking your personal time to help craft a very public planning document.

The FY 2014/15 Proposed Budget has been prepared in accordance with Oregon Revised Statutes (ORS) 294 as well as the appropriate Oregon Administrative Rules (ORS). The Budget is a financial plan that guides how the City will manage its resources over the period of one fiscal year (July 1st through June 30th). It is a guide to the financial management of the City. It is a public document and any person is welcome to review it if they have an interest.

The Proposed Budget being presented to you tonight is balanced: the revenues and expenditures in each fund are equal. All revenues and expenditures have been prepared as good faith estimates of what we expect for FY 2014/2015. The total budget estimate for FY 2014/15 is \$17,712,538.

The City of Creswell’s annual budget is comprised of sixteen separate funds and organized as shown in the following table:

Fund	Appropriation	% of Budget	% Change from FY 13/14
General	\$2,553,537	14.42%	-2.60%
Street	\$1,079,823	6.10%	14.52%
Bicycle/Footpath	\$58,020	0.33%	4.99%
Building Department	\$186,960	1.06%	25.82%
State Revenue Sharing	\$452,810	2.56%	33.33%
Water	\$4,469,345	25.23%	-1.39%
Sewer	\$1,642,225	9.27%	3.83%
Airport	\$953,313	5.38%	8.58%
Local Improvement District	\$19,115	0.11%	14.29%
Capital Improvement	\$406,685	2.30%	79.43%
Water Capital Improvement	\$1,180,275	6.66%	4.82%
Sewer Capital Improvement	\$943,700	5.33%	5.99%
Water SDC	\$2,200,450	12.42%	4.17%
Sewer SCD	\$876,060	4.95%	7.29%
Parks Development	\$428,015	2.42%	7.20%
Transportation Enhancement	\$262,205	1.48%	4.70%

Proposed Fiscal Policy

Discussions were held with the City Council Finance Committee regarding development of a Beginning/Ending Fund Balance Policy which would establish limits on the use of Fund Balance to offset costs or lack of revenue. This proposed policy has been included with your budget information and will require further development and review by the City Council. I would welcome any comments from the Budget Committee regarding this proposed policy.

The General Fund

The General Fund receives revenues from many different sources including Taxes, State Revenue, Licenses and Permits, Fees for Service, Fines and Forfeitures, Grants, Donations, Investment Income, Transfers from other Funds, and Miscellaneous. Additionally, General Fund revenues which weren’t expended during the previous fiscal year are added to the proposed revenue estimate. This is called the Beginning Fund Balance. The City expects to receive General Fund Revenue as shown in the following table:

Revenue Source	Revenue Estimate	% of Proposed FY 2014/15 General Fund Revenue	% Change from FY 2013/14 Adopted Budget
Property Tax	\$823,175	52.51%	2.55%
Franchise Fees	\$274,805	17.53%	1.60%
Other Tax/Assessments	\$72,070	4.06%	6.02%
State Revenue	\$74,275	4.74%	-23.96%
Licenses and Permits	\$12,805	0.82%	0.16%
Fees	\$179,662	11.46%	2,186.20%
Fines	\$28,400	1.81%	-9.70%
Grants/Donations/Misc	\$19,945	1.27%	13.79%
Transfers from other Funds	\$75,000	4.78%	There were no budgeted Transfers in FY 2013/14
Investments	\$7,575	0.48%	-1.05%
Beginning Fund Balance	\$985,825	-	-24.47%

Noteworthy increases or decreases between the Proposed Budget for FY 2014/2015 and the Adopted Budget for 2013/2014 revenues include:

- **6.02% increase** in Other Tax/Assessments due to anticipated increases in hotel/motel tax and telecommunication tax revenues.
- **23.96% decrease** in State Revenue due to the loss of 9-1-1 tax revenue which is no longer sent to cities but is now sent directly to public safety communication centers.
- **2186.20% increase** in Fees due to the addition of a third deputy during 2013/2014. The costs of the additional deputy are offset by fees for in the FY 2014/2015 Proposed Budget.
- **9.70% decrease** in Fines due to an anticipated decrease in fees, licenses, fines, bail, reimbursement of administrative court costs, penalties and less interest earned on delinquent accounts.
- **13.79% increase** in Grants, Donations and Miscellaneous due to anticipated increased grant and miscellaneous revenue.

One significant indicator of fiscal health is the General Fund's projected Beginning Fund Balance which dropped 24.47% when compared with the FY 2013/2014 Adopted Budget. This significant drop is due to the use of Contingency during the FY 2013/2014 to fund a third deputy position provided via a contract with Lane County Sheriff. The third deputy was an unanticipated expenditure and was therefore not budgeted for in the FY 2013/2014 Adopted Budget. When an expenditure is made from Contingency it will have an adverse impact on the Beginning Fund Balance the following year.

Overall, the General Fund has decreased by 2.60% in the Proposed Budget for FY 2014/2015 when compared to the Adopted FY 2013/2014 Budget.

The 2.60% decrease in revenues is reflected in General Fund expenditures in the Proposed Budget for FY 2014/2015. General Fund expenditures are broken into four programs areas: Administrative, Cultural and Recreation, Public Safety and Planning and Land Use.

Program	Expected Expenditures	% of Proposed FY 2014/15 General Fund Expenditures	% Change from FY 2014/14 Adopted Budget
Administrative	\$348,264	13.64%	-7.58%
Cultural & Recreation	\$330,641	12.95%	27.14%
Public Safety	\$804,703	31.51%	-1.17%
Planning & Land Use	\$266,600	23.76%	23.76%

Capital Improvement projects included in the General Fund for the Proposed FY 2014/2015 Budget include resurfacing the tennis and basketball courts at Harry Holt Park and improvements to the Cobalt Building.

Other expenditures budgeted in the General Fund include Transfers and Contingency and are shown in the table below:

General Fund Line Items	Expected Expenditures	% of Proposed FY 2014/15 General Fund Expenditures	% Change from FY 2014/14 Adopted Budget
Transfers	\$140,000	5.48%	-40.00%
Contingency	\$220,000	8.62%	186.91%
Ending Fund Balance	\$412,337	16.97%	-25.10%

Noteworthy increases or decreases between the Proposed Budget for FY 2014/2015 and the Adopted Budget for FY 2013/2014 expenditures include:

- **7.58% reduction** in Administrative Program costs due to reductions in Materials and Services associated with recruitment of the City Administrator.
- **27.14% increase** in Cultural and Recreation due to an anticipated increase in Capital for the Cobalt Building and resurfacing the tennis and basketball courts at Harry Holt Park.
- **23.76% increase** in Planning and Land Use due to the addition of 1.5 FTE (some of the increase will be offset by reductions in the contract between Lane County Council of Governments and the City of Creswell).
- **40.00% decrease** in Transfers from the General Fund to the Airport Fund.
- **186.91% increase** in Contingency which reflects the use of Contingency during FY 2013/2014 to add a third deputy in Public Safety – the Proposed Budget for FY 2014/2015 appropriates Contingency consistent with historic levels.

Another significant indicator of fiscal health is the General Fund’s projected Ending Fund Balance which dropped 25.10% when compared with the FY 2013/2014 Adopted Budget. This means that the City’s expenditures are actually exceeding revenues and that fund balance is being used to make up the difference. If you compare the actual revenue with operating expenditures you can see the problem very easily:

Actual Revenue (excluding one-time revenue, Transfers and Beginning Fund Balance) = \$1,472,767
 Operating Expenditures (Personnel, Materials and Services, and Capital) = \$1,750,208

Even though the budget proposal is balanced in FY 2014/2015 the City will be using \$277,441 more than it is bringing in as revenue. This is not sustainable in the long term and the City will need to either increase revenue or reduce expenditures to maintain a healthy General Fund.

Special Revenue Funds

Special Revenue Funds are funds that receive revenue for a specific purpose. They are not part of the General Fund and cannot be used for general operations. These revenues can only be expended for the purpose specified and are not available for any other purpose. Special Revenue Funds include Street Fund, Bicycle/Footpath Fund, Building Department Fund, and State Revenue Sharing Fund.

The Street Fund is used to maintain the street system within the City. It is balanced in the Proposed Budget for FY 2014/2015 and represents 6.10% of the total budget. The Street Fund's estimated revenue and expenditures are \$1,079,823. Anticipated revenues include \$350,848 from Oregon State Highway revenue sources and have decreased 10.20% from FY 2013/2014 due to a decrease of \$54,894 from the State Exchange Program.

Noteworthy changes in expenditures include:

- 6.08 % decrease in personal services due to salary and benefit savings.
- 23.04% decrease in Capital Outlay due to smaller projects proposed in the FY 2014/2015 Budget.

Capital purchases include an articulated mower for mowing right-of-way and a dump truck (the cost of this item will be shared equally with the Water and Sewer Funds).

Overall the Street Fund increased by 12.68% in the Proposed Budget for FY 2014/2015 when compared to the Adopted FYT 2013/2014 Budget.

Street Fund Capital Projects scheduled for FY 2014/2015 include:

1. North 5th Street Overlay - engineering
2. Scott Lane Improvements

Bicycle and Footpath Fund is used to fund bicycle and footpath projects within City Limits. It is balanced in the Proposed Budget for FY 2014/2015 and represents 0.33% of the City's total budget. There are no noteworthy changes in revenues or expenditures anticipated in the Proposed Budget for FY 2014/2015. There are no projects proposed for FY 2014/2015.

Building Department Fund supports the building and safety functions for the City of Creswell. The Fund is balanced in the Proposed Budget for FY 2014/2015 and represents 1.06% of the total budget. The budget figures for this fund are based on estimated building and development in the coming fiscal year. There is a 20.52% increase in this fund which reflects an optimistic projection for development within the City.

State Revenue Sharing Fund accounts for revenues distributed from the State of Oregon. The revenue can be used for a purpose that is fully disclosed in the budget and once the revenue has been assigned a purpose it cannot be used for any other purpose during the fiscal year. The Fund is balanced in the Proposed Budget for FY 2014/2015 and represents 2.56% of the total budget.

Noteworthy changes from the Adopted FY 2013/2014 Budget include:

- **12.11% increase** in overall revenues due to increased Beginning Fund Balance
- **411.48% decrease** in Materials and Services and capital Outlay to offset increases in transfers
- **100% increase** in Transfers to other Funds as follows:
 - General Fund \$75,000 – to be used in the Cobalt Building.
 - Capital Improvement Fund \$150,000 – to finish off an upstairs conference room and add a second bathroom upstairs in City Hall.

Airport Fund \$150,000 – to be used to develop new revenue streams with the intent of eliminating the Airport Fund’s dependence on the General Fund.

Enterprise Funds

Enterprise Funds are used for programs that operate like a business. These programs generate their own revenue and operate independently within the overall City budget. Enterprise Funds include Water Fund, Sewer Fund, and Airport Fund.

Water Fund receives 98.27% of its revenue from water payments. Water Fund revenues can only be used to support the activities associated with collecting, treating and delivering water to customers. The Water Fund is balanced in the Proposed Budget for FY 2014/2015 and represents 25.23% of the total budget. It is the largest Fund with the City of Creswell’s Proposed Budget for FY 2014/2015 primarily due to debt payments for past improvements to the system and upgrades to the water treatment plant.

Noteworthy changes from the Adopted FY 2013/2014 Budget include:

- **151.93% decrease** in Capital Outlay.
- **85.14% decrease** in Contingency due to the need to allocate resources to pay off debt.
- **252.95% increase** in Debt to repay financial obligations.
- **512.28% decrease** in Ending Fund Balance due to the need to allocate resources to pay off debt.

Capital projects included in the Proposed Budget for FY 2014/2015 include removing asbestos in the vacant residence at the reuse irrigation site, construction of a storage shed at the Water Treatment Plant and half the cost of the Radio Read Meter Replacement Program. The Fund will also contribute to the purchase of a dump truck.

In FY 2013/2014 the City Council did not increase water rates and contracted for a water rate study and will most likely consider a rate increase sometime during the 2014/2015 fiscal year. The Proposed Budget for FY 2014/2015 does not include any increase in water rates.

Sewer Fund receives 98.56% of its revenue from sewer payments. Sewer Fund revenues can only be used to support the activities associated with collecting, treating and disposing of waste water. The Sewer Fund is balanced in the Proposed Budget for FY 2014/2015 and represents 9.27% of the total budget.

Capital projects included in the Proposed Budget for FY 2014/2015 include half the cost of the Radio Read Meter Replacement Program and a third of the cost of the dump truck.

Noteworthy changes from the Adopted FY 2013/2014 Budget include:

- **14.81% increase** in Materials and Services due to increased costs for engineering services as well as projected costs for a Sewer Rate Study and Wastewater Master Plan.
- **45.75% decrease** in Capital Outlay because there are no major capital projects budgeted in the 2014/2015 fiscal year.
- **16.67% decrease** in Contingency.
- **78.35% increase** in Ending Fund Balance.

In FY 2013/2014 the City Council did not increase sewer fees. The Proposed Budget for FY 2014/2015 does not include any increase in sewer rates.

Airport Fund receives 43.89% of its revenue from the sale of fuel, 22.09% of its revenue comes from grants, miscellaneous sales, and donations and 8.39% comes from rentals. A full 25.61% of its revenue is provided through

transfers from the General Fund. Ideally, the Airport Fund should be self-supporting and receive no funding from the General Fund; however, the Airport Fund is not able to fully fund operations at the Airport at this time.

There is only one capital improvement project in the Proposed Budget for FY 2014/2015 and that is the completion of the Automated Weather Observation System (AWOS) at the Airport.

Noteworthy changes from the Adopted 2013/2014 Budget include:

- **11.25% increase** in Fuel Sales.
- **27.35% increase** in Rental Income.
- **33.45% decrease** in Grant revenue.
- **37.50% increase** in transfers from the General Fund.
- **15.65% decrease** in Materials and Services due to an anticipated decrease in legal fees.
- **33.99% increase** in Capital Outlay for the installation of the AWOS and building and land improvements designed to increase revenues to enable the Airport to become substantially more self-sustaining.
- **16.67% decrease** in Contingency.

Attention should be drawn to the change in the Airport Fund's Beginning Fund Balance which decreased from the Adopted FY 2013/2014 Budget by 81.54%; however, the Ending Fund Balance is anticipated to improve by 35.07% in FY 2014/2015.

Overall the Airport Fund is expected to grow 7.90% in FY 2014/2015.

Debt Service Fund

The City of Creswell has only one Debt Service Fund and that is for Local Improvement Districts (LID). This Fund receives revenue from payments assessed against property owners benefitting from a local improvement and uses this revenue to pay back debt issued for the local infrastructure improvements. Overall the Local Improvement Fund is expected to increase 12.50% due to an increase in assessments and a decrease in debt payments.

Capital Projects Funds

Capital Projects Funds are used to collect revenue to be used for capital projects. Most all of the revenue in these Funds come from transfers from other funds or from system development charges (SDC). The City of Creswell has seven funds that fall into this category and which represent 35.55% of the Proposed Budget for FY 2014/2015. These funds are the Capital Improvement Fund, Water Capital Improvement Reserve Fund, Sewer Capital Improvement Reserve Fund, Water SDC Reserve Fund, Sewer SDC Reserve Fund, Parks Development Fund and Transportation Enhancement Fund. The projects in the Proposed Budget for FY 2014/2015 include:

1. City Hall Parking Lot Construction
2. Second Story Improvements to City Hall
3. Water Line Renovation/Replacement Program
4. Sewer Line Renovation/Lining Program

Conclusion

This concludes my budget message for the Proposed Budget for FY 2014/2015. I would like express my most sincere thanks to Layli Nichols who worked days, nights and weekends to put together the budget document you received. There would be no budget without her. I would also like to thank the department heads for their contributions to the budget document. They have taken great care to craft budget proposals that meet the needs of the City while also economizing on costs whenever possible. Finally, I would like to thank all of you again for giving up your personal time to help the City develop a plan that will provide services to our community in the coming fiscal year. Thank you everyone.

Note: Changes were made to the budget after this message was presented. Please refer to the budget for approved appropriations.

Reader's Guide

City of Creswell, looking north from Creswell Butte



OVERVIEW

The City of Creswell, population 5,068, 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 5,068 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.



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. 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

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.



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

Land Area in Square miles	1.7				
Government	Concil/Administrator		Registered voters	2,536 Lane County	
Population (July 2012)	5068		<i>(as of 04/22/14)</i>		
	Year	Year		Year	Year
From US Census:	2000	2010	From US Census:	2000	2010
Population	3,579	5,031			
Adult education level:			Income - Households:		
Highschool grad or higher	82%	87%	Less than \$25,000	36%	29%
Bachelor's degree or higher	13%	11%	\$25,000 - \$49,999	34%	28%
			\$50,000 - \$74,999	23%	21%
			\$75,000 - \$99,999	4%	10%
			\$100,000 or more	3%	12%
Race:			Median household income	\$34,053	\$40,731
White	89.0%	89.6%	Persons below poverty level	19%	11.60%
Hispanic	7.0%	8.6%			
Asian	0.5%	1.0%			
Black or African American	0.3%	0.4%			
Other	3.2%	0.4%			
Age and Gender:			Households:		
0-19	37%	29%	Total Households	1,300	1,906
20-44	37%	34%	with individuals <18 yrs	46%	37%
45-64	18%	25%	with individuals >64 yrs	20%	21%
65 and over	11%	12%	Average household size	2.77	2.61
Median age in years	32	36	Median value of		
Male	1,163	2,449	owner occupied housing	\$120,400	\$191,100
Female	1,297	2,582			

CRESWELL AREA VICINITY MAP



Description	Base Year 2010	Year 2013	% Change	Source
Culture & Recreation:				
Libraries	1	1	0%	Lane Library District
City Owned Parks	2	2	0%	Creswell Parks Master Plan
Parks/open space acreage	35	35	0%	Creswell Parks Master Plan
Community centers	1	2	100%	Public Works
Schools:				
Public Schools:				
Elementary schools	1	1	0%	Creswell School Dist
Middle schools	1	1	0%	Creswell School Dist
High schools	1	1	0%	Creswell School Dist
Private schools:				
Pre-K through 10th Grade	1	1	0%	Creswell Christian School (<i>accred.</i>)
City Utilities:				
Water:				
Production capacity (mgd)	3.7	3.7	0%	Public Works
Peak capacity demand (mgd)	3.0	1.3	-57%	Public Works
<i>(the difference in peak capacity demand above is due to clearwell testing in 2010)</i>				
Storage capacity (mg)	4.2	4.2	0%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	30	30	0%	Public Works
Customers (June of each year)	1,854	1,878	1%	Utility Billing
Wastewater:				
Treatment design capacity (mg)	2.8	2.8	0%	Public Works
Average daily treatment (mgd)	0.9	0.5	-44%	Public Works
Miles of sewer pipeline	22	22	0%	Public Works
Number of Lift Stations	2	2	0%	Public Works
Stormwater:				
Miles of storm sewers	15	15	0%	Public Works
Number of Detention Ponds	2	2	0%	Public Works
Streets:				
Miles of paved streets	21	21	0%	Public Works
Miles of unpaved streets	0.5	0.5	0%	Public Works
Signal lighted intersections	2	2	0%	Public Works
Freeway interchanges	1	1	0%	Public Works
Bridges (excluding interstate)	2	2	0%	Public Works

mg = million gallons

mgd = million gallons per day

mil = millions

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 (see the organizational chart on page 7).

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	
Holly Campbell, Councilor	Adam Pelatt, Councilor
Jacob Daniels, Councilor	Jane Vincent, Councilor
Brent Gifford, Councilor	Vacant Council Seat

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 meetings 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:	Members at Large:
Dave Stram	Lacey Risdal
Brent Gifford	Keith Morgan
Holly Campbell	Jonathan Woodland
Adam Pelatt	Robert Grand
Jacob Daniels	Gary Schweitzer
Vacant Seat	Seth Clark
Jane Vincent	Susan Sturgess

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:

Glen Charles, Member at large	Adam Pelatt, 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	

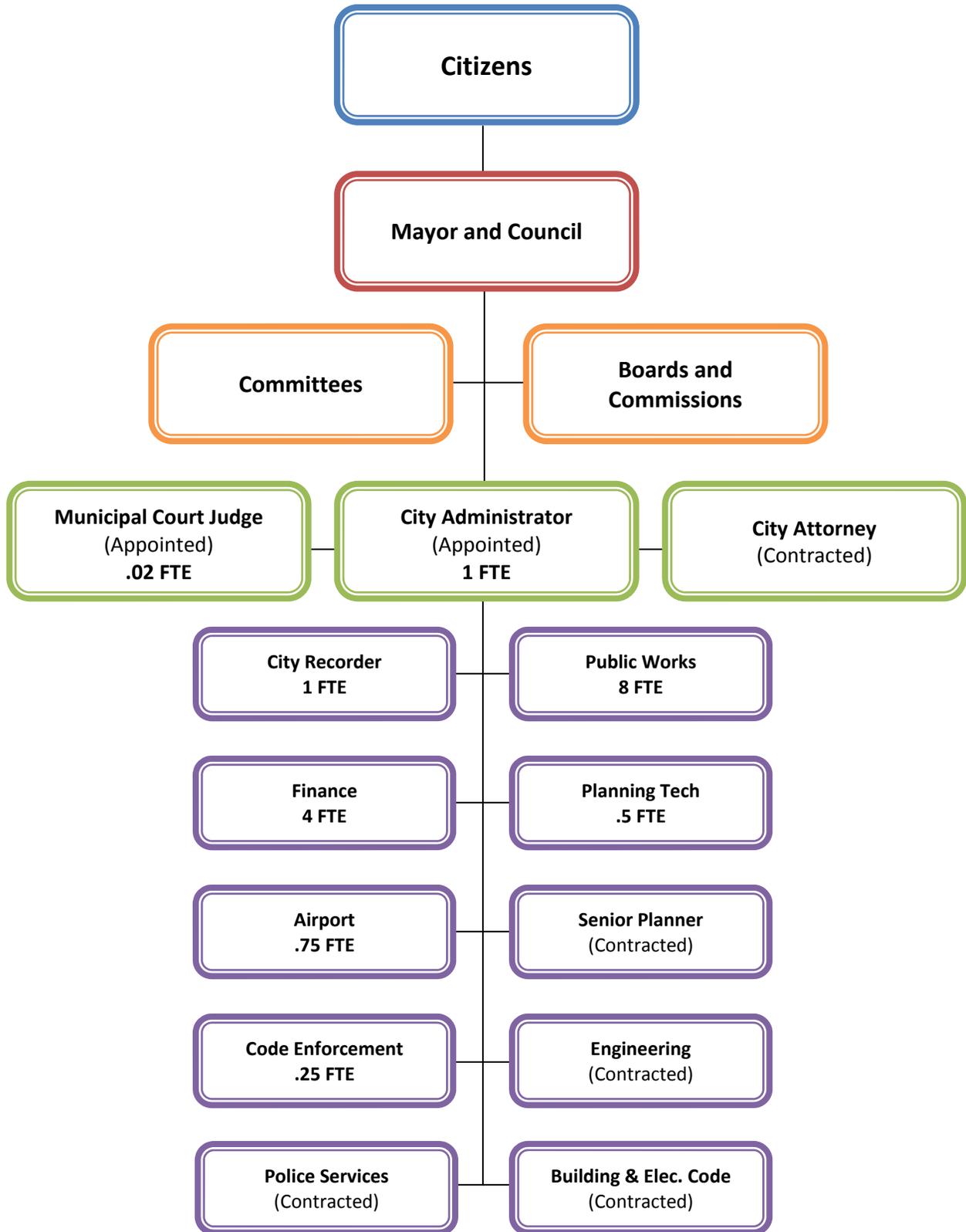
Tree Board

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, Councilor Rep.	Thomas Grace, member at large
Cliff Bellew, Public Works Rep.	Vacant Seat
Jay Searle, member at large	Vacant Seat
Martha McReynolds, Jr., member at large	

City of Creswell Organizational Chart



Creswell Vision Statement

Creswell embarked on a community vision process in November of 2013. Responding to growth in recent years and a desire to check in with the residents of Creswell, a community vision will provide Creswell's decision-makers with a better understanding of the core values of the community as well as articulate a wide-angle picture of community priorities.

To get the most diverse input, the City's Resource Assistance for Rural Environments participant engaged with City Council, Planning Commission, and four Creswell School District classrooms. The core focus of a visioning process asked the following questions about Creswell:

- Where are we now?
- Where are we going?
- Where do we want to go?

The community vision process will culminate in a community-wide workshop focused on developing categories of key values and assets with a focus on prioritization of ideas offered by both previous contributions and present participants. The outcome of this workshop and the process as a whole will help to prioritize and realign decision-makers' goals, as well as encourage independent organizations to develop objectives of their own to dovetail with Creswell's vision of its future. It is anticipated this process will be completed by June 30, 2014.

Council Goals

Once the visioning process is complete, Council will begin working on an organizational mission statement. A mission statement will set the framework for updating existing Council Goals and enable the City to begin a strategic planning process. It is important for Council to identify and prioritize short and long term goals which align with budget priorities, long range planning documents, capitalization and fiscal management policies. City Council Goals will be used to develop budget priorities and work-plan tasks.

Revenue Information

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

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

System Development Charges Funds

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

Summary of Program Revenues, by Fund Type

City of Creswell Revenues	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015
Governmental Funds				
General Fund	\$ 1,309,488	\$ 1,315,519	\$ 1,316,495	\$ 1,492,712
Special Revenue Funds				
State Tax Street Fund	277,254	277,372	390,247	354,573
Bicycle Footpath Fund	294	294	280	295
Building Department Fund	38,606	62,782	43,600	81,965
Revenue Sharing Fund	41,864	43,965	42,405	44,260
Total Special Revenue Funds	358,018	384,413	476,532	481,093
Enterprise Funds				
Water Operating Fund	1,340,820	1,375,384	1,395,420	1,425,695
Sewer Operating Fund	940,379	944,356	950,870	964,490
Airport Operating Fund	343,564	348,205	698,472	697,063
Total Enterprise Funds	2,624,763	2,667,945	3,044,762	3,087,248
Debt Service Fund				
Local Improvement Dist.	15,188	7,392	2,990	4,090
Capital Projects Funds				
Capital Improvement Fund	2,827	1,078	1,300	1,185
Water Capital Imp Reserve	0	6,003	5,895	5,775
Sewer Capital Imp Reserve	0	4,692	4,125	4,250
Water SDC Fund	57,139	69,409	63,238	89,250
Sewer SDC Fund	49,935	56,392	51,405	75,315
Parks SDC Fund	13,146	24,729	18,135	26,265
Transportation SDC Fund	5,589	10,126	7,544	10,705
Total Capital Projects Funds	128,636	172,429	151,642	212,745
Total Revenues All Funds	\$ 4,436,093	\$ 4,547,698	\$ 4,992,421	\$ 5,277,888

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.

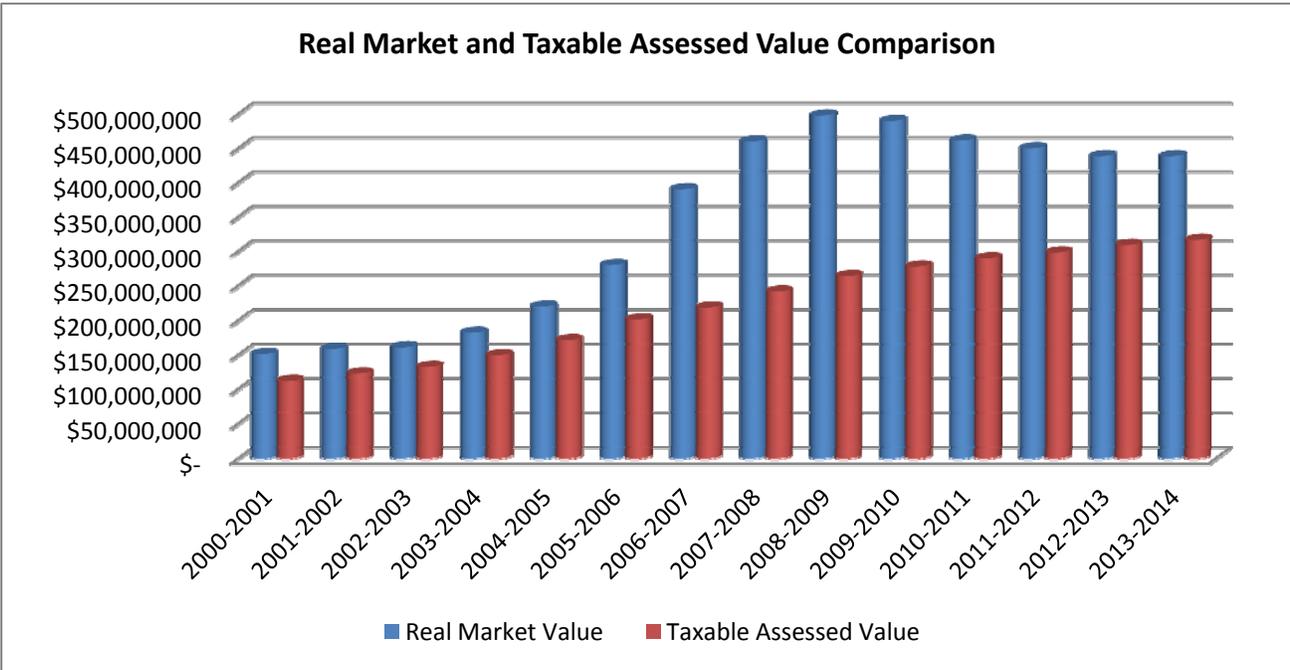
GENERAL FUND:

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.

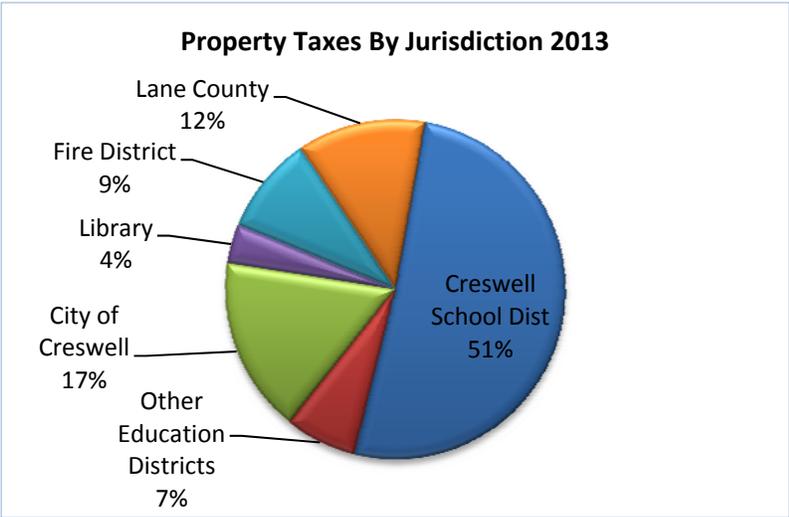
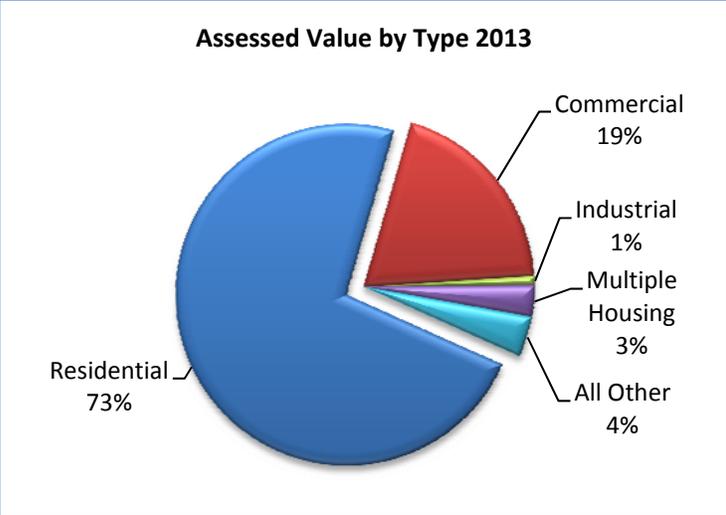


Top Ten Tax Payers for tax year 2013 in Creswell

Rank	Taxpayer Name	Assessed Value	% of total Assessed Value
1	Pliska Investments LLC	6,285,043	1.98%
2	Centurylink	3,241,200	1.02%
3	MaIk LLC	2,532,869	0.80%
4	Safari Enterprises Inc	2,455,697	0.78%
5	Charter Communications	284,400	0.09%
6	Creswell Ventures LLC	2,208,974	0.70%
7	Hammer Brothers LLC	2,093,291	0.66%
8	Kogap Enterprises LLC	2,043,987	0.65%
9	Marquess Properties LTD	2,000,478	0.63%
10	Emerald Valley USA Limited	1,858,657	0.59%

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.

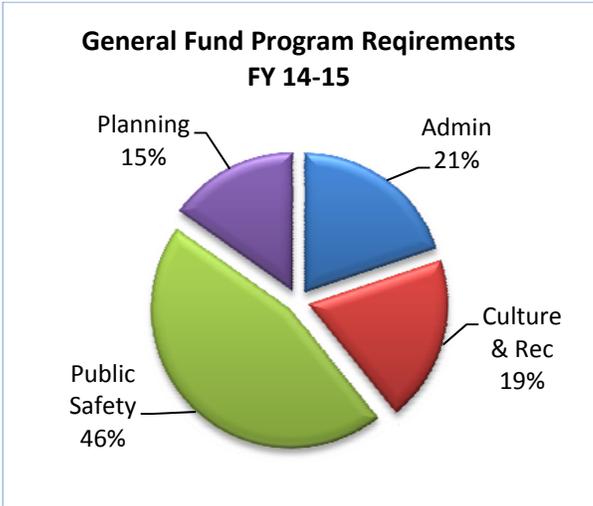


Property Tax Bill Apportionment

The pie chart at the left shows where your property tax dollars went when you paid your tax bill in November 2013. 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.

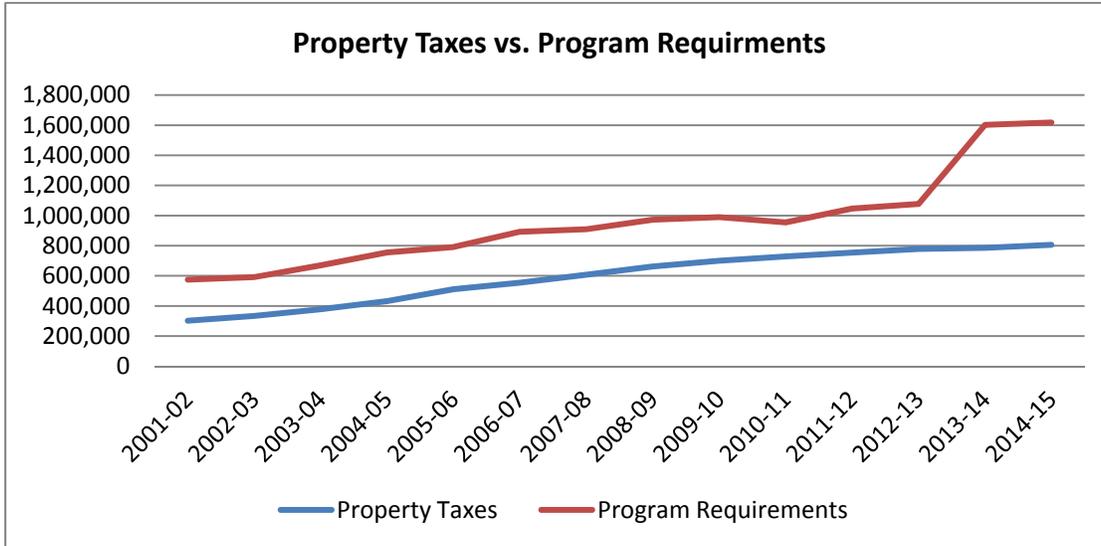
Where Property Taxes Go:

Program requirements in the General Fund which include personal services, materials and services and capital outlay total \$1,754,208. Property tax receipts are expected to provide \$805,700 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

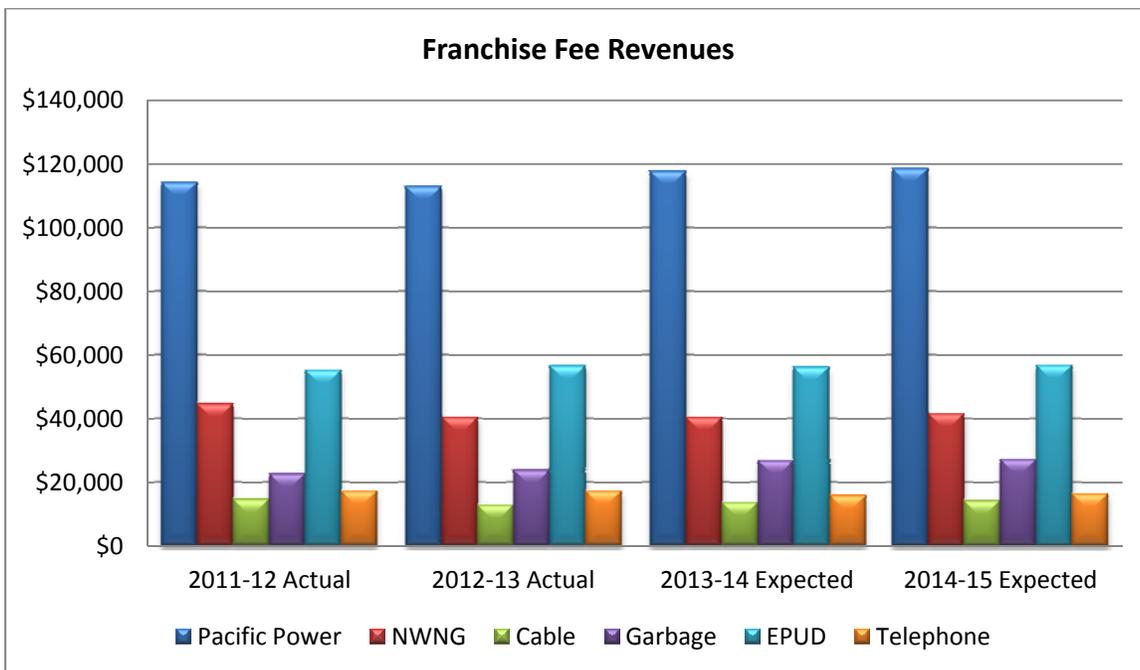
This graph shows the relationship of property taxes collected and the cost of personal services and materials and services for General Fund programs including: Administration, Culture and Recreation, Public Safety and Planning and Land Use. The difference between property tax collections and program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

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 increase an overall 1.6% this year for a total of \$274,805.



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 2014-2015 budget assumes these shared revenues will remain relatively flat this year, at a total of \$74,275.

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.

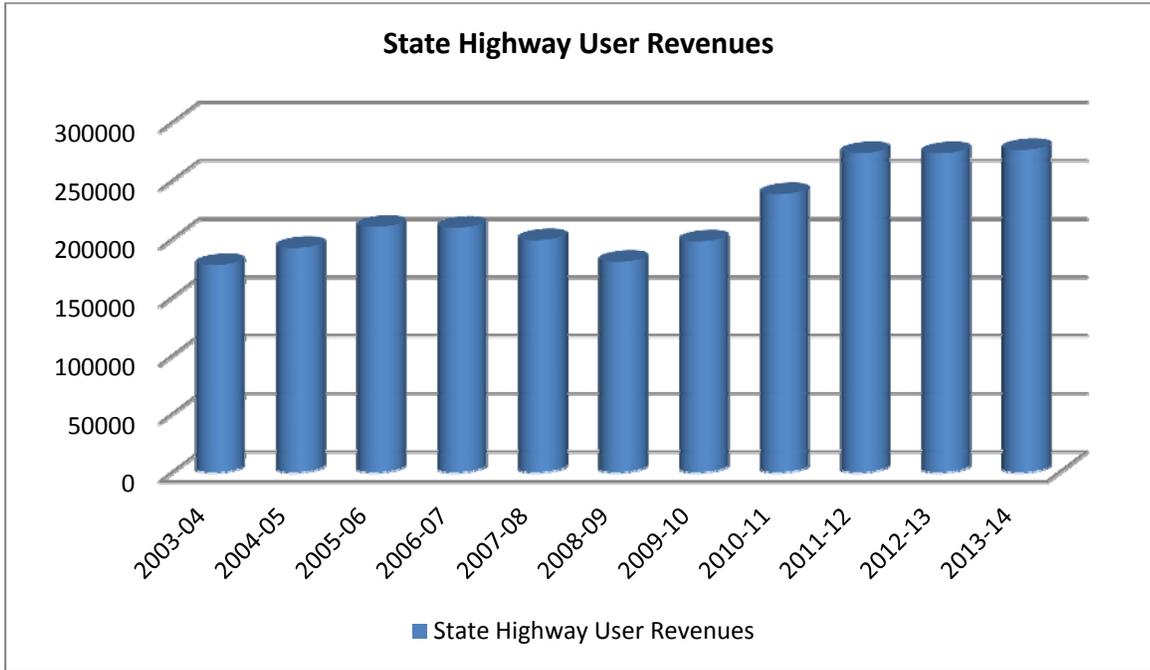
This year, the City is proposing a new fee to offset the cost of continuing to provide a third Lane County Sheriff Deputy within City Limits. City Council added this deputy early in the 2013-14 fiscal year in response to an increase in property crime during July 2013. The proposed fee is estimated to be \$170,777, which is the anticipated cost to maintain this new level of service.

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.



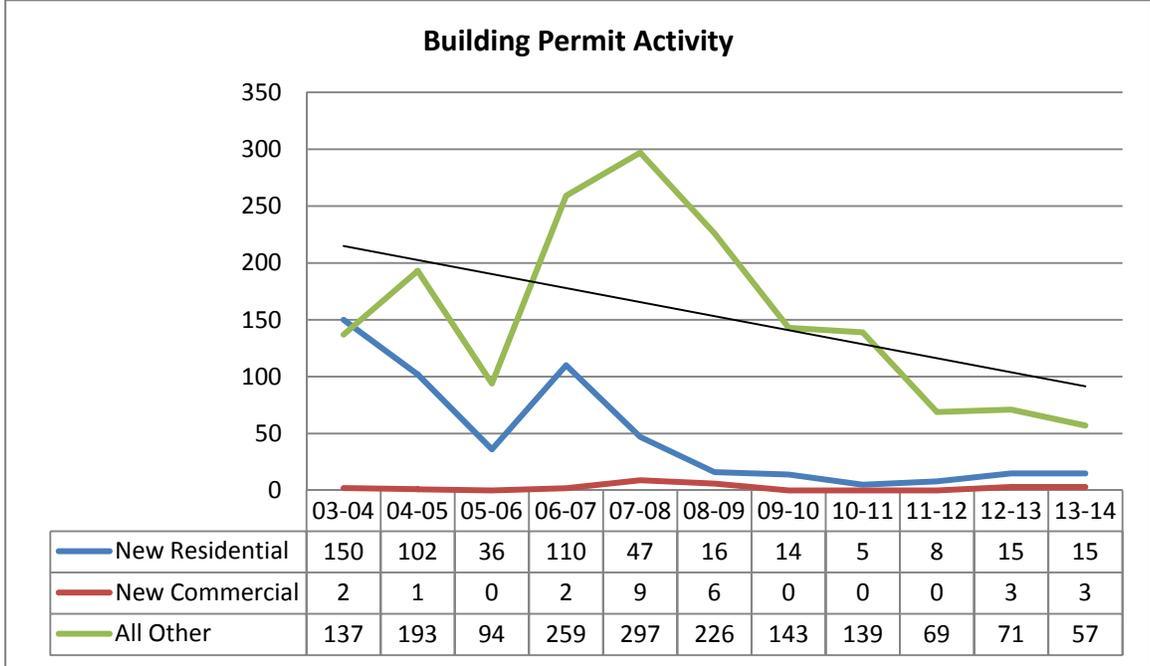
Bicycle Footpath Fund

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.



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. The study is nearing completion and increases (if any) have not yet been determined. The proposed charges for service this year reflect a ½ of 1% rate increase as outlined by the current rate resolution 2006-30.

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 2014-15 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 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15
Water SDC Reserve				
System Development Charges	\$ 42,218	\$ 58,050	\$ 15,473	\$ 78,500
Investment Income	14,921	11,358	10,465	10,750
Total Revenues	57,139	69,408	25,938	89,250
Sewer SDC Reserve				
System Development Charges	42,714	52,206	47,460	71,190
Investment Income	7,221	4,186	3,945	4,125
Total Revenues	49,935	56,392	51,405	75,315
Parks Development				
System Development Charges	11,312	22,623	16,160	24,240
Investment Income	1,834	2,106	1,975	2,025
Total Revenues	13,146	24,729	18,135	26,265
Transportation Enhancement				
System Development Charges	4,388	8,776	6,269	9,405
Investment Income	1,202	1,350	1,275	1,300
Total Revenues	5,590	10,126	7,544	10,705
Total SDC Funds	\$ 125,810	\$ 160,655	\$ 103,022	\$ 201,535

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).

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, Law Enforcement, Municipal Court, Planning and Land Use and other activities for which a special fund has not been created.

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

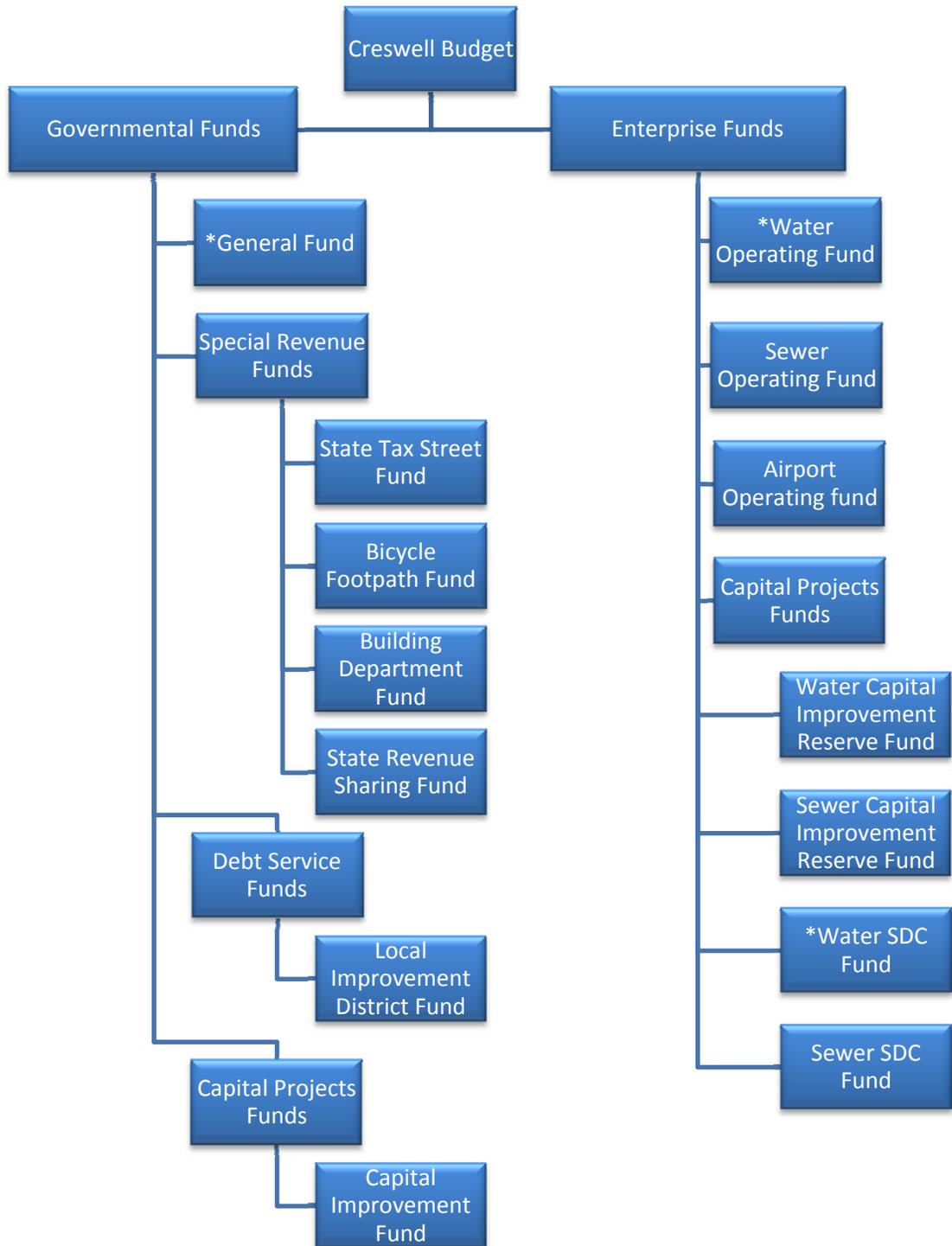
Debt Services - The City's non-enterprise debt is accounted for in this fund. The City of Creswell has one (1) debt service fund.

- **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 and Sewer
- **SDC Funds** Water, Sewer, Parks and Transportation

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.

Consolidated Financial Schedule

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

Revenues include various program revenue resources, transfers and beginning fund balances. Detailed program revenue descriptions by fund are found on pages 9 through 16. 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				
	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015
Resources				
Revenues				
Charges for Service	\$ 2,253,151	\$ 2,295,180	\$ 2,284,978	\$ 2,519,557
Donations	-	3,250	20,500	21,500
Fines & Forfeitures	41,757	32,507	31,450	28,400
Franchise Fees	268,192	263,556	270,485	274,805
Fuel Sales	264,228	239,538	365,000	411,250
Grant Proceeds	18,576	40,700	277,512	199,945
Intergovernmental	410,240	396,000	525,422	467,968
Investment Income	65,542	70,323	65,025	63,830
Licenses & Permits	48,902	73,126	55,720	94,070
Other Revenue	53,676	45,417	30,534	32,934
Other Taxes	75,451	84,184	67,975	72,070
Property Taxes	766,139	797,656	802,724	823,175
Rental Income	54,492	57,296	69,504	69,504
Special Assessments	15,117	7,309	2,930	4,030
System Development Charges	100,632	141,656	122,662	183,335
Transfers In	272,736	2,049,300	403,250	618,375
Revenues Total	4,708,831	6,596,998	5,395,671	5,884,748
Beginning Balance	11,587,309	11,681,958	11,601,017	11,827,790
Total Resources	\$ 16,296,140	\$ 18,278,956	\$ 16,996,688	\$ 17,712,538
Requirements				
Expenditures				
Personal Services	\$ 1,019,802	\$ 1,035,401	\$ 1,237,103	\$ 1,380,406
Materials & Services	1,691,626	1,716,834	3,041,060	2,948,885
Debt Service	1,296,066	1,285,777	1,150,547	3,146,450
Capital Outlay	333,952	300,373	7,558,539	7,516,360
Operating Contingency	-	-	695,679	587,500
Transfers Out	272,736	2,049,300	403,250	618,375
Expenditures Total	4,614,182	6,387,685	14,086,178	16,197,976
Ending Balance	11,681,958	11,891,271	2,910,510	1,514,562

FUND SUMMARIES
RESOURCES AND REQUIREMENTS SUMMARY

Budget Summary of City Funds Proposed Budget FY 2014-2015

	GOVERNMENTAL FUNDS					ENTERPRISE FUNDS			
	General Fund	Streets	Bike/ Ped Path	Building	Revenue Sharing	Water	Sewer	Airport	
Revenues									
Property Taxes	823,175	0	0	0	0	0	0	0	
Charges for Service	179,212	0	0	0	0	1,394,395	945,950	0	
Donations	500	0	0	0	0	0	0	21,000	
Fines & Forfeitures	28,400	0	0	0	0	0	0	0	
Franchise Fees	274,805	0	0	0	0	0	0	0	
Fuel Sales	0	0	0	0	0	0	0	411,250	
Grant Proceeds	15,945	0	0	0	0	0	0	184,000	
Intergovernmental	74,725	350,848	0	0	42,395	0	0	0	
Investment Income	7,575	3,275	295	625	1,865	16,950	3,550	225	
Licenses & Permits	12,805	0	0	81,265	0	0	0	0	
Other Revenue	3,500	450	0	75	0	3,350	2,075	23,484	
Other Taxes	72,070	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	4,200	8,200	57,104	
Special Assessments	0	0	0	0	0	0	0	0	
Transfers In	75,000	0	3,375	0	0	0	0	240,000	
Revenues Total	1,567,712	354,573	3,670	81,965	44,260	1,418,895	959,775	937,063	
Beginning Balance	985,825	725,250	54,350	104,995	408,550	3,050,450	682,450	16,250	
Total Resources	2,553,537	1,079,823	58,020	186,960	452,810	4,469,345	1,642,225	953,313	
Expenditures									
Personal Services	406,351	100,237	0	16,539	0	423,978	346,370	86,931	
Materials & Services	1,212,032	260,725	15,500	86,810	1,500	524,195	423,868	416,255	
Debt Service	0	0	0	0	0	2,790,649	347,376	0	
Capital Outlay	131,825	223,500	42,520	5,000	72,310	180,940	197,375	364,500	
Transfers Out	140,000	3,3750	0	0	375,000	50,000	50,000	0	
Operating Contingency	220,000	0	0	12,500	0	175,000	150,000	30,000	
Expenditures Total	2,110,208	587,837	58,020	120,849	452,810	4,144,762	1,514,989	897,686	
Ending Balance	443,329	491,986	0	66,111	0	324,583	127,236	55,627	
Total Requirements	2,553,537	1,079,823	58,020	186,960	452,810	4,469,345	1,642,225	953,313	

Budget Summary of City Funds Proposed Budget FY 2014-2015 (continued)

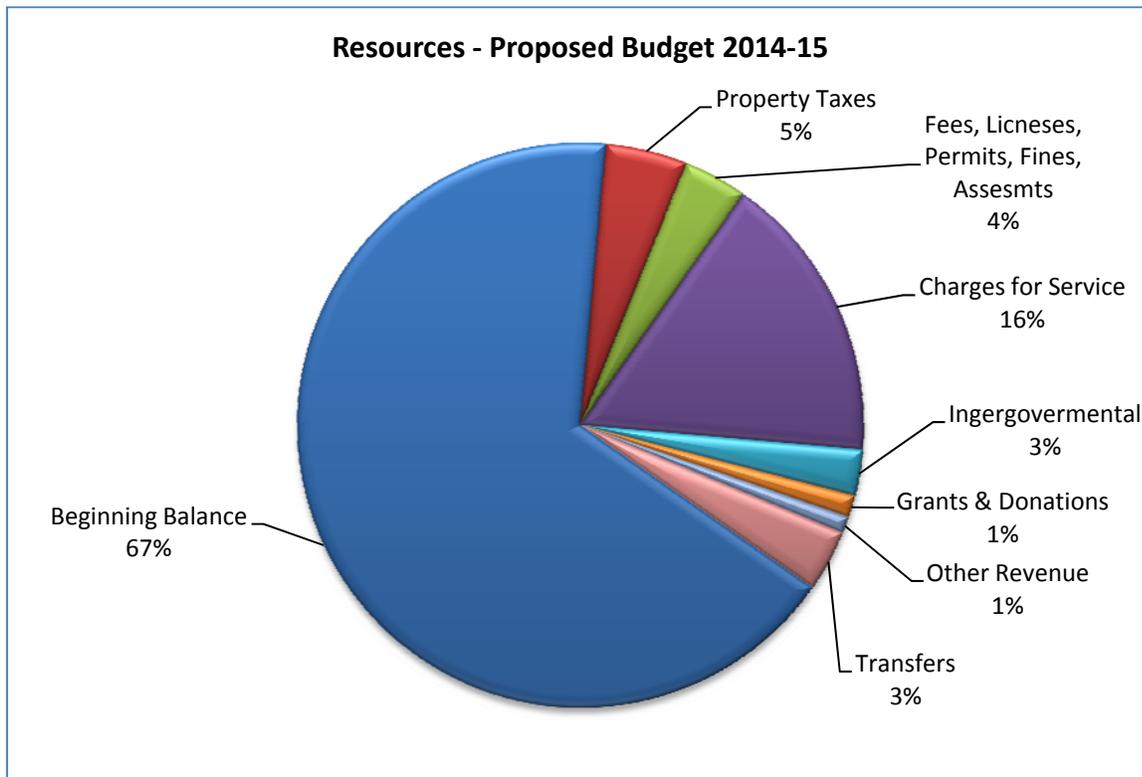
DEBT LID	CAPITAL PROJECTS FUNDS							Grand Total
	Cap Imp	Water Cap Imp	Sewer Cap Imp	Water SDC	Sewer SDC	Parks SDC	Streets SDC	
0	0	0	0	0	0	0	0	823,175
0	0	0	0	0	0	0	0	2,519,557
0	0	0	0	0	0	0	0	21,500
0	0	0	0	0	0	0	0	28,400
0	0	0	0	0	0	0	0	274,805
0	0	0	0	0	0	0	0	411,250
0	0	0	0	0	0	0	0	199,945
0	0	0	0	0	0	0	0	467,968
60	1,185	5,775	4,250	10,750	4,125	2,025	1,300	63,830
0	0	0	0	0	0	0	0	94,070
0	0	0	0	0	0	0	0	32,934
0	0	0	0	0	0	0	0	72,070
0	0	0	0	78,500	71,190	24,240	9,405	183,335
0	0	0	0	0	0	0	0	69,504
4,030	0	0	0	0	0	0	0	4,030
0	200,000	50,000	50,000	0	0	0	0	618,375
4,090	201,185	55,775	54,250	89,250	75,315	26,265	10,705	5,884,748
15,025	205,500	1,124,500	889,450	2,111,200	800,745	401,750	251,500	11,827,790
19,115	406,685	1,180,275	943,700	2,200,450	876,060	428,015	262,205	17,712,538
0	0	0	0	0	0	0	0	1,380,406
5,000	0	0	0	0	0	1,500	1,500	2,948,885
8,425	0	0	0	0	0	0	0	3,146,450
0	406,685	1,180,275	943,700	2,200,450	876,060	426,515	260,705	7,516,360
0	0	0	0	0	0	0	0	618,375
0	0	0	0	0	0	0	0	587,500
13,425	406,685	1,180,275	943,700	2,200,450	876,060	428,015	262,205	16,197,976
5,690	0	0	0	0	0	0	0	1,514,562
19,115	406,685	1,180,275	943,700	2,200,450	876,060	428,015	262,205	17,712,538

How does the 2014-2015 Proposed Budget Differ from the 2013-2014 Budget?

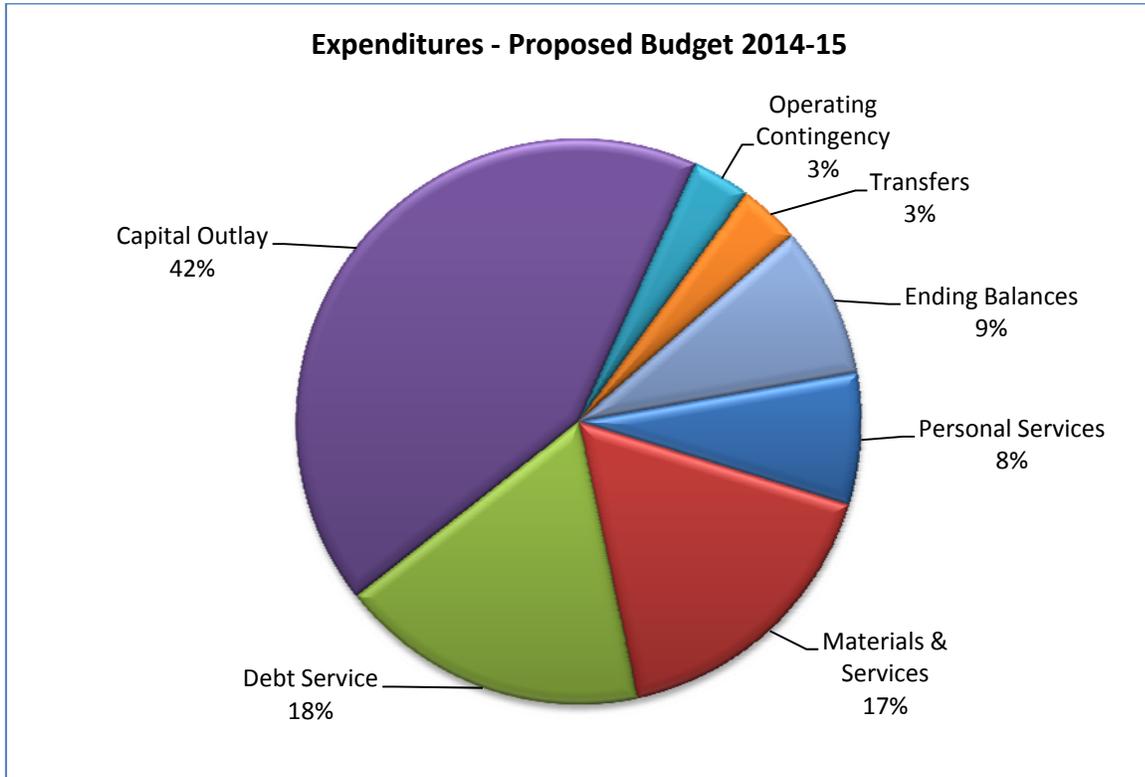
All City Funds Combined Show a \$731,365 increase

- Overall, the total proposed budget for fiscal year 2014-15 is 4.2% more than the fiscal year 2013-14 amended budget. The total proposed budget for fiscal year 2014-15 is \$17,712,538.
- The proposed operating budget for fiscal year 2014-15 is \$7,479,741. This reflects an increase of \$2,051,031 over last year. The majority of this increase is due to additional principal payments scheduled in the Water Fund. Personal services show an increase of \$100,183 and materials and services decreased by \$47,120.
- Capital Expenditures in the proposed budget are \$7,508,360 a decrease of \$50,179 from last year's budget of \$7,558,539.
- Operating Contingencies of \$587,500 .decreased 18.41% from last year's budget of \$695,679.
- Transfers increased \$219,125 over last year. This is mainly due to transfers from the Revenue Sharing Fund to the General Fund (\$79,000), the Capital Improvement Fund (\$150,000), and the Airport Fund (\$150,000) which will be used to fund various capital projects.

Where the money comes from for the 2014-2015 proposed budget:



Where the money goes for the 2014-2015 proposed budget:



GENERAL FUND
RESOURCES

FUND SUMMARIES
GOVERNMENTAL FUNDS
GENERAL FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Property Taxes:						
PROPERTY TAXES CURRENT	753,790	778,088	786,144	805,700	805,700	805,700
PROPERTY TAXES PRIOR	12,350	19,568	16,580	17,475	17,475	17,475
Franchise Fees:						
FRANCHISE FEE PACIFIC POWER	114,036	112,838	117,625	118,500	118,500	118,500
FRANCHISE FEE NW NATURAL GAS	44,571	40,306	40,350	41,500	41,500	41,500
FRANCHISE FEE CHARTER COMM	14,514	12,854	13,625	14,275	14,275	14,275
FRANCHISE FEE GARBAGE	22,609	23,783	26,850	27,255	27,255	27,255
FRANCHISE FEE EMERALD PUD	55,180	56,551	56,250	56,850	56,850	56,850
FRANCHISE FEE TELEPHONE	17,281	17,225	15,785	16,425	16,425	16,425
Other Taxes:						
HOTEL/ MOTEL TAX	40,698	50,195	42,350	45,350	45,350	45,350
TELECOM TAX	34,753	33,989	25,625	26,720	26,720	26,720
Intergovernmental:						
STATE OF OREGON CIGARETTE TAX	7,347	7,108	6,420	6,550	6,550	6,550
STATE OF OREGON LIQUOR REVENUE	64,088	66,617	66,725	67,725	67,725	67,725
EMERGENCY 911 TELEPHONE TAX	24,553	6,080	24,530	0	0	0
Licenses and Permits:						
FEES & LICENSES LIQUOR INVEST.	190	190	230	250	250	250
SOCIAL GAMING PERMIT FEES	600	0	300	300	300	300
SIDEWALK CAFE PERMIT FEES	100	50	75	75	75	75
ANIMAL CONTROL	2,725	2,666	2,430	2,430	2,430	2,430
LAND USE PERMITS	5,717	4,679	8,250	8,250	8,250	8,250
CONSTRUCTION PERMIT INSPECTION	1,775	3,400	1,500	1,500	1,500	1,500
Charges for Services:						
COPYING AND RESEARCH FEES	615	163	250	300	300	300
CET ADMINISTRATION FEE	385	679	350	450	450	450
EMERALD PUD PAY STATION	399	401	368	385	385	385
PUBLIC SAFETY FEE	0	0	0	170,777	170,777	170,777
LEGAL NOTICES - PLANNING	0	0	225	225	225	225
LIEN SEARCH FEES	2,475	4,320	2,250	2,250	2,250	2,250
CODE BOOKS AND MAPS	40	33	50	50	50	50
CONST/ENGINEER PLAN REVIEW	3,890	774	1,875	1,875	1,875	1,875
COBALT BUILDING USER FEES	0	0	0	500	500	500
BLDG USER FEES COMM. CENTER	3,260	2,352	2,850	2,850	2,850	2,850
Fines and Forfeitures:						
FEES & LICENSES FINES & BAIL	27,848	24,895	22,975	21,950	21,950	21,950
ADMIN COURT COSTS & PENALTIES	5,050	2,809	3,250	2,975	2,975	2,975
INTEREST EARN ON DEL ACCT	8,859	4,803	5,225	3,475	3,475	3,475
Grants:						
GRANT PROCEEDS	13,581	14,778	14,778	15,945	15,945	15,945
PUBLIC SAFETY GRANT PROCEEDS	4,995	0	0	0	0	0
C & R GRANT PROCEEDS	0	2,500	0	0	0	0
Donations:						
GARDEN LAKE PARK DONATIONS	0	0	500	500	500	500
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	9,742	9,982	7,605	7,525	7,525	7,525
INTEREST EARN ON TEMP INVESTMT	15	9	50	50	50	50
Miscellaneous:						
MISCELLANEOUS	11,457	10,836	2,250	3,500	3,500	3,500
Transfers In:						
TRANSFER FROM OTHER FUND REV SHARE	0	0	0	75,000	79,000	79,000
Revenue Subtotal:	1,309,488	1,315,519	1,316,495	1,567,712	1,571,712	1,571,712
FUND BALANCE BEGINNING OF YEAR	1,256,095	1,248,894	1,305,295	985,825	985,825	985,825
TOTAL RESOURCES	2,565,584	2,564,413	2,621,790	2,553,537	2,557,537	2,557,537

ADMINISTRATIVE REQUIREMENTS

FUND SUMMARIES
GOVERNMENTAL FUNDS
GENERAL FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	11,371	11,541	11,773	12,126	12,126	12,126
PERSONAL SERV CITY ADMINIST	21,046	26,831	19,206	22,012	22,012	22,012
CITY RECORDER	13,466	14,146	14,934	19,559	19,559	19,559
A/P COURT CLERK	1,352	1,775	2,410	2,397	2,397	2,397
PERSONAL SERV OFFICE CLERK	6,357	0	0	0	0	0
RECEPTIONIST	3,960	3,746	3,767	4,157	4,157	4,157
WORKERS COMPENSATION	490	665	232	291	291	291
FIXED CHARGES SOCIAL SECURITY	3,906	4,445	3,985	4,609	4,609	4,609
MEDICAL INSURANCE BLUE CROSS	19,204	19,718	33,337	21,830	21,830	21,830
PUBLIC EMPLOYEES RETIRE SYSTEM	8,639	9,867	12,335	14,267	14,267	14,267
UNEMPLOYMENT COMPENSATION	0	7,336	10,000	10,000	10,000	10,000
DENTAL INSURANCE BLUE CROSS	3,261	3,209	4,854	4,710	4,710	4,710
Subtotal Personal Services:	93,051	103,279	116,833	115,958	115,958	115,958
Materials & Services:						
EQUIPMENT MAINTENANCE	2,114	4,406	4,750	4,750	4,750	4,750
CITY HALL/SHOP UTIL	26,422	29,916	36,650	15,580	15,580	15,580
CITY HALL INSPECTION/ASSESSMT	0	6,902	10,000	0	0	0
CREDIT CARD SERVICES	331	511	475	595	595	595
PUBLISH NOTICES & REPORTS	994	1,735	1,850	2,100	2,100	2,100
ELECTIONS	0	0	8,000	0	0	0
PRINT, POSTAGE & OFFICE SUPPLY	5,675	4,087	8,295	8,350	8,350	8,350
ELECTRIC, PHONE & UTILITY	0	0	0	21,375	21,375	21,375
CYAC TRAVEL & TRAINING	0	0	1,000	0	0	0
COUNCIL TRAVEL & TRAINING	4,528	14,248	8,900	9,320	9,320	9,320
STAFF TRAVEL, TRAINING & DUES	4,785	3,250	8,225	9,530	9,530	9,530
STAFF RECRUITMENT	0	7,460	5,500	2,500	2,500	2,500
TREASURER/CLERK BOND	1,500	1,500	2,275	2,000	2,000	2,000
INSURANCE	5,323	10,749	11,690	11,550	11,550	11,550
MISCELLANEOUS	5,724	3,205	3,500	3,500	3,500	3,500
CITY WIDE CLEAN UP	0	720	3,000	3,000	3,000	3,000
COMPUTER SOFTWARE & SUPPORT	8,058	8,128	8,625	9,458	9,458	9,458
OFFICE EQUIP & MAINT CONTRACT	2,152	1,526	2,775	3,150	3,150	3,150
TEMPORARY HELP	0	31,608	12,975	9,950	9,950	9,950
LANE COUNCIL OF GOVERNMENTS	2,277	1,967	1,967	1,957	1,957	1,957
CONTRACTUAL SERV AUDITING	4,812	8,649	6,250	6,250	6,250	6,250
CONTRACTUAL SERV LEGAL COUNSEL	40,714	24,208	48,000	48,000	48,000	48,000
CODE CODIFICATION	30	131	4,625	4,625	4,625	4,625
WEBSITE MAINTENANCE	2,238	3,323	3,000	3,000	3,000	3,000
CHAMBER OF COMMERCE	4,000	1,000	4,000	4,000	4,000	4,000
PROPERTY APPRAISAL SERVICES	0	0	3,750	3,750	3,750	3,750
LANE COUNTY TOURISM GRANT	13,581	14,778	14,778	15,945	15,945	15,945
LEAGUE OF OREGON CITIES	3,759	3,789	3,809	3,831	3,831	3,831
ECONOMIC IMPROVE/DEVELOP	4,729	1,812	12,500	6,250	6,250	6,250
LOCAL GOVERNMENT PERS INSTIT	547	827	844	865	865	865
Subtotal Materials & Services:	144,293	190,433	242,008	215,181	215,181	215,181
Capital Outlay:						
CAP OUT/OFFICE EQUIP & FURN	0	1,120	9,500	8,625	8,625	8,625
CAP/OUTLAY BLDG & ADDITIONS	0	0	8,500	8,500	8,500	8,500
Subtotal Capital Outlay:	0	1,120	18,000	17,125	17,125	17,125
Subtotal Requirements:	237,345	294,832	376,841	348,264	348,264	348,264

CULTURAL AND RECREATION REQUIREMENTS

FUND SUMMARIES
GOVERNMENTAL FUNDS
GENERAL FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
PUBLIC WORKS DIRECTOR	5,439	8,117	5,840	6,219	6,219	6,219
PERSONAL SERV MAINT PERSON I	5,812	4,841	6,227	9,958	9,958	9,958
PERSONAL SERV MAINT PERSON I	4,078	0	6,017	5,020	5,020	5,020
PERSONAL SERV MAINT PERSON I	4,434	4,553	9,025	9,296	9,296	9,296
PERSONAL SERV MAINT PERSON II	4,708	6,557	4,549	5,196	5,196	5,196
LEAD WORKER, PUBLIC WORKS	7,766	5,221	4,598	3,919	3,919	3,919
PERSONAL SERV MAINT PERSON III	6,171	6,166	5,289	5,638	5,638	5,638
OVERTIME ALLOWANCE	171	281	5,800	5,220	5,220	5,220
WORKERS COMPENSATION	1,113	1,215	2,541	2,858	2,858	2,858
FIXED CHARGES SOCIAL SECURITY	2,941	2,722	3,622	3,861	3,861	3,861
MEDICAL INSURANCE BLUE CROSS	9,835	9,943	20,092	20,837	20,837	20,837
PUBLIC EMPLOYEES RETIRE SYSTEM	6,629	6,193	11,211	11,950	11,950	11,950
DENTAL INSURANCE BLUE CROSS	1,312	1,315	2,677	2,844	2,844	2,844
Subtotal Personal Services:	60,410	57,124	87,488	92,816	92,816	92,816
Materials & Services:						
General Culture and Recreation:						
PARKS MAINTENANCE & SUPPLY	8,097	18,992	17,500	21,975	21,975	21,975
C & R BUILD MAINT & UTILITIES	1,517	7,602	4,500	4,500	4,500	4,500
C & R INSURANCE	2,645	969	2,100	1,900	1,900	1,900
PARKS GAS & OIL	5,849	4,299	5,275	5,275	5,275	5,275
TEMPORARY HELP	0	4,529	10,900	5,000	5,000	5,000
COMMUNITY CONTRIBUTIONS	0	0	7,000	11,900	20,900	20,900
SUMMER RECREATION	6,111	7,623	7,000	0	0	0
SOUTH LANE WHEELS	1,800	1,800	1,800	0	0	0
SENIOR MEALS	0	0	2,000	0	0	0
CULTURAL ACTIVITIES	2,271	2,407	7,500	11,500	11,500	11,500
CONTRACTUAL SERVICE - RARE	22,000	22,000	23,000	23,000	23,000	23,000
FAMILY RELIEF NURSERY	1,500	1,500	2,000	0	0	0
COMMUNITY SHARING	3,000	1,500	2,600	0	0	0
COMMUNITY FOOD FOR CRESWELL	0	3,500	3,500	0	0	0
SKATE PLAZA	0	0	1,000	0	0	0
Community Center:						
COMM CENTER EQUIP MAINT	5,321	209	6,000	6,000	6,000	6,000
COMM CENTER BUILDING MAINT	4,611	2,875	7,650	7,400	7,400	7,400
COMM CENTER ELECTRICITY	7,662	7,998	7,950	9,525	9,525	9,525
COMM CENTER INSURANCE	647	878	1,890	2,550	2,550	2,550
Cobalt Building:						
RECREATION CNTR BLDG MAINT	36	438	8,565	10,625	10,625	10,625
RECREATION CNTR EQUIP MAINT	0	0	1,500	3,000	3,000	3,000
RECREATION CNTR INSURANCE	833	1,025	1,760	3,750	3,750	3,750
RECREATION CNTR ELEC & UTILITY	1,225	1,072	3,125	5,225	5,225	5,225
Subtotal Materials & Services:	75,125	91,217	136,115	133,125	142,125	142,125
Capital Outlay:						
PARKS EQUIPMENT	0	0	5,000	11,000	11,000	11,000
COMM CENTER BUILDING & EQUIP	0	0	16,000	12,000	12,000	12,000
CAP/OUTLAY-PARK & LAND IMPROVE	0	0	10,450	21,700	21,700	21,700
GARDEN LAKE PARK IMPROVEMENTS	0	0	5,000	0	0	0
COBALT LN BUILD & EQUIPMENT	0	0	0	60,000	60,000	60,000
Subtotal Capital Outlay:	0	0	36,450	104,700	104,700	104,700
Subtotal Requirements:	135,535	148,340	260,053	330,641	339,641	339,641

PUBLIC SAFETY REQUIREMENTS

FUND SUMMARIES
GOVERNMENTAL FUNDS
GENERAL FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
CITY ADMINISTRATOR	2,745	3,500	2,505	2,871	2,871	2,871
CITY RECORDER	3,204	3,110	3,534	3,645	3,645	3,645
A/P COURT CLERK	5,407	7,099	9,635	9,589	9,589	9,589
A/R UTILITY CLERK	2,679	2,806	2,921	3,008	3,008	3,008
RECEPTIONIST	528	500	503	554	554	554
MUNICIPAL JUDGE	7,726	7,082	11,821	12,176	12,176	12,176
CODE ENFORCEMENT OFFICER	11,583	11,780	11,988	12,344	12,344	12,344
OVERTIME ALLOWANCE	0	0	5,500	5,500	5,500	5,500
WORKERS COMPENSATION	4,674	5,738	386	392	392	392
FIXED CHARGES SOCIAL SECURITY	2,572	2,725	3,703	3,801	3,801	3,801
MEDICAL INSURANCE - BLUE CROSS	7,862	9,042	11,987	11,612	11,612	11,612
PUBLIC EMPLOYEES RETIRE SYSTEM	4,596	4,963	8,663	8,883	8,883	8,883
DENTAL INSURANCE - BLUE CROSS	1,035	1,175	1,597	1,642	1,642	1,642
Subtotal Personal Services:	54,612	59,521	74,743	76,017	76,017	76,017
Materials & Services:						
ANIMAL CONTROL	621	439	1,025	2,000	2,000	2,000
CREDIT CARD SERVICES	0	0	250	250	250	250
PRINT, POSTAGE & OFFICE SUPPLY	1,441	395	1,250	1,250	1,250	1,250
STREET LIGHTING & TRAF SIGNAL	33,730	32,124	43,465	43,465	43,465	43,465
ELECTRICTY, PHONE & UTILITY	5,500	5,212	6,375	6,375	6,375	6,375
STAFF TRAVEL, TRAINING & DUES	1,925	1,587	2,875	2,625	2,625	2,625
JAIL SERVICES	0	0	1,000	1,000	1,000	1,000
MUNICIPAL COURT COST	13,874	15,332	16,525	12,975	12,975	12,975
COMPUTER SOFTWARE & SUPPORT	1,960	2,799	2,725	2,650	2,650	2,650
PUBLIC SAFETY GRANTS	4,995	0	0	0	0	0
CONTRACTUAL SERV EMERG 911 BD	24,553	6,080	24,530	0	0	0
CONTRACTUAL SERV POLICE PROT	394,789	411,912	596,908	610,546	610,546	610,546
CONTRACTUAL SERV LEGAL COUNSEL	1,574	640	1,750	1,750	1,750	1,750
CODE CODIFICATION	10	44	1,500	4,500	4,500	4,500
NUISANCE ABATEMENT	0	56	4,000	4,000	4,000	4,000
NEIGHBORHOOD WATCH	0	0	5,000	5,000	0	0
EMERGENCY PREPAREDNESS PLAN	0	0	5,000	5,000	5,000	5,000
STREET LIGHT MAINTENANCE	4,547	2,918	20,300	20,300	20,300	20,300
Subtotal Materials & Services:	489,519	479,537	734,478	723,686	718,686	718,686
Capital Outlay:						
CAP/OUTLAY - EQUIPMENT	0	0	5,000	5,000	5,000	5,000
Subtotal Capital Outlay:	0	0	5,000	5,000	5,000	5,000
Subtotal Requirements:	544,130	539,058	814,221	804,703	799,703	799,703

PLANNING AND LAND USE REQUIREMENTS

FUND SUMMARIES
GOVERNMENTAL FUNDS
GENERAL FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	1,706	1,731	1,766	1,819	1,819	1,819
PERSONAL SERV CITY ADMIN	2,745	3,500	2,505	2,871	2,871	2,871
A/P COURT CLERK	579	761	1,033	1,027	1,027	1,027
PLANNING TECHNICIAN	0	0	0	38,131	38,131	38,131
WORKERS COMPENSATION	157	75	23	475	285	285
FIXED CHARGES SOCIAL SECURITY	383	457	406	5,802	3,354	3,354
MEDICAL INSURANCE BLUE CROSS	597	667	1,519	18,049	18,049	18,049
PUBLIC EMPLOYEES RETIRE SYSTEM	853	979	1,256	18,134	10,383	10,383
DENTAL INSURANCE BLUE CROSS	70	79	202	2,521	2,521	2,521
Subtotal Personal Services:	7,090	8,249	8,710	121,560	78,440	78,440
Materials & Services:						
CREDIT CARD SERVICES	0	0	250	250	250	250
PUBLISH NOTICES & REPORTS	126	169	2,500	1,800	1,800	1,800
PRINT, POSTAGE & OFFICE SUPPLY	367	307	650	650	650	650
MILEAGE, TRAVEL & TRAINING	0	0	150	150	150	150
MISCELLANEOUS	0	0	100	100	100	100
OFFICE EQUIP & MAINT CONTRACT	417	586	565	590	590	590
CONTRACTUAL SERV PLANNING	66,873	59,649	60,000	0	43,120	43,120
CONTRACTUAL SERV LEGAL COUNSEL	8,768	10,985	25,500	25,500	25,500	25,500
CONTRACTUAL SERV ENGINEERING	0	0	3,500	12,500	12,500	12,500
WETLAND INVENTORY	0	0	42,000	42,000	42,000	42,000
CONTRACTUAL SERV MINUTES	893	1,064	1,500	1,500	1,500	1,500
COMP PLAN UPDATE	32,692	0	50,000	50,000	50,000	50,000
COMMUNITY DEVELOPMENT	11,014	14,993	15,000	5,000	5,000	5,000
Subtotal Materials & Services:	121,149	87,752	201,715	140,040	183,160	183,160
Capital Outlay:						
CAP OUT/OFFICE EQUIP & FURN	0	0	5,000	5,000	5,000	5,000
Subtotal Capital Outlay:	0	0	5,000	5,000	5,000	5,000
Subtotal Requirements:	128,239	96,001	215,425	266,600	266,600	266,600

REQUIREMENTS SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

FUND SUMMARIES
GOVERNMENTAL FUNDS
GENERAL FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
ADMINISTRATIVE	93,051	103,279	116,833	115,958	115,958	115,958
CULTURAL & RECREATION	60,410	57,124	87,488	92,816	92,816	92,816
PUBLIC SAFETY	54,612	59,521	74,743	76,017	76,017	76,017
PLANNING & LAND USE	7,090	8,249	8,710	121,560	78,440	78,440
Total Personal Services:	215,163	228,172	287,774	406,351	363,231	363,231
Materials & Services:						
ADMINISTRATIVE	144,293	190,433	242,008	215,181	215,181	215,181
CULTURAL & RECREATION	76,566	91,438	136,115	133,125	142,125	142,125
PUBLIC SAFETY	489,519	479,537	734,478	723,686	718,686	718,686
PLANNING & LAND USE	121,149	87,752	201,715	140,040	183,160	183,160
Total Materials & Services:	831,526	849,160	1,314,316	1,212,032	1,259,152	1,259,152
Capital Outlay:						
ADMINISTRATIVE	0	1,120	18,000	17,125	17,125	17,125
CULTURAL & RECREATION	0	35,390	36,450	104,700	104,700	104,700
PUBLIC SAFETY	0	0	5,000	5,000	5,000	5,000
PLANNING & LAND USE	0	0	5,000	5,000	5,000	5,000
Total Capital Outlay:	0	36,510	64,450	131,825	131,825	131,825
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS -- CIP	150,000	50,000	150,000	50,000	50,000	50,000
TRANSFER TO OTHER FUNDS - AF	120,000	100,000	150,000	90,000	90,000	90,000
Total Transfers to Other Funds:	270,000	150,000	300,000	140,000	140,000	140,000
Operating Contingency:						
GENERAL OPERATING CONTINGENCY	0	0	76,679	220,000	220,000	220,000
Total Operating Contingency:	0	0	76,679	220,000	220,000	220,000
Requirements Subtotal:						
ENDING FUND BALANCE	1,248,894	1,300,571	578,571	443,329	443,329	443,329
TOTAL REQUIREMENTS	2,565,584	2,564,413	2,621,790	2,553,537	2,557,537	2,557,537

FUND SUMMARIES
SPECIAL REVENUE FUNDS
STREET FUND

RESOURCES

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Intergovernmental:						
STATE OF OREGON HWY USE REV	273,579	273,490	276,340	295,450	295,450	295,450
STATE EXCHANGE	0	0	110,292	55,398	55,398	55,398
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	2,465	3,438	3,165	3,275	3,275	3,275
Miscellaneous:						
MISCELLANEOUS	1,209	444	450	450	450	450
Revenue Subtotal:	277,254	277,372	390,247	354,573	354,573	354,573
FUND BALANCE BEGINNING OF YEAR	354,510	492,040	552,637	725,250	725,250	725,250
TOTAL RESOURCES	631,764	769,413	942,884	1,079,823	1,079,823	1,079,823

REQUIREMENTS SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

FUND SUMMARIES
SPECIAL REVENUE FUNDS
STREET FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	1,706	1,731	1,767	1,820	1,820	1,820
PERSONAL SERV CITY ADMINISTR	2,745	3,500	2,505	2,871	2,871	2,871
PUBLIC WORKS DIRECTOR	14,957	16,234	11,680	12,439	12,439	12,439
PERSONAL SERV MAINT PERSON I	4,359	4,034	4,672	4,647	4,647	4,647
PERSONAL SERV MAINT PERSON I	3,059	0	4,513	5,020	5,020	5,020
PERSONAL SERV MAINT PERSON I	2,956	3,035	7,521	4,338	4,338	4,338
PERSONAL SERV MAINT PERSON II	4,708	8,196	4,873	5,196	5,196	5,196
LEAD WORKER, PUBLIC WORKS	7,766	10,442	9,196	8,326	8,326	8,326
PERSONAL SERV MAINT PERSON III	6,171	6,166	5,289	5,638	5,638	5,638
OVERTIME ALLOWANCE	171	268	5,800	5,220	5,220	5,220
WORKERS COMPENSATION	2,046	2,578	5,340	5,411	5,411	5,411
FIXED CHARGES SOCIAL SECURITY	3,707	4,086	4,423	4,247	4,247	4,247
MEDICAL INSURANCE BLUE CROSS	9,460	12,325	22,116	19,235	19,235	19,235
PUBLIC EMPLOYEES RETIRE SYSTEM	8,793	9,508	13,690	13,146	13,146	13,146
DENTAL INSURANCE BLUE CROSS	1,257	1,625	2,947	2,683	2,683	2,683
Subtotal Personal Services:	73,860	83,727	106,332	100,237	100,237	100,237
Materials & Services:						
VEHICLE & EQUIPMENT MAINT	2,947	3,685	4,600	4,600	4,600	4,600
STREET MAINTENANCE	50,801	32,424	97,550	94,350	94,350	94,350
CREDIT CARD SERVICES	1	0	150	150	150	150
INSURANCE	0	970	1,625	750	750	750
OFFICE EQUIP & MAINT CONTRACT	287	526	435	550	550	550
GAS AND OIL	6,204	4,354	5,375	5,375	5,375	5,375
TEMPORARY HELP	0	977	2,000	2,000	2,000	2,000
CONTRACTUAL SERV AUDITING	2,852	4,989	3,750	3,750	3,750	3,750
CONTRACTUAL SERV LEGAL COUNSEL	0	0	4,500	4,500	4,500	4,500
CONTRACTUAL SERV ENGINEERING	0	1,122	7,250	12,500	12,500	12,500
INFRASTRUCTURE MAINT	0	0	6,500	6,500	6,500	6,500
STREET TREE MAINTENANCE	35	4,741	5,500	5,700	5,700	5,700
STORM WATER MASTER PLAN	0	0	70,000	75,000	75,000	75,000
TRANSPORTATION SYSTEM PLAN	0	0	60,000	45,000	45,000	45,000
Subtotal Materials & Services:	63,128	53,788	269,235	260,725	260,725	260,725
Capital Outlay:						
CAPITAL OUTLAY - EQUIPMENT	0	0	55,500	91,500	91,500	91,500
CAP/OUTLAY STREET SIGNS	0	0	9,500	8,500	8,500	8,500
STREET CONSTRUCTION	0	0	210,000	123,500	131,500	131,500
Subtotal Capital Outlay:	0	0	275,000	223,500	231,500	231,500
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS - BFP	2,736	2,735	3,250	3,375	3,375	3,375
Subtotal Transfers to Other Funds:	2,736	2,735	3,250	3,375	3,375	3,375
Operating Contingency:						
GENERAL OPERATING CONTINGECY	0	0	70,000	0	0	55,000
Subtotal Operating Contingency:	0	0	70,000	0	0	55,000
Requirements Subtotal:	139,724	140,250	723,817	587,837	595,837	650,837
ENDING FUND BALANCE	492,040	629,163	219,067	491,986	483,986	428,986
TOTAL REQUIREMENTS	631,764	769,413	942,884	1,079,823	1,079,823	1,079,823

RESOURCES AND REQUIREMENTS

FUND SUMMARIES
SPECIAL REVENUE FUNDS
BICYCLE/FOOT PATH FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	294	294	280	295	295	295
Transfers from Other Funds:						
TXF FROM STATE HWY STREET FUND	2,736	2,735	3,250	3,375	3,375	3,375
Revenue Subtotal:	3,030	3,029	3,530	3,670	3,670	3,670
FUND BALANCE BEGINNING OF YEAR	56,714	51,507	51,735	54,350	54,350	54,350
TOTAL RESOURCES	59,744	54,535	55,265	58,020	58,020	58,020
Requirements:						
Materials & Services:						
BICYCLE/ FT PATH MAINTENANCE	0	527	15,500	15,500	15,500	15,500
Subtotal Materials & Services:	0	527	15,500	15,500	15,500	15,500
Capital Outlay:						
CAPITAL OUTLAY	8,237	0	39,765	42,520	42,520	42,520
Subtotal Capital Outlay:	8,237	0	39,765	42,520	42,520	42,520
Requirements Subtotal:	8,237	527	55,265	58,020	58,020	58,020
ENDING FUND BALANCE	51,507	54,008	0	0	0	0
TOTAL REQUIREMENTS	59,744	54,535	55,265	58,020	58,020	58,020

FUND SUMMARIES
SPECIAL REVENUE FUNDS
BUILDING DEPARTMENT FUND

DESCRIPTION	RESOURCES					
	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Licenses & Permits:						
BUILDING PERMITS	30,610	52,686	33,680	67,195	67,195	67,195
ELECTRICAL PERMITS	6,891	9,205	7,980	12,745	12,745	12,745
FENCE PERMITS	295	250	275	325	325	325
FIRE MARSHALL SERVICES	0	0	1,000	1,000	1,000	1,000
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	600	620	590	625	625	625
Miscellaneous:						
MISCELLANEOUS	211	21	75	75	75	75
Revenue Subtotal:	38,606	62,782	43,600	81,965	81,965	81,965
FUND BALANCE BEGINNING OF YEAR	95,167	88,817	83,996	83,996	83,996	83,996
FUND BALANCE BEGINNING OF YEAR	23,792	22,204	20,999	20,999	20,999	20,999
TOTAL RESOURCES	157,564	173,803	148,595	186,960	186,960	186,960

REQUIREMENTS SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

FUND SUMMARIES
SPECIAL REVENUE FUNDS
BUILDING DEPARTMENT FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	1,706	1,731	1,767	1,820	1,820	1,820
PERSONAL SERV CITY ADMINIST	2,745	3,500	2,505	2,871	2,871	2,871
A/P COURT CLERK	579	761	1,032	1,027	1,027	1,027
A/R UTILITY CLERK	1,005	1,052	1,096	1,127	1,127	1,127
RECEPTIONIST	2,640	2,497	2,512	2,771	2,771	2,771
WORKERS COMPENSATION	161	115	83	90	90	90
FIXED CHARGES SOCIAL SECURITY	662	729	682	736	736	736
MEDICAL INSURANCE BLUE CROSS	2,232	2,529	3,714	3,311	3,311	3,311
EMPLOYEE STATE RETIREMENT SYS	1,278	1,583	2,110	2,277	2,277	2,277
DENTAL INSURANCE BLUE CROSS	290	326	495	509	509	509
Subtotal Personal Services:	13,298	14,823	15,996	16,539	16,539	16,539
Materials & Services:						
EQUIPMENT MAINTENANCE	0	0	575	575	575	575
BLD STATE SURCHARGE	2,416	3,801	4,192	11,225	11,225	11,225
ELC STATE SURCHARGE	666	1,640	1,083	2,250	2,250	2,250
CREDIT CARD SERVICES	165	146	425	525	525	525
PRINT, POSTAGE & OFFICE SUPPLY	385	122	650	650	650	650
ELECTRICITY & UTILITIES	658	211	850	1,275	1,275	1,275
TEL COMMUNICATIONS	316	205	425	525	525	525
MILEAGE TRAVEL & TRAINING	0	15	500	500	500	500
INSURANCE	1,147	250	550	575	575	575
MISCELLANEOUS	0	0	500	500	500	500
COMPUTER SOFTWARE & SUPPORT	1,588	568	1,825	1,850	1,850	1,850
OFFICE EQUIP & MAINT CONTRACTS	341	579	560	585	585	585
BLD CONTRACTUAL INSPECTION SVC	20,937	37,065	29,760	51,525	51,525	51,525
ELC CONTRACTUAL INSPECTION SVC	4,538	6,513	6,110	11,250	11,250	11,250
CONTRACT SERV CODE COMPLIANCE	87	0	1,000	1,000	1,000	1,000
CONTRACTUAL SERV LEGAL COUNSEL	0	0	500	500	500	500
CODE CODIFICATION	0	0	250	500	500	500
FIRE MARSHALL SERVICES	0	0	1,000	1,000	1,000	1,000
Subtotal Materials & Services:	33,244	51,115	50,755	86,810	86,810	86,810
Capital Outlay:						
CAP OUTLAY/ BUILDING & LAND	0	0	5,000	5,000	5,000	5,000
Subtotal Capital Outlay:	0	0	5,000	5,000	5,000	5,000
Operating Contingency:						
OPERATING CONTINGENCY	0	0	15,000	12,500	12,500	12,500
Subtotal Operating Contingency:	0	0	15,000	12,500	12,500	12,500
Requirements Subtotal:	46,542	65,938	86,751	120,849	120,849	120,849
ENDING FUND BALANCE	111,022	107,866	61,844	66,111	66,111	66,111
TOTAL REQUIREMENTS	157,564	173,803	148,595	186,960	186,960	186,960

RESOURCES AND REQUIREMENTS

FUND SUMMARIES
SPECIAL REVENUE FUNDS
STATE REVENUE SHARING FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Intergovernmental:						
STATE REVENUE SHARING FUND	40,287	42,027	40,765	42,395	42,395	42,395
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	1,577	1,938	1,640	1,865	1,865	1,865
Revenue Subtotal:	41,864	43,965	42,405	44,260	44,260	44,260
FUND BALANCE BEGINNING OF YEAR	289,876	331,625	355,575	408,550	408,550	408,550
TOTAL RESOURCES	331,740	375,590	397,980	452,810	452,810	452,810
Requirements:						
Materials & Services:						
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	1,500	1,500	1,500
CONTRACTUAL SERVICE	115	345	25,000	0	0	0
Subtotal Materials & Services:	115	345	26,500	1,500	1,500	1,500
Capital Outlay:						
CAP/OUTLAY EQUIPMENT	0	0	371,480	76,310	72,310	72,310
Subtotal Capital Outlay:	0	0	371,480	76,310	72,310	72,310
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS GENERAL	0	0	0	75,000	79,000	79,000
TRANSFER TO OTHER FUNDS CAP IMP	0	0	0	150,000	150,000	150,000
TRANSFER TO OTHER FUNDS AIRPORT	0	0	0	150,000	150,000	150,000
Subtotal Transfers to Other Funds:	0	0	0	375,000	379,000	379,000
Requirements Subtotal:	115	345	397,980	452,810	452,810	452,810
ENDING FUND BALANCE	331,625	375,245	0	0	0	0
TOTAL REQUIREMENTS	331,740	375,590	397,980	452,810	452,810	452,810

FUND SUMMARIES
 ENTERPRISE FUNDS
 WATER FUND

RESOURCES

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Charges for Services:						
WATER COLLECTIONS	1,287,284	1,327,414	1,315,500	1,365,375	1,372,175	1,372,175
CHARGES FOR SERVICE, REPAIR	525	192	450	2,500	2,500	2,500
WATER METER HOOK-UP FEES	5,417	4,180	3,800	5,700	5,700	5,700
LATE PAYMENT PENALTIES	20,470	18,930	19,200	19,200	19,200	19,200
WATER SHUT OFF PENALTIES	1,420	1,665	1,440	1,620	1,620	1,620
Other Revenue:						
RENTAL INCOME	0	525	4,200	4,200	4,200	4,200
RETURNED CHECK PENALTIES	550	300	500	500	500	500
H2O INTEREST EARN ON DEL ACCT	463	104	150	150	150	150
COLLECTIONS FEES	0	1,657	50	1,200	1,200	1,200
Grant Proceeds:						
GRANT PROCEEDS	0	0	30,000	0	0	25,000
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	18,546	19,150	18,630	16,950	16,950	16,950
Miscellaneous:						
MISCELLANEOUS	6,145	1,268	1,500	1,500	1,500	1,500
Revenue Subtotal:	1,340,820	1,375,384	1,395,420	1,418,895	1,425,695	1,450,695
FUND BALANCE BEGINNING OF YEAR	3,312,919	3,403,319	3,136,750	3,050,450	3,050,450	3,050,450
TOTAL RESOURCES	4,653,739	4,778,703	4,532,170	4,469,345	4,476,145	4,501,145

REQUIREMENTS

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	18,762	19,043	19,423	20,006	20,006	20,006
PERSONAL SERV CITY ADMINIST	27,452	34,997	25,051	28,711	28,711	28,711
CITY RECORDER	12,624	13,262	14,001	12,713	12,713	12,713
A/P COURT CLERK	5,407	7,099	9,635	9,589	9,589	9,589
PERSONAL SERV OFFICE CLERK	6,357	0	0	0	0	0
A/R UTILITY CLERK	14,065	14,733	15,330	15,791	15,791	15,791
RECEPTIONIST	9,240	8,741	8,790	9,699	9,699	9,699
PUBLIC WORKS DIRECTOR	27,194	32,468	23,360	24,878	24,878	24,878
PERSONAL SERV MAINT PERSON I	11,623	4,840	12,454	9,958	9,958	9,958
PERSONAL SERV MAINT PERSON I	8,157	0	12,033	13,387	13,387	13,387
PERSONAL SERV MAINT PERSON I	7,389	7,589	9,026	9,295	9,295	9,295
WASTE/WATER TREATMENT II	33,433	34,321	35,266	36,304	36,304	36,304
PERSONAL SERV MAINT PERSON II	12,553	13,113	9,748	10,391	10,391	10,391
LEAD WORKER, PUBLIC WORKS	20,710	20,884	18,391	24,492	24,492	24,492
PERSONAL SERV MAINT PERSON III	16,456	16,444	14,102	15,034	15,034	15,034
OVERTIME ALLOWANCE	853	881	2,600	2,340	2,340	2,340
WORKERS COMPENSATION	3,857	4,338	7,686	8,656	8,656	8,656
FIXED CHARGES SOCIAL SECURITY	17,239	17,430	17,535	18,558	18,558	18,558
MEDICAL INSURANCE BLUE CROSS	49,691	51,067	89,141	84,613	84,613	84,613
EMPLOYEE STATE RETIREMENT SYS	39,687	40,458	54,278	57,445	57,445	57,445
DENTAL INSURANCE BLUE CROSS	6,195	6,284	11,877	12,118	12,118	12,118
Subtotal Personal Services:	348,944	347,993	409,727	423,978	423,978	423,978
Materials & Services:						
VEHICLE & EQUIPMENT MAINT	6,155	10,832	7,825	7,825	7,825	7,825
SHOP FACILITIES MAINTENANCE	0	2,018	5,000	11,500	11,500	11,500
CREDIT CARD SERVICES	5,613	6,140	7,075	8,300	8,300	8,300
PUBLISH NOTICES & REPORTS	1,532	1,382	4,500	4,500	4,500	4,500
PRINT, POSTAGE & OFFICE SUPPLY	10,714	9,274	9,550	11,550	11,550	11,550
ELECTRICITY	68,760	60,283	68,775	72,250	72,250	72,250
TEL COMMUNICATIONS	2,731	3,007	5,475	5,475	5,475	5,475
INSURANCE	12,858	16,156	16,290	21,025	21,025	21,025
COLLECTIONS SERVICES	721	799	1,200	1,000	1,000	1,000
COMPUTER SOFTWARE & SUPPORT	6,662	6,760	8,235	9,084	9,084	9,084
OFFICE EQUIP & MAINT CONTRACTS	935	1,171	2,275	2,560	2,560	2,560
WATER METERS, PIPES & MISC	20,128	14,853	49,540	59,215	59,215	59,215
TREATMENT CHEMICALS	60,391	68,499	71,200	80,200	80,200	80,200
WATER ANALYSIS	3,095	2,813	9,000	9,000	9,000	9,000
GAS AND OIL	6,962	5,785	6,325	6,325	6,325	6,325
TREATMENT PLANT OPERATIONS	5,503	18,910	42,375	37,575	37,575	37,575
TEMPORARY HELP	0	7,368	11,735	9,950	9,950	9,950
CONTRACTUAL SERV AUDITING	5,703	9,978	7,250	7,250	7,250	7,250
CONTRACTUAL SERV LEGAL COUNSEL	2,622	0	8,500	8,500	8,500	8,500
CONTRACTUAL SERV ENGINEERING	0	2,965	6,000	12,500	12,500	12,500
CODE CODIFICATION	25	109	3,867	3,875	3,875	3,875
MILEAGE, TRAVEL, TRAIN & DUES	3,992	7,570	18,350	17,986	17,986	17,986
INFRASTRUCTURE MANAGEMENT	0	1,246	5,500	5,500	5,500	5,500
WATER RATE STUDY	0	0	25,000	0	0	0
WATER MASTER PLAN	0	0	50,000	75,000	75,000	75,000
HILLS CREEK MAINTENANCE	0	0	25,000	25,000	25,000	25,000
WATER QUALITY - GLP	0	0	5,000	7,500	7,500	7,500
PROPERTY APPRAISAL SERVICES	0	0	3,750	3,750	3,750	3,750
DRINKING WATER PROTECTION	0	0	30,000	0	0	25,000
Subtotal Materials & Services:	225,103	257,917	514,592	524,195	524,195	549,195
Capital Outlay:						
CAP/OUTLAY EQUIPMENT	8,350	17,108	71,545	40,375	40,375	40,375
CAP/OUTLAY BLDG & ADDITIONS	0	0	16,500	0	0	0
CAP/OUTLAY NEW WELLS/PIPE LINE	30,260	52,889	324,000	107,465	107,465	107,465
CAP/OUTLAY WATER TREAT. PLANT	0	0	43,800	33,100	21,100	21,100
Subtotal Capital Outlay:	38,610	69,997	455,845	180,940	168,940	168,940
Subtotal Requirements:	612,657	675,906	1,380,164	1,129,113	1,117,113	1,142,113

REQUIREMENTS SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

FUND SUMMARIES
ENTERPRISE FUNDS
WATER FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
WATER	348,944	347,993	409,727	423,978	423,978	423,978
Total Personal Services:	348,944	347,993	409,727	423,978	423,978	423,978
Materials & Services:						
WATER	225,103	257,917	514,592	524,195	524,195	549,195
Total Materials & Services:	225,103	257,917	514,592	524,195	524,195	549,195
Debt Service:						
OEDD SDW 2009 NOTE - PRINCIPAL	316,157	319,318	322,512	125,737	125,737	125,737
OEDD SDW 2009 NOTE - INTEREST	59,556	35,674	32,481	29,256	29,256	29,256
OEDD W/WW NOTE - PRINCIPAL	0	294,908	300,000	2,500,000	2,500,000	2,500,000
OEDD W/WW NOTE - INTEREST	262,050	155,092	135,653	135,656	135,656	135,656
Total Debt Service:	637,763	804,992	790,646	2,790,649	2,790,649	2,790,649
Capital Outlay:						
WATER	38,610	69,997	455,845	180,940	168,940	168,940
Total Capital Outlay:	38,610	69,997	455,845	180,940	168,940	168,940
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS W CAP	0	25,000	50,000	50,000	50,000	50,000
Total Transfers to Other Funds:	0	25,000	50,000	50,000	50,000	50,000
Operating Contingency:						
GENERAL OPERATING CONTINGENCY	0	0	324,000	175,000	175,000	175,000
Total Operating Contingency:	0	0	324,000	175,000	175,000	175,000
Requirements Subtotal:	1,250,420	1,505,899	2,544,810	4,144,762	4,132,762	4,157,762
ENDING FUND BALANCE	3,403,319	3,272,804	1,987,360	324,583	343,383	343,383
TOTAL REQUIREMENTS	4,653,739	4,778,703	4,532,170	4,469,345	4,476,145	4,501,145

FUND SUMMARIES
 ENTERPRISE FUNDS
 SEWER FUND

RESOURCES

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Charges for Services:						
SEWER COLLECTIONS	926,007	933,107	935,220	943,700	948,415	948,415
SEWER HOOK-UPS & INSTALL FEES	1,350	1,650	1,500	2,250	2,250	2,250
FEES FOR SERV.- EVR BILLING	0	0	0	0	0	0
Other Revenue:						
RENTAL INCOME	0	525	8,200	8,200	8,200	8,200
SEW INTEREST EARN ON DEL ACCT	0	80	250	250	250	250
COLLECTIONS FEES	0	0	325	325	325	325
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	4,169	3,909	3,875	3,550	3,550	3,550
Miscellaneous:						
MISCELLANEOUS	8,854	5,085	1,500	1,500	1,500	1,500
Revenue Subtotal:	940,379	944,356	950,870	959,775	964,490	964,490
FUND BALANCE BEGINNING OF YEAR	879,818	711,023	630,715	682,450	682,450	682,450
TOTAL RESOURCES	1,820,197	1,655,379	1,581,585	1,642,225	1,646,940	1,646,940

REQUIREMENTS

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	18,761	19,043	19,423	20,006	20,006	20,006
PERSONAL SERV CITY ADMINIST	27,452	34,997	25,051	28,711	28,711	28,711
CITY RECORDER	12,624	13,262	14,001	12,713	12,713	12,713
A/P COURT CLERK	5,407	7,099	9,635	9,589	9,589	9,589
PERSONAL SERV OFFICE CLERK	6,357	0	0	0	0	0
A/R UTILITY CLERK	14,065	14,733	15,330	15,791	15,791	15,791
RECEPTIONIST	9,240	8,741	8,790	9,699	9,699	9,699
PUBLIC WORKS DIRECTOR	20,396	24,351	17,520	18,658	18,658	18,658
PERSONAL SERV MAINT PERSON I	6,974	2,259	7,785	8,299	8,299	8,299
PERSONAL SERV MAINT PERSON I	4,894	0	7,221	10,040	10,040	10,040
PERSONAL SERV MAINT PERSON I	14,779	15,177	4,513	7,748	7,748	7,748
WASTE/WATER TREATMENT II	14,329	14,709	15,114	15,559	15,559	15,559
PERSONAL SERV MAINT PERSON II	9,415	4,917	12,997	13,855	13,855	13,855
LEAD WORKER, PUBLIC WORKS	15,533	15,663	13,793	12,246	12,246	12,246
PERSONAL SERV MAINT PERSON III	12,342	12,333	10,577	11,276	11,276	11,276
OVERTIME ALLOWANCE	451	413	5,800	5,220	5,220	5,220
WORKERS COMPENSATION	2,749	3,107	5,375	6,045	6,045	6,045
FIXED CHARGES SOCIAL SECURITY	14,246	14,333	14,348	15,255	15,255	15,255
MEDICAL INSURANCE BLUE CROSS	40,096	38,954	71,245	68,519	68,519	68,519
PUBLIC EMPLOYEE RETIRE SYSTEM	32,177	32,825	44,412	47,220	47,220	47,220
DENTAL INSURANCE BLUE CROSS	5,040	4,813	9,492	9,921	9,921	9,921
Subtotal Personal Services:	287,325	281,729	332,422	346,370	346,370	346,370
Materials & Services:						
VEHICLE & EQUIPMENT MAINT	4,417	7,205	7,825	7,825	7,825	7,825
SHOP FACILITIES MAINTENANCE	0	1,292	5,000	11,500	11,500	11,500
CREDIT CARD SERVICES	3,806	4,015	4,475	4,750	4,750	4,750
PUBLISH NOTICES & REPORTS	220	117	850	850	850	850
PRINT, POSTAGE & OFFICE SUPPLY	9,847	8,940	9,250	9,250	9,250	9,250
ELECTRICITY	33,827	27,742	36,125	36,125	36,125	36,125
TEL COMMUNICATIONS	3,121	3,065	4,575	4,575	4,575	4,575
INSURANCE	12,039	15,995	18,595	20,200	20,200	20,200
MISCELLANEOUS	689	353	200	200	200	200
COLLECTIONS SERVICES	469	398	1,000	750	750	750
COMPUTER SOFTWARE & SUPPORT	6,662	6,740	8,235	9,083	9,083	9,083
OFFICE EQUIP & MAINT CONTRACTS	935	1,171	2,275	2,560	2,560	2,560
COLLECT SYST MAINT & OPERATE	12,415	9,666	16,675	14,750	14,750	14,750
TREATMENT CHEMICALS	45,446	45,037	62,500	58,500	58,500	58,500
I & I CORRECTION	0	0	15,000	15,000	15,000	15,000
SEWER ANALYSIS	4,220	5,948	8,000	8,000	8,000	8,000
GAS AND OIL	6,849	5,200	6,325	6,325	6,325	6,325
TREATMENT PLANT OPERATIONS	2,854	9,205	48,750	42,800	42,800	42,800
TEMPORARY HELP	0	5,568	11,735	9,950	9,950	9,950
CONTRACTUAL SERV AUDITING	4,372	7,484	5,500	5,500	5,500	5,500
CONTRACTUAL SERV LEGAL COUNSEL	211	282	8,500	8,500	8,500	8,500
CONTRACTUAL SERV ENGINEERING	2,475	1,657	6,000	12,500	12,500	12,500
CODE CODIFICATION	25	109	3,867	3,875	3,875	3,875
MILEAGE, TRAVEL, TRAIN & DUES	4,043	5,822	10,580	11,250	11,250	11,250
INFRASTRUCTURE MANAGEMENT	0	0	5,500	5,500	5,500	5,500
SEWER RATE STUDY	0	0	0	20,000	20,000	20,000
WASTEWATER MASTER PLAN	0	0	50,000	90,000	90,000	90,000
PROPERTY APPRAISAL SERVICES	0	0	3,750	3,750	3,750	3,750
Subtotal Materials & Services:	158,943	173,011	361,087	423,868	423,868	423,868
Capital Outlay:						
CAP/OUTLAY EQUIPMENT	18,486	17,108	78,175	40,375	40,375	40,375
CAP/OUTLAY FACILITY UPGRADE	0	0	8,000	8,000	8,000	8,000
CAP/OUTLAY NEW INSTALL & MAIN	0	0	158,500	106,000	106,000	106,000
CAP/OUT WWTP IMPROVEMENTS	0	0	43,000	43,000	43,000	43,000
Subtotal Capital Outlay:	18,486	17,108	287,675	197,375	197,375	197,375
Subtotal Requirements:	464,753	471,848	981,184	967,613	967,613	967,613

REQUIREMENTS SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

FUND SUMMARIES
ENTERPRISE FUNDS
SEWER FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
SEWER	287,325	281,729	332,422	346,370	346,370	346,370
Total Personal Services:	287,325	281,729	332,422	346,370	346,370	346,370
Materials & Services:						
SEWER	158,943	173,011	361,087	423,868	423,868	423,868
Total Materials & Services:	158,943	173,011	361,087	423,868	423,868	423,868
Debt Service:						
DEQ R25140 PRINCIPAL PAYABLE	329,183	263,422	196,084	202,766	202,766	202,766
DEQ R25140 INTEREST PAYABLE	56,701	47,462	40,272	34,090	34,090	34,090
DEQ R25140 LOAN FEES	9,623	7,977	6,655	5,680	5,680	5,680
RUS LOAN PRINCIPAL PAYABLE	196,390	104,736	59,188	61,703	61,703	61,703
RUS LOAN INTEREST PAYABLE	52,524	50,104	45,652	43,137	43,137	43,137
Total Debt Service:	644,421	473,701	347,851	347,376	347,376	347,376
Capital Outlay:						
SEWER	18,486	17,108	287,675	197,375	197,375	197,375
Total Capital Outlay:	18,486	17,108	287,675	197,375	197,375	197,375
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS WW CAP	0	25,000	50,000	50,000	50,000	50,000
Total Transfers to Other Funds:	0	25,000	50,000	50,000	50,000	50,000
Operating Contingency:						
GENERAL OPERATING CONTINGENCY	0	0	175,000	150,000	150,000	150,000
Subtotal Operating Contingency:	0	0	175,000	150,000	150,000	150,000
Requirements Subtotal:	1,109,174	970,549	1,554,035	1,514,989	1,514,989	1,514,989
ENDING FUND BALANCE	711,023	684,830	27,550	127,236	131,951	131,951
TOTAL REQUIREMENTS	1,820,197	1,655,379	1,581,585	1,642,225	1,646,940	1,646,940

RESOURCES

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Fuel Sales:						
FUEL SALES - CRESWELL	264,228	239,538	365,000	411,250	411,250	411,250
Rental Income:						
TIE DOWN RENTAL INCOME	1,530	1,666	1,450	1,450	1,450	1,450
LAND LEASE INCOME	28,802	30,454	31,056	31,056	31,056	31,056
OFFICE & SHOP RENTAL INCOME	9,544	9,606	9,798	9,798	9,798	9,798
HANGAR RENT	14,616	14,520	14,800	14,800	14,800	14,800
Other Revenue:						
PILOT SUPPLIES	1,529	1,858	3,000	3,000	3,000	3,000
IN LIEU OF TAXES	18,611	18,638	18,500	18,500	18,500	18,500
Grant Proceeds:						
GRANT PROCEEDS - AIP GRANT	0	4,684	91,472	36,000	36,000	36,000
CONNECT OREGON GRANT PROCEEDS	0	18,738	141,262	148,000	148,000	148,000
Donations:						
AIRPORT DONATIONS	0	3,250	20,000	21,000	21,000	21,000
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	57	126	150	225	225	225
Miscellaneous:						
MISCELLANEOUS	4,647	5,128	1,984	1,984	1,984	1,984
Transfers from Other Funds:						
TRANSFER FROM OTHER FUNDS-GF	120,000	100,000	150,000	90,000	90,000	90,000
TRANSFER FROM OTHER FUNDS - REV SHAI	0	0	0	150,000	150,000	150,000
Revenue Subtotal:	463,564	448,205	848,472	937,063	937,063	937,063
FUND BALANCE BEGINNING OF YEAR	11,714	14,498	29,500	16,250	16,250	16,250
TOTAL RESOURCES	475,278	462,704	877,972	953,313	953,313	953,313

REQUIREMENTS SUMMARY
BY FUND, PROGRAM OR ORGANIZATIONAL UNIT

FUND SUMMARIES
ENTERPRISE FUNDS
AIRPORT FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Requirements:						
Personal Services:						
FINANCE DIRECTOR	2,843	2,885	2,942	3,030	3,030	3,030
CITY ADMINISTRATOR	4,575	5,833	4,175	4,785	4,785	4,785
CITY RECORDER	1,262	1,326	1,400	1,467	1,467	1,467
A/P COURT CLERK	579	761	1,032	1,027	1,027	1,027
AIRPORT MANAGER	34,750	35,341	35,965	37,033	37,033	37,033
A/R UTILITY CLERK	1,674	1,754	1,825	1,880	1,880	1,880
RECEPTIONIST	792	749	753	831	831	831
PERSONAL SERV MAINT PERSON I	291	161	0	332	332	332
PERSONAL SERV MAINT PERSON I	204	0	301	0	0	0
PERSONAL SERV MAINT PERSON I	0	0	0	310	310	310
PERSONAL SERV MAINT PERSON II	0	0	325	0	0	0
EXTRA HELP	5,636	0	0	0	0	0
WORKERS COMPENSATION	645	850	1,546	1,600	1,600	1,600
SOCIAL SECURITY	3,532	3,673	3,727	3,878	3,878	3,878
HEALTH INSURANCE	13,981	14,769	17,052	16,417	16,417	16,417
PERS	8,583	8,918	11,537	12,005	12,005	12,005
DENTAL INSURANCE	1,864	1,938	2,272	2,336	2,336	2,336
Subtotal Personal Services:	81,212	78,957	84,852	86,931	86,931	86,931
Materials & Services:						
MAINTENANCE - BUILDING & EQUIP	6,858	11,286	7,000	11,000	11,000	11,000
CREDIT CARD SERVICES	6,365	4,824	6,950	7,250	7,250	7,250
PUBLISH NOTICE/ADVERTISEMENT	437	385	250	350	350	350
PRINT, POSTAGE & OFFICE SUPPLY	2,225	1,114	2,250	2,250	2,250	2,250
ELECTRICITY, PHONE & UTILITY	8,388	10,417	11,500	11,500	11,500	11,500
PILOT SUPPLIES	1,391	1,315	1,500	1,000	1,000	1,000
MILEAGE, TRAVEL & TRAINING	404	331	950	975	975	975
INSURANCE & LICENSES	9,209	9,115	10,450	10,450	10,450	10,450
MISCELLANEOUS	668	36	150	150	150	150
COMPUTER SOFTWARE & SUPPORT	4,336	3,442	3,450	4,630	4,630	4,630
AVIATION FUEL	211,582	211,631	325,000	333,750	333,750	333,750
GAS & OIL EXPENSE	1,032	1,296	1,200	1,200	1,200	1,200
TEMPORARY HELP	0	5,682	5,000	6,000	6,000	6,000
PLANNING & CONSULTING SERVICES	0	264	1,500	1,500	1,500	1,500
CONTRACTUAL SERV AUDITING	1,521	2,661	2,750	2,750	2,750	2,750
CONTRACTUAL SERV LEGAL COUNSEL	11,088	64,948	50,000	20,000	20,000	20,000
CODE CODIFICATION	10	44	1,500	1,500	1,500	1,500
PART 16 COMPLAINT EXPENSES	114,055	2,180	0	0	0	0
LEGAL SETTLEMENT	0	0	50,000	0	0	0
Subtotal Materials & Services:	379,567	330,971	481,400	416,255	416,255	416,255
Capital Outlay:						
EQUIPMENT & FURNISHINGS	0	0	5,000	9,500	9,500	9,500
BUILDING & LAND IMPROVEMENTS	0	0	0	150,000	150,000	150,000
AWOS (WEATHER OBSERVATION)	0	40,554	235,602	205,000	205,000	205,000
Subtotal Capital Outlay:	0	40,554	240,602	364,500	364,500	364,500
Operating Contingency:						
OPERATING CONTINGENCY	0	0	35,000	30,000	30,000	30,000
Subtotal Operating Contingency:	0	0	35,000	30,000	30,000	30,000
Requirements Subtotal:	460,779	450,482	841,854	897,686	897,686	897,686
ENDING FUND BALANCE	14,498	12,222	36,118	55,627	55,627	55,627
TOTAL REQUIREMENTS	475,278	462,704	877,972	953,313	953,313	953,313

RESOURCES AND REQUIREMENTS

FUND SUMMARIES
DEBT SERVICE FUND
LOCAL IMPROVEMENT DISTRICT FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Special Assessments:						
PRINCIPAL RECEIPTS	12,271	6,309	2,055	3,055	3,055	3,055
INTEREST RECEIPTS	2,846	1,000	875	975	975	975
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	71	83	60	60	60	60
Revenue Subtotal:	15,188	7,392	2,990	4,090	4,090	4,090
FUND BALANCE BEGINNING OF YEAR	13,320	14,626	13,735	15,025	15,025	15,025
TOTAL RESOURCES	28,508	22,018	16,725	19,115	19,115	19,115
Requirements:						
Materials & Services:						
PRINT, POSTAGE & OFFICE SUPPLY	0	0	3,175	1,500	1,500	1,500
COMPUTER SOFTWARE	0	0	1,500	3,500	3,500	3,500
Subtotal Materials & Services:	0	0	4,675	5,000	5,000	5,000
Debt Service:						
LOCAL IMPROVE DIST PRINCIPAL	12,556	6,277	9,875	6,500	6,500	6,500
LOCAL IMPROVE DIST INTEREST	1,327	807	2,175	1,925	1,925	1,925
Subtotal Debt Service:	13,882	7,084	12,050	8,425	8,425	8,425
Requirements Subtotal:	13,882	7,084	16,725	13,425	13,425	13,425
ENDING FUND BALANCE	14,626	14,934	0	5,690	5,690	5,690
TOTAL REQUIREMENTS	28,508	22,018	16,725	19,115	19,115	19,115

RESOURCES AND REQUIREMENTS

FUND SUMMARIES
CAPITAL PROJECTS FUNDS
CAPITAL IMPROVEMENT FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	2,827	1,078	1,300	1,185	1,185	1,185
Transfers from Other Funds:						
TRANSFER FROM OTHER FUND GENL	150,000	50,000	150,000	50,000	50,000	50,000
TRANSFER FROM OTHER FUNDS - WF	0	0	0	0	0	0
TRANSFER FROM OTHER FUNDS - SF	0	0	0	0	0	0
TRANSFER FROM OTHER FUNDS - REV SHAI	0	0	0	150,000	150,000	150,000
Revenue Subtotal:	152,827	51,078	151,300	201,185	201,185	201,185
FUND BALANCE BEGINNING OF YEAR	516,579	400,788	75,355	205,500	205,500	205,500
TOTAL RESOURCES	669,406	451,865	226,655	406,685	406,685	406,685
Requirements:						
Capital Outlay:						
CITY HALL	268,618	136,204	50,000	150,000	150,000	150,000
CITY HALL PARKING LOT IMPROVE	0	0	176,655	256,685	256,685	212,841
Subtotal Capital Outlay:	268,618	136,204	226,655	406,685	406,685	362,841
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS W CAP	0	132,000	0	0	0	24,145
TRANSFER TO OTHER FUNDS WW CAP	0	107,000	0	0	0	19,699
Total Transfers to Other Funds:	0	239,000	0	0	0	43,844
Requirements Subtotal:	268,618	375,204	226,655	406,685	406,685	406,685
RESERVED FOR FUTURE EXPENDITURE	400,788	76,661	0	0	0	0
TOTAL REQUIREMENTS	669,406	451,865	226,655	406,685	406,685	406,685

RESOURCES AND EXPENDITURES

FUND SUMMARIES
 CAPITAL PROJECTS FUNDS
 WATER CAPITAL IMPROVEMENT
 RESERVE FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	0	6,003	5,895	5,775	5,775	5,775
Transfers from Other Funds:						
TRANSFER FROM OTHER FUND WATER	0	25,000	50,000	50,000	50,000	50,000
TRANSF FROM OTHER FUND CAP IMP	0	132,000	0	0	0	24,145
TRANSF FROM OTHER FUND WTR SDC	0	907,565	0	0	0	0
Revenue Subtotal:	0	1,070,568	55,895	55,775	55,775	79,920
FUND BALANCE BEGINNING OF YEAR	0	0	1,070,140	1,124,500	1,124,500	1,124,500
TOTAL RESOURCES	0	1,070,568	1,126,035	1,180,275	1,180,275	1,204,420
Requirements:						
Capital Outlay:						
CAPITAL PROJECTS & EQUIPMENT	0	0	218,470	272,710	272,710	296,855
EMERGENCY REPAIRS	0	0	907,565	907,565	907,565	907,565
Subtotal Capital Outlay:	0	0	1,126,035	1,180,275	1,180,275	1,204,420
Requirements Subtotal:	0	0	1,126,035	1,180,275	1,180,275	1,204,420
RESERVED FOR FUTURE EXPENDITURE	0	1,070,568	0	0	0	0
TOTAL REQUIREMENTS	0	1,070,568	1,126,035	1,180,275	1,180,275	1,204,420

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

RESOURCES AND EXPENDITURES

FUND SUMMARIES
CAPITAL PROJECTS FUNDS
SEWER CAPITAL IMPROVEMENT
RESERVE FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	0	4,692	4,125	4,250	4,250	4,250
Transfers from Other Funds:						
TRANSFER FROM OTHER FUND SEWER	0	25,000	50,000	50,000	50,000	50,000
TRANSF FROM OTHER FUND CAP IMP	0	107,000	0	0	0	19,699
TRANSF FROM OTHER FUND SWR SDC	0	700,000	0	0	0	0
Revenue Subtotal:	0	836,692	54,125	54,250	54,250	73,949
FUND BALANCE BEGINNING OF YEAR	0	0	836,225	889,450	889,450	889,450
TOTAL RESOURCES	0	836,692	890,350	943,700	943,700	963,399
Requirements:						
Capital Outlay:						
CAPITAL PROJECTS & EQUIPMENT	0	0	190,350	243,700	243,700	263,399
EMERGENCY REPAIRS	0	0	700,000	700,000	700,000	700,000
Subtotal Capital Outlay:	0	0	890,350	943,700	943,700	963,399
Requirements Subtotal:	0	0	890,350	943,700	943,700	963,399
ENDING FUND BALANCE	0	836,692	0	0	0	0
TOTAL REQUIREMENTS	0	836,692	890,350	943,700	943,700	963,399

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

RESOURCES AND EXPENDITURES

FUND SUMMARIES
CAPITAL PROJECTS FUNDS
WATER SDC RESERVE FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
System Development Fees:						
WATER SDC - REIMBURSEMENT	7,072	9,724	8,840	12,600	12,600	12,600
WATER SDC - IMPROVEMENT	33,136	45,562	41,420	62,130	62,130	62,130
WATER SDC - ADMIN FEE	2,010	2,764	2,513	3,770	3,770	3,770
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	14,921	11,358	10,465	10,750	10,750	10,750
Revenue Subtotal:	57,139	69,409	63,238	89,250	89,250	89,250
FUND BALANCE BEGINNING OF YEAR	2,838,229	2,895,368	2,049,190	2,111,200	2,111,200	2,111,200
TOTAL RESOURCES	2,895,368	2,964,777	2,112,428	2,200,450	2,200,450	2,200,450
Requirements:						
Capital Outlay:						
NEW INSTALLATIONS/EXTENTIONS	0	0	2,112,428	2,200,450	2,200,450	2,200,450
Subtotal Capital Outlay:	0	0	2,112,428	2,200,450	2,200,450	2,200,450
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS W CAP	0	907,565	0	0	0	0
Total Transfers to Other Funds:	0	907,565	0	0	0	0
Requirements Subtotal:	0	907,565	2,112,428	2,200,450	2,200,450	2,200,450
RESERVED FOR FUTURE EXPENDITURE	2,895,368	2,057,212	0	0	0	0
TOTAL REQUIREMENTS	2,895,368	2,964,777	2,112,428	2,200,450	2,200,450	2,200,450

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

RESOURCES AND EXPENDITURES

FUND SUMMARIES
CAPITAL PROJECTS FUNDS
SEWER SDC RESERVE FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
System Development Fees:						
SEWER SDC - TREATMENT	27,450	33,550	30,500	45,750	45,750	45,750
SEWER SDC - COLLECTION	13,230	16,170	14,700	22,050	22,050	22,050
SEWER SDC - ADMIN FEE	2,034	2,486	2,260	3,390	3,390	3,390
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	7,221	4,186	3,945	4,125	4,125	4,125
Revenue Subtotal:	49,935	56,392	51,405	75,315	75,315	75,315
FUND BALANCE BEGINNING OF YEAR	1,363,648	1,413,584	765,165	800,745	800,745	800,745
TOTAL RESOURCES	1,413,584	1,469,976	816,570	876,060	876,060	876,060
Requirements:						
Capital Outlay:						
NEW INSTALLATIONS/EXTENSIONS	0	0	816,570	876,060	876,060	876,060
Subtotal Capital Outlay:	0	0	816,570	876,060	876,060	876,060
Transfers to Other Funds:						
TRANSFER TO OTHER FUNDS WW CAP	0	700,000	0	0	0	0
Total Transfers to Other Funds:	0	700,000	0	0	0	0
Requirements Subtotal:	0	700,000	816,570	876,060	876,060	876,060
ENDING FUND BALANCE	1,413,584	769,976	0	0	0	0
TOTAL REQUIREMENTS	1,413,584	1,469,976	816,570	876,060	876,060	876,060

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

RESOURCES AND REQUIREMENTS

FUND SUMMARIES
CAPITAL PROJECTS FUNDS
PARKS DEVELOPMENT FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
System Development Fees:						
PARKS SDC - IMPROVEMENT	10,773	21,546	15,390	23,085	23,085	23,085
PARKS SDC - ADMIN FEE	539	1,077	770	1,155	1,155	1,155
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	1,834	2,106	1,975	2,025	2,025	2,025
Revenue Subtotal:	13,146	24,729	18,135	26,265	26,265	26,265
FUND BALANCE BEGINNING OF YEAR	346,481	359,627	381,120	401,750	401,750	401,750
TOTAL RESOURCES	359,627	384,356	399,255	428,015	428,015	428,015
Requirements:						
Materials & Services:						
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	1,500	1,500	1,500
Subtotal Materials & Services:	0	0	1,500	1,500	1,500	1,500
Capital Outlay:						
EQUIPMENT LAND & BLDG IMPROVE	0	0	397,755	426,515	426,515	426,515
Subtotal Capital Outlay:	0	0	397,755	426,515	426,515	426,515
Requirements Subtotal:	0	0	399,255	428,015	428,015	428,015
ENDING FUND BALANCE	359,627	384,356	0	0	0	0
TOTAL REQUIREMENTS	359,627	384,356	399,255	428,015	428,015	428,015

RESOURCES AND REQUIREMENTS

FUND SUMMARIES
CAPITAL PROJECTS FUNDS
TRANSPORTATION ENHANCEMENT FUND

DESCRIPTION	Actual 2011-2012	Actual 2012-2013	Budget 2013-2014	Proposed 2014-2015	Approved 2014-2015	Adopted 2014-2015
Resources:						
System Development Fees:						
TRANSPORTATION SDC - REIMBURSE	2,310	4,620	3,300	4,950	4,950	4,950
TRANSPORTATION SDC - IMPROVE	1,869	3,738	2,670	4,005	4,005	4,005
TRANSPROTATON SDC - ADMIN FEE	209	418	299	450	450	450
Investment Income:						
INTEREST EARN ON TEMP INVESTMT	1,202	1,350	1,275	1,300	1,300	1,300
Revenue Subtotal:	5,589	10,126	7,544	10,705	10,705	10,705
FUND BALANCE BEGINNING OF YEAR	228,449	234,038	242,885	251,500	251,500	251,500
TOTAL RESOURCES	234,038	244,164	250,429	262,205	262,205	262,205
Requirements:						
Materials & Services:						
CREDIT CARD SERVICES	0	0	0	0	0	0
PRINT, POSTAGE & OFFICE SUPPLY	0	0	1,500	1,500	1,500	1,500
Subtotal Materials & Services:	0	0	1,500	1,500	1,500	1,500
Capital Outlay:						
EQUIPMENT LAND & BLDG IMPROVE	0	0	248,929	260,705	260,705	260,705
Subtotal Capital Outlay:	0	0	248,929	260,705	260,705	260,705
Requirements Subtotal:	0	0	250,429	262,205	262,205	262,205
ENDING FUND BALANCE	234,038	244,164	0	0	0	0
TOTAL REQUIREMENTS	234,038	244,164	250,429	262,205	262,205	262,205

FUND:	TRANSFERS IN:	TRANSFERS OUT:
GENERAL FUND	\$ 79,000 From Revenue Sharing	\$ 90,000 To Airport Fund \$ 50,000 To Capital Imp Fund
WATER FUND	NONE	\$ 50,000 To Water Capital Res
WATER CAPITAL RESERVE	\$ 50,000 From Water Fund \$ 24,145 From Captial Imp Fund	NONE
WATER SDC	NONE	NONE
SEWER FUND	NONE	\$ 50,000 To Sewer Capital Res
SEWER CAPITAL RESERVE	\$ 50,000 From Sewer Fund \$ 19,699 From Capital Imp Fund	NONE
SEWER SDC	NONE	NONE
STREET FUND	NONE	\$ 3,375 To Bike Ped Path
BUILDING FUND	NONE	NONE
AIRPORT FUND	\$ 90,000 From General Fund \$ 150,000 From Revenue Sharing	\$ 24,145 To Water Capital Res \$ 19,699 To Sewer Capital Res
CAPITAL IMPROVEMENT	\$ 50,000 From General Fund \$ 150,000 From Revenue Sharing	NONE
LOCAL IMPROVEMENT DISTRICT	NONE	NONE
REVENUE SHARING FUND	NONE	\$79,000 To General Fund \$150,000 To Capital Improvement \$150,000 To Airport
BICYCLE FOOT PATH FUND	\$ 3,375 From State Hwy Street	NONE
PARKS DEVELOPMENT SDC	NONE	NONE
TRANSPORTATION SDC	NONE	NONE
	<u>\$ 666,219 Total Transfers In</u>	<u>\$ 666,219 Total Transfers Out</u>

Capital Projects

This section summarizes and discusses non-recurring capital projects

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.

Summary of Resources for Non-Recurring Capital Projects

	General	Streets	Water	Sewer	Airport	Total
Operating Funds	\$ 75,000	\$ 131,500	\$ 72,000	\$ 80,000		\$ 358,500
Capital Improvement Reserves	406,685		198,000	168,000		\$ 772,685
Grants/ Contributions					205,000	\$ 205,000
Total	\$ 481,685	\$ 131,500	\$ 270,000	\$ 248,000	\$ 205,000	\$1,336,185

Summary of Appropriations for Non-Recurring Capital Projects

	General	Streets	Water	Sewer	Airport	Total
Design/ Construction	\$ 481,685	\$ 131,500	\$ 270,000	\$ 248,000	\$ 205,000	\$1,336,185
Total	\$ 481,685	\$ 131,500	\$ 270,000	\$ 248,000	\$ 205,000	\$1,336,185

Below is a list of Non-Recurring capital projects budgeted for the 2014-15 fiscal year.

City Hall Phase IV - Parking Lot Improvements

Project Cost: \$274,000
 Budgeted FY 14-15 \$256,685
 Funding Sources Transfer from the General Fund to the Capital Improvement Fund

In 2010, the City of Creswell recognized the completion of a New City Hall. The City phased construction of this facility to allow the City to complete construction as resources are available. To date the City has completed Phase I - construction of a 2 story shell and finished 1st floor, Phase II – Elevator Installation; Phase III – Completion of City Council Chambers. As part of the Planning Commission’s Findings of Fact, the City is required to improve its parking area located on South 1st & C Street. In the 2013-14 fiscal year, the City entered into a contract with Nagao Pacific Architecture to update the construction plans for the parking lot to address new storm water requirements. This project is anticipated to be completed during the 2014-15 fiscal year.

City Hall Phase V – 2nd Story Improvements

Project Cost: \$150,000
 Budgeted FY 14-15 \$150,000
 Funding Sources Transfer from the Revenue Sharing Fund to the Capital Improvement Fund

As mentioned above, completion of City Hall has been phased to enable the City to pay cash as capable to complete this project. Phase V, improvements to the 2nd story include construction of a conference room, the addition of a second bathroom and an area to store and serve refreshments.

Cobalt Lane Building Improvements

Project Cost: \$60,000
 Budgeted FY 14-15 \$60,000
 Funding Sources Transfer from the State Revenue Sharing Fund to the General Fund

Donated to the City in lieu of parks open space by a developer in 2008, this building has become an ongoing project for our University of Oregon, Resource Assistance to Rural Environments (RARE) Interns. Since that time, the City has been working to identify the best use of the facility. In the 2013-14 fiscal year the City completed replacement of the three-phase electrical system, renovated the building’s rest rooms, met building code requirements for occupancy of the building and has one new tenant. Improvements budgeted for the upcoming year would continue interior renovations, and provide additional finished space for programming activities.

Resurface Tennis and Basketball Courts at Harry Holt Park

Project Cost: \$15,000
 Budgeted FY 14-15 \$15,000
 Funding Sources General Fund

This project addresses much needed improvements to the aging asphalt sports courts at Harry Holt Park.

North 5th Street Overlay, from Oregon Avenue to A Street

Project Cost \$549,990
 Budgeted FY 14-15 \$78,000 – Engineering and Design
 Funding Sources \$352, 990, Street Fund reserves and ODOT Fund Exchange Program
 \$123,522 Water Capital Improvement Reserve Fund
 \$74,119 – Sewer Capital Improvement Reserve Fund

Improvements to North 5th Street include a complete street reconstruction (base & overlay), water, sewer, and storm sewer improvements needed, right of way acquisition which will be for curb, gutter & sidewalk improvements. This project would address improvements identified in the Transportation System Plan, the Parks Master Plan, and the water and sewer line renovation plans.

Scott Lane from South 10th Street West to corner

Project Cost: \$45,500
 Budgeted FY 14-15 \$45,500
 Funding Sources Street Fund Reserves

Scott Lane is one of the few streets in Creswell to remain unimproved, with a compacted gravel surface. Improvements to this portion of Scott Lane would include complete renovation of the road, base and overlay. Curb, gutter and sidewalk improvements are not currently planned.

Street Lights on North 5th Street

Project Cost \$8,000
 Budgeted FY 14-15 \$8,000
 Funding Sources Street Operating Fund

This project will provide 8 100-watt street lights on North 5th Street between Scott Avenue and Auburn Lane. The addition of these street lights will provide an increased measure of public safety in the area at a monthly cost of \$10.64 per light.

Asbestos Removal – Reuse Irrigation Site

Project cost \$8,000
 Budgeted FY 14-15 \$8,000
 Funding Sources Water Operating Fund

This project addresses the need to remove existing asbestos at a building located at the Sewer System Reuse Irrigation Site on Dillard Road and Hwy 99 Nth. The building is an empty house which was existing on the site when the City purchased the land for irrigation of treated effluent.

Water Line Renovation/ Replacement Program

Project cost \$198,000 (annual)
 Budgeted FY 14-15 \$198,000
 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 \$168,000 (annual)
 Budgeted FY 14-15 \$168,000
 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.

Radio Read Meter Replacement Program

Project cost \$144,000 (annual)
 Budgeted FY 14-15 \$144,000
 Funding Sources \$72,000 – Water Operating Fund
 \$72,000 – Sewer Operating Fund

Several years ago the City purchased a radio read meters and a hand held meter reading device from Sensus Metering Systems. This allows public works to read meters much more quickly and with a greater degree of accuracy. Replacing existing manual meters with radio read meters is an ongoing project.

Automated Weather Observation System (AWOS) at Creswell Airport

Project cost \$269,000
 Budgeted FY 14-15 \$205,000
 Funding Sources \$148,000 – Connect Oregon IV Grant
 \$36,000 – Federal Aviation Association – Airport Improvement Grant
 \$21,000 – 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.

Debt Summary

This section outlines and discusses the City's debt obligations, including limitations and planned future debt.

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, 2013 the City's real market value is estimated to be \$438,558,721. The legal debt margin of 3% will be \$13,156,761 and outstanding debt controlled by this limit is \$0.

Long Term Debt Estimated as of June 30, 2014

	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	\$ 2,925,589
Revenue Pledge Debt						
Sewer Treatment Plant	2006	20 years	3.14%	3,370,000	6/1/2025	1,135,956
Revenue Bonds						
Sewer Treatment Plant	2006	40 years	4.25%	2,000,000	6/1/2046	<u>1,014,985</u>
						<u>\$ 5,076,530</u>

Long Term Debt

Financing from long term debt outlined above 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. It is the City's intent to achieve a similar savings with debt related to the Water Treatment Plant Improvements.

Other Obligations:

The City currently has a 2.91% interim financing loan through Business Oregon for Water Treatment Plant Improvements. It is anticipated that Business Oregon will bundle several agency projects together in the 2015-2016 fiscal year, which will enable the City to roll the interim financing in to long term debt in the form of a revenue bond. The interest rate is expected to be at least 4.25% which is significantly higher than the interim loan. The City has planned a significant principal payment against this loan in the 2014-2015 fiscal year in an effort to reduce future financing costs.

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 2014-15

Fund/Bond or Debt Issue	Interest Rate	Estimated Principal Balance 06/30/2014	Scheduled Principal	Scheduled Interest	Scheduled Loan Fees	Estimated Principal Balance 06/30/2015
Water Operating Fund						
Business OR, Full Faith & Credit	1.00%	\$ 2,799,852	\$ 125,737	\$ 29,256	\$ -	\$ 2,674,115
Business OR, Interim Financing	2.91%	4,661,702	2,500,000	135,656	-	\$ 2,161,702
Total Water Operating Fund		7,461,554	2,625,737	164,912	-	4,835,817
Sewer Operating Fund						
OR, DEQ - Revenue Pledge Note	3.14%	1,135,956	202,766	34,090	5,680	\$ 933,190
USDA, RUS - Revenue Bond	4.25%	1,014,985	61,703	43,137	-	\$ 953,282
Total Sewer Operating Fund		2,150,941	264,469	77,227	5,680	1,886,472
Improvement District Fund						
Bancroft Bond for LID #15	4.65%	8,907	1,439	415	-	\$ 7,468
Total All Funds		\$ 9,621,402	\$ 2,891,645	\$ 242,554	\$ 5,680	\$ 6,729,757

Personnel

FULL TIME EQUIVALENTS (FTE'S) BY FUND

Positions - reflect budgeted amounts
by financial area
Excludes temporary and seasonal help

	Budget 2010-11	Budget 2011-12	Budget 2012-13	Budget 2013-14	Proposed 2014-15
General Fund					
<i>Administration</i>					
Administration	0.47	0.55	0.55	0.55	0.63
Finance	0.38	0.42	0.42	0.42	0.42
<i>Culture & Recreation</i>					
Public Works	1.01	1.15	1.2	1.19	1.23
<i>Planning & Land Use</i>					
Administration	0.13	0.03	0.03	0.03	0.03
Finance	0.08	0.06	0.06	0.06	0.06
Planning	0	0	0	0	0.5
<i>Public Safety</i>					
Administration	0.17	0.1	0.1	0.1	0.1
Finance	0.44	0.38	0.38	0.38	0.38
Code Enforcement	0	0.25	0.25	0.25	0.25
Total FTE General Fund	2.68	2.94	2.99	2.98	3.6
Water Fund					
Administration	0.48	0.6	0.6	0.6	0.56
Finance	1.31	1.38	1.38	1.38	1.38
Public Works	3.8	3.25	3.25	3.3	3.3
Total FTE Water Fund	5.59	5.23	5.23	5.28	5.24
Sewer Fund					
Administration	0.51	0.6	0.6	0.6	0.56
Finance	1.31	1.38	1.38	1.38	1.38
Public Works	2.97	2.48	2.23	2.24	2.35
Total FTE Sewer Fund	4.79	4.46	4.21	4.22	4.29
State Highway Street Fund					
Administration	0.08	0.03	0.03	0.03	0.03
Finance	0.05	0.03	0.03	0.03	0.03
Public Works	1.19	1.1	1.3	1.25	1.1
Total FTE Street Fund	1.32	1.16	1.36	1.31	1.16
Building Department Fund					
Administration	0.08	0.03	0.03	0.03	0.03
Finance	0.25	0.19	0.19	0.19	0.19
Total FTE Building Dept Fund	0.33	0.22	0.22	0.22	0.22
Airport					
Administration	1.1	0.83	0.83	0.83	0.83
Finance	0.18	0.16	0.16	0.16	0.16
Public Works	0.03	0.02	0.02	0.02	0.02
Total FTE Airport Fund	1.31	1.01	1.01	1.01	1.01
Total FTE All Funds	16.02	15.02	15.02	15.02	15.52

SALARY RANGE BY POSITION

Excludes temporary and Seasonal Help

Position	Monthly		Annually	
	Low	High	Low	High
City Administrator	6,409	8,154	76,909	97,850
City Recorder	3,203	4,075	38,432	48,897
Finance Director	3,971	5,052	47,652	60,627
AP/ Court Clerk	2,710	3,448	32,518	41,372
AR/ Utility Clerk	2,463	3,133	29,551	37,597
Receptionist	2,119	2,696	25,423	32,346
Planning Technician	2,866	3,646	34,392	43,756
Airport Manager/Code Enforcement	3,203	4,075	38,432	48,897
Public Works Director	4,682	5,956	56,179	71,476
Lead Worker	3,583	4,558	42,994	54,701
Water/Wastewater Treatment Plant Operator	3,334	4,242	40,009	50,903
Public Works Maintenance III	2,874	3,656	34,483	43,872
Public Works Maintenance II	2,648	3,369	31,779	40,431
Public Works Maintenance I	2,538	3,229	30,454	38,746

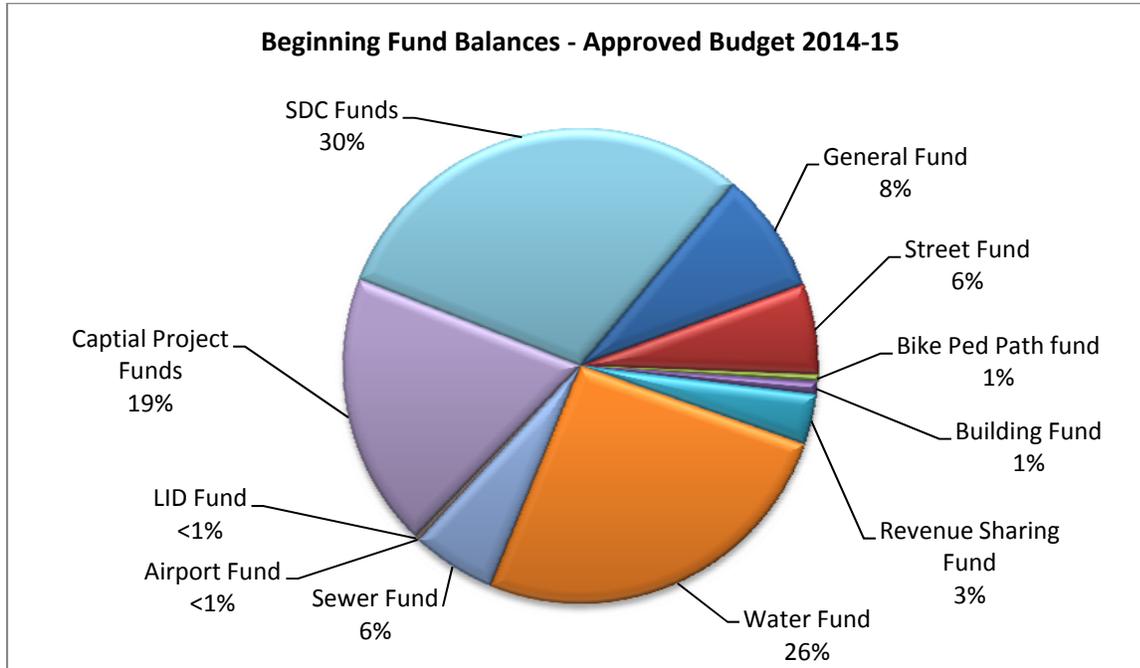
The City of Creswell currently uses a payscale system with 8 steps. Each year, City Council adopts the payscale via resolution. Any cost of living increase (COLA) is applied to step one of the scale and there is 3.5% between each step. The above chart reflects a 3% COLA applied to step one of the scale.

The City is currently conducting a compensation study, which may change the existing system. It is anticipated that this study will be completed by the end of the fiscal year.

Fund Balances

Beginning Fund Balances

The City of Creswell is anticipated to have approximately \$11.8 million in beginning fund balance for the FY 2014-2015. 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 \$2.2 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 Water Fund of \$3 million. The budget includes a \$2.5 million accelerated debt service payment against an interim finance loan with Business Oregon in an effort to reduce future financing costs. For more information, please see the debt summary section beginning on page 57.

Capital Projects funds comprise the third largest category at \$2.2 million in beginning fund balance. This category includes the Capital Improvement Fund, the Water Capital Improvement Reserve Fund and the Sewer Capital Improvement Reserve Fund. The purpose of these funds is to account for significant capital improvements which would distort financial resources trend data if not reported separately from operating activities.

Projected Beginning and Ending Fund Balances for the FY 2014-15

The total beginning fund balance is expected to increase \$226,773 over FY 2013-14, assuming all revenues and expenditures transpire as projected for the FY 2013-14. The increase is primarily due to receipts of system development charges in the FY 2013-14, which will become part of the beginning fund balances for the FY 2014-15. The following is a summary of projected fund balances for the FY 2014-15. The projected ending fund balance totals below are reflective of ending balance reserves plus amounts for operating contingency.

Fund Balance Activity Summary FY 2014-15

Fund	Projected Beginning Fund Balance	Projected Ending Fund Balance	Dollar Change in Fund Balance	Percentage Change in Fund Balance
General Fund	985,825	663,329	-322,496	-32.71%
State Tax Street Fund	725,250	483,986	-241,264	-33.27%
Bicycle Ped Path Fund	54,350	0	-54,350	-100.00%
Building Department Fund	104,995	78,611	-26,384	-25.13%
Revenue Sharing Fund	408,550	0	-408,550	-100.00%
Water Operating Fund	3,050,450	518,383	-2,532,067	-83.01%
Sewer Operating Fund	682,450	281,951	-400,499	-58.69%
Airport Operating Fund	16,250	85,627	69,377	426.94%
Local Improvement District Fund	15,025	5,690	-9,335	-62.13%
Capital Improvement Fund	205,500	0	-205,500	-100.00%
Water Capital Improvement Fund	1,124,500	0	-1,124,500	-100.00%
Sewer Capital Improvement Fund	889,450	0	-889,450	-100.00%
Water SDC Fund	2,111,200	0	-2,111,200	-100.00%
Sewer SDC Fund	800,745	0	-800,745	-100.00%
Parks Development SDC Fund	401,750	0	-401,750	-100.00%
Transportation SDC Fund	251,500	0	-251,500	-100.00%
Total Fund Balances	11,827,790	2,117,577	-9,710,213	

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 \$241,264. This reduction is mainly due to the planned improvements to North 5th Street, between Oregon Avenue and 'A' Street, and improvements to a portion of Scott Lane. 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. The substantial reduction in projected ending fund balance is mainly due to a \$2.5 million scheduled debt service payment. The remaining \$207,067 reduction in projected ending fund balance suggests that ongoing operation, maintenance and debt service costs exceed operating

revenues. The City is currently working to complete a water rate study to evaluate user rates and operational requirements.

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 \$550,499, due in part to a scheduled update to the Wastewater Master Plan and rate study for the combined total of \$110,000. As with the Water Fund, the projected reduction in ending balance suggests that ongoing operation, maintenance and debt service costs exceed operating revenues.

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 \$39,377, mainly due to a transfer of \$90,000 from the General 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, with beginning balances totaling \$2,219,450, an overall increase in beginning balances of \$237,730. 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. Non-recurring capital projects scheduled within these funds for FY 2014-15 total \$772,685. Capital Outlay appropriations in the Water and Sewer Capital Improvement Reserve Funds include a total of \$1,607,565 for emergency repairs. Unless there is a major system failure or other large scale emergency, these funds will remain unexpended and become part of the beginning fund balances for the FY 2015-16.

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. Capital Outlay appropriations in these funds total \$3,763,730. Unless the Council elects to begin work on a project outlined in the master plan documents, these funds will remain unexpended and become part of the beginning fund balances for the FY 2014-15.

Other Funds

In the remaining funds, the beginning fund balance is projected to be \$582,920. This includes the Bicycle Foot Path Fund, the Building Department Fund, the State Revenue Sharing Fund, and the Local Improvement District (LID) Fund. In the FY 2014-15 State Revenue Sharing budget are transfers to other funds of \$379,000 for various capital improvement projects, and capital outlay of \$42,520 within the Bicycle Foot Path Fund.

Appendix

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 reviewed by the Finance Committee is a Fund Balance Reserves and Contingency Policy. This policy, while not yet formally adopted, has been reviewed and included in the FY 2014-15 Budget Document. It is anticipated this policy will be adopted soon after the new fiscal year begins.

Over the course of the next fiscal year, the City hopes to develop policies in 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

City of Creswell
Proposed 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.

Fund Balance Reserves and Contingency Policies

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 proposed budget.
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 proposed 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 proposed 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.

RESOLUTION NO. 2004-24

A RESOLUTION ESTABLISHING AND ADOPTING A DEPRECIATION METHOD AND ESTIMATED USEFUL LIVES OF FIXED ASSETS.

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

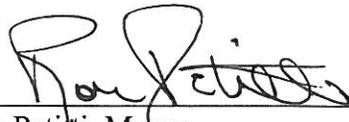
WHEREAS it is recommended to establish the straight-line depreciation method and establish the following estimated useful lives of fixed assets as described herein,

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Creswell, that effective July 1, 2003 hereby establishes and adopts the straight-line method of depreciation for fixed assets and estimated useful lives as follows:

Buildings & Building Improvements	50 years
Equipment	10 years
Vehicles:	
Passenger cars and pickups of less than a one-ton rating:	
Not less than 5 years and not more than 7 years	
Rolling stock (any piece of rolling stock not classified as a vehicle and all equipment with a rating greater than one ton)	
Not less than 7 years and not more than 20 years	
Furniture & Office Equipment	5 years
Computers, Printers, Network and Peripherals	3 years
Street Improvements:	
New Construction – Road Base	65 years
New Construction – Surface, minimum vertical depth 4”	35 years

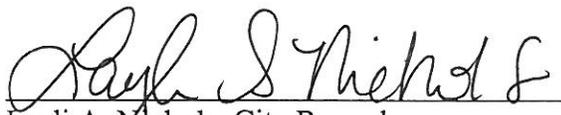
New Construction – Curb, Gutter, Sidewalk	65 years
New Construction – Street Lights	65 years
New Construction – Street Furnishings	15 years
Overlay of existing improvement, minimum vertical depth 2”	15 years

ADOPTED by the Common Council of the City of Creswell this 28th day of June 2004.



Ron Petitti, Mayor

ATTEST:



Layli A. Nichols, City Recorder

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

Budget Assumptions for FY 2014-15

The following assumptions were used in development of the proposed budget

Primary Revenue Sources

- Property assessed values increase by 3%. The City tax rate remains the same at \$2.6705 per \$1,000 of assessed valuation
- Franchise fee and right of way privilege at 5%. Trend data is used to project revenues for the upcoming year
- Building permits are based on anticipated construction gleaned from developer plans, or as communicated to staff
- System development charges revenues are based on anticipated building permit activity
- Water rates based on scheduled increase of ½ of 1% of current rates (rate study in progress)
- Sewer rates based on scheduled increase of ½ of 1% of current rates (rate study scheduled for FY 14-15)
- Shared revenues anticipated to increase about 2.2%
- Investment income on available cash balances at .53%

Personnel Services:

- Health insurance premiums increase 5% on January 1, 2015
- Employees receive a 3% COLA effective July 1, 2014, and step increases based on schedule
- Public Employees Retirement (PERS) employer share is budgeted at the higher of Tier 1/2 and OPSRP, plus 6% employee pickup
- Addition of .5 FTE in Land Use & Planning within the General Fund

Materials & Services

- Electricity and Natural Gas no increase from the 2013-14 budget
- Police Services, which are contracted with the Lane County Sheriff is budgeted at the current level of service (3 full time deputies and a 1/3 time Sergeant).
- Direct costs for goods and services used by more than one fund or department are budgeted based on an equitable share of cost. For example, office supplies used to generate utility bills are shared proportionally between the Water and Sewer Funds.

Capital Outlay

- By definition capital outlay are assets with a life longer than one year and initial cost of at least \$5,000
- Budget amounts are based on purchase cost estimates
- Cost includes all ancillary costs to put the assets into operation

Debt Service

- Debt within the Sewer Fund are based on amortization schedules
- Long term debt within the Water Fund is based on amortization schedules
- Interim financing with the Water Fund is scheduled with an accelerated principal payment in an effort to reduce future long term financing costs
- Local Improvement District Debt is scheduled based on estimated installment payments and interest due

Balanced Budget

A balanced budget is a basic constraint intended to ensure that the City does not spend beyond its resources. The budget for the FY 2014-15 strives to have recurring operating expenditures no greater than recurring operating revenues. Non-recurring and one-time expenditures are typically financed from resources carried over from the prior year, grants, long term financing when necessary and developer contributions in lieu of improvements.