

Appendix

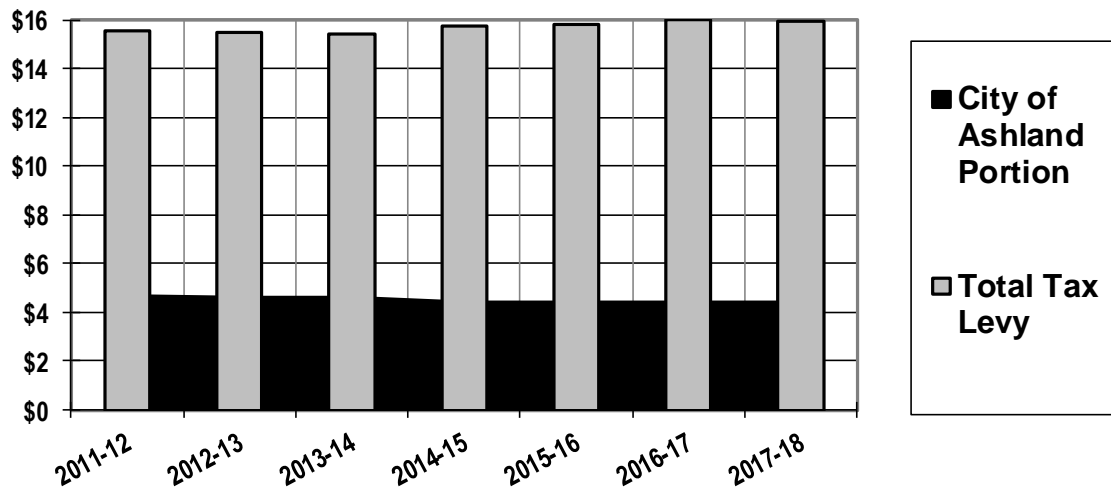
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History of Combined Property Tax Rates

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate
City of Ashland	\$4.62520	\$4.61750	\$4.41690	\$4.40700	\$4.40020	\$4.43780
Jackson County	2.29710	2.29170	2.33120	2.31310	2.82940	2.81180
RVTD	0.17720	0.17720	0.17720	0.17720	0.30720	0.30720
Schools-ESD-Rogue Community College	0.86520	0.86520	0.97400	0.97210	0.92110	0.92070
Ashland School District	7.53730	7.47000	7.87430	7.95830	7.52700	7.45720
Total Tax Rate	\$15.50200	\$15.42160	\$15.77360	\$15.82770	\$15.98490	\$15.93470
Assessed Valuation	\$2,186,388,026	\$2,262,503,440	\$2,348,446,788	\$2,445,873,117	\$2,535,055,868	\$2,738,150,089

Jackson County includes the County Library district, 4H, Master Gardner and Agricultural Extension Service District, Vector Control and the Soil and Water District

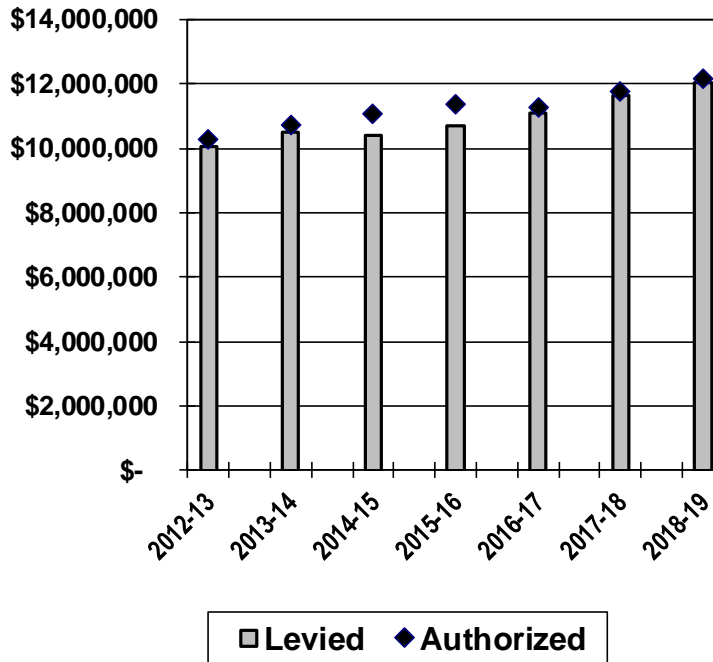
Combined Property Tax Rates



History of Combined Property Tax Levies

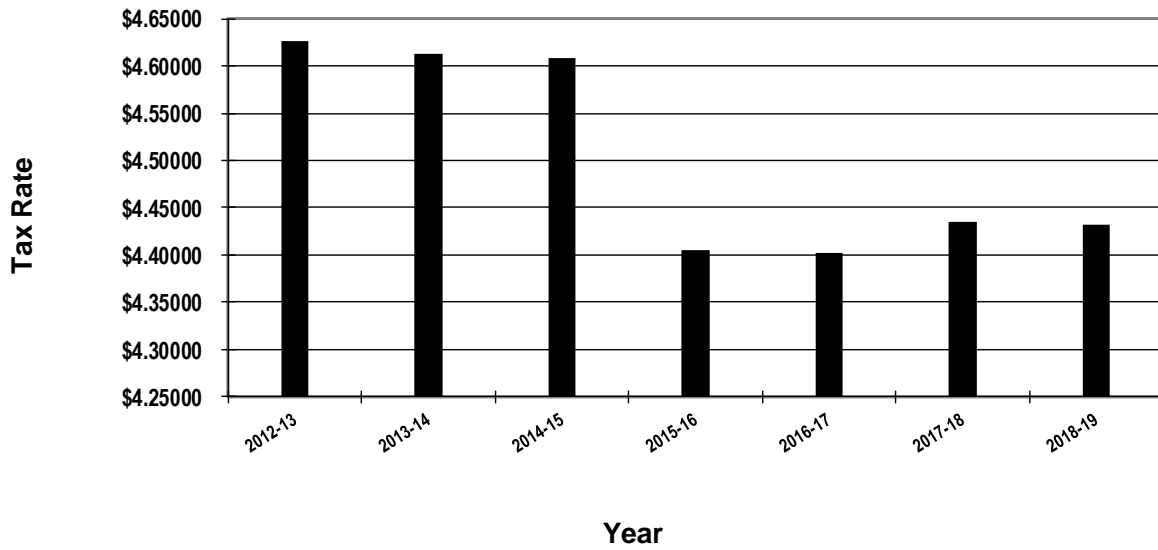
Tax Levy:	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy	Tax Levy
General Fund	\$ 4,209,929	\$ 9,570,850	\$ 9,905,830	\$ 10,215,200	\$ 10,573,060	\$ 11,130,611	\$ 11,520,183
General Fund - Tech Debt	-	-	-	-	-	-	-
Debt Service Fund	372,000	-	-	-	-	-	-
Parks	4,566,229	-	-	-	-	-	-
YAL Levy	-	-	-	-	-	-	-
Ashland Library Levy	419,064	432,000	-	-	-	-	-
1997 Flood Restore Bonds	-	-	-	-	-	-	-
2000 Flood Restore Bonds	-	-	-	-	-	-	-
2005 GO Bonds	296,865	299,970	296,730	296,460	295,650	299,700	297,540
2011 Fire St. GO Bonds	219,011	216,527	219,443	216,851	219,659	215,609	216,959
Levied	\$ 10,083,098	\$ 10,519,347	\$ 10,422,003	\$ 10,728,511	\$ 11,088,369	\$ 11,645,920	\$ 12,034,682
Authorized	\$ 10,287,940	\$ 10,722,497	\$ 11,078,133	\$ 11,399,311	\$ 11,299,309	\$ 11,762,309	\$ 12,154,500

Combined Property Tax Levy



History of Property Tax Rates

	2012-13 Tax Rate	2013-14 Tax Rate	2014-15 Tax Rate	2015-16 Tax Rate	2016-17 Tax Rate	2017-18 Tax Rate	2018-19 Tax Rate
General Fund (COA)	\$ 1.92950	\$ 4.19720	\$ 4.19720	\$ 4.19720	\$ 4.19720	\$ 4.24220	\$ 4.24220
Debt Service Fund (COA)	0.17490	-	-	-	-	-	-
Ashland Library - Bond Levy	0.19210	0.19210	0.19210	-	-	-	-
1997 Flood Restoration Bonds (COA Bonds)	-	-	-	-	-	-	-
2000 Flood Restoration Bonds (COA Bonds)	-	-	-	-	-	-	-
2005 GO Bonds (COA Bonds)	0.13610	0.13150	0.12570	0.12200	0.11750	0.11420	0.10960
2011 Fire Station GO Bonds (COA Bonds)	0.10040	0.09170	0.09300	0.08620	0.08730	0.07940	0.07990
Parks (COA)	2.09280	-	-	-	-	-	-
Parks Youth Activities Levy - Bond Levy	-	-	-	-	-	-	-
	<u>\$ 4.62580</u>	<u>\$ 4.61250</u>	<u>\$ 4.60800</u>	<u>\$ 4.40540</u>	<u>\$ 4.40200</u>	<u>\$ 4.43580</u>	<u>\$ 4.43170</u>



Petty Cash

Oregon Revised Statute 294.465 requires that each petty cash account and the amount thereof be listed in the budget document. The City of Ashland has the following cash accounts:

<u>Petty Cash</u>	<u>Confirmed</u>
Administration	\$ 300.00
City Recorder	\$ 1,000.00
Electric	\$ 100.00
Finance-Purchasing	\$ 200.00
Police	\$ 150.00
Police Reward Fund	\$ 2,000.00
Parks-Senior Center	\$ 50.00
<u>Tills</u>	
Community Development	\$ 150.00
Finance-Utilities	\$ 390.00
Fire	\$ 200.00
Municipal Court	\$ 250.00
Parks	\$ 100.00
Parks-Golf	\$ 500.00
Parks-Nature Center	\$ 50.00
Parks-Ice Rink	\$ -
Police	\$ 100.00
Police Contact Station	\$ 50.00
Public Works	\$ 150.00
TOTAL	<u>\$ 5,740.00</u>

Financial Management Policies and Accounting Methods

Financial Management Policies

The Financial Management Policies apply to fiscal activities of the City of Ashland.

Objectives

The objectives of Ashland's financial policies are as follows:

- To enhance the City Council's decision-making ability by providing accurate information on program and operating costs.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To protect and enhance the City's credit rating.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.

Investments

All City funds shall be invested to provide—in order of importance—safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible. One hundred percent of all idle cash will be continuously invested.

Accounting

- The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law. The City will issue a Comprehensive Annual Financial Report (Audit Report) each fiscal year. The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP and budget basis for comparison purposes.
- An independent annual audit will be performed by a certified public accounting firm that will issue an official opinion on the annual financial statements and a management letter as needed or required detailing areas that need improvement.
- Full disclosure will be provided in financial statements and bond representations.
- The accounting systems will be maintained to monitor expenditures and revenues on a monthly basis with thorough analysis and adjustment of the biennium budget as appropriate.
- The accounting system will provide monthly information about cash position and investment performance.

Annually, the City will submit documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

Operating Budgetary Policies

- The Budget Committee will be appointed in conformance with State statutes. The Budget Committee's chief purpose is to review the City Administrator's proposed budget and approve a budget and maximum tax levy for City Council consideration. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources.
- The City budget will support City Council goals and priorities and the long-range needs of the community.
- In contrast to the line-item budget that focuses exclusively on items to be purchased (such as supplies and equipment), the City will use a program/objectives format that is designed to:
 - 1) Structure budget choices and information in terms of programs and their related work activities,
 - 2) Provide information on what each program is committed to accomplish in long-term goals and in short-term objectives, and
 - 3) Measure the degree of achievement of program objectives (performance measures).
- The City will include multi-year projections in the budget document.
- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- The City will allocate direct and administrative costs to each fund based upon the cost of providing these services. The City will recalculate the cost of administrative services regularly to identify the impact of inflation and other cost increases.
- The City will submit documentation for each adopted budget to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association.

Fund Balance Policy

General Fund

The General Fund accounts for all financial resources not accounted for in other funds. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Social Services, Economic and Cultural Development, Police Department, Municipal Court Department, Fire and Rescue Department, City Band, Cemeteries, the Department of Community Development, and payments for services provided by other funds. This fund uses the modified accrual method of accounting.

- The General Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 12 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Financial Management Policies and Accounting Methods

Special Revenue Funds

Special Revenue funds account for the proceeds of specific sources that are legally restricted to expenditures for specified purposes. Special Revenue funds account for transactions using the modified accrual method of accounting.

Reserve Fund. This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events. As established by Resolution 2010-18.

Community Development Block Grant Fund. This fund was established in 1994-95. The fund accounts for the Block Grant and related expenditures.

- A fund balance policy is not needed since this fund works on a reimbursement basis.

Street Fund. Revenues are from the state road tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as the maintenance, repair and construction of storm drains.

- The Street Fund will maintain a committed balance of annual revenue of at least 15 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The System Development Charges for Transportation and Storm Drains are included in the Street Fund balance. This portion of the Street Fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Airport Fund. Revenues are from airport leases, and fuel sales. Expenditures are for airport operations.

- The Airport Fund will maintain a committed balance of annual revenue of at least 10 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Airport fund balance is restricted for specific uses.
- Many of the Airport assets have restrictions placed on them by the Federal Aviation Administration. None of the current revenues are pledged to outside lenders.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Capital Projects Funds

Capital Improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds, Internal Service Funds, Special Assessment Funds and Trust Funds). Capital Projects funds use the modified accrual method of accounting.

Financial Management Policies and Accounting Methods

Capital Improvements Fund. This fund accounts for revenues from grants, unbonded assessment payments, and other sources, and will account for the construction of special local improvements, usually streets, with revenues from short term borrowing and unbonded assessments. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes including facility maintenance, and the repayment of short-term debt principal and interest incurred in financing improvements. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum fund balance.

The System Development Charges (SDCs) for Parks are included in the Capital Improvements fund balance. This portion of the Capital Improvements fund balance is legally restricted and shall not be used in determining the minimum fund balance.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Debt Service Funds

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Expenditures and revenues are accounted for using the modified accrual method of accounting. All bond issues and notes are separated in the accounting system.

- All of the monies within the Debt Service fund are restricted for Debt service until the specific debt is repaid in full. ORS prohibits cities from borrowing this money for any other purpose.

Enterprise Funds

Enterprise funds account for the following operations: (a) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, and miscellaneous sources. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

- The Water Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 20 percent in addition to any amounts held for repayment of debt. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The Water System Development Charges and reserved debt service fund balances are included in the Water Fund balance. These portions of the Water Fund balance are restricted and shall not be used in determining the minimum fund balance.

Financial Management Policies and Accounting Methods

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services and taxes. Expenditures are for operations, capital construction, and retirement of debt.

- The Wastewater Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 15 percent in addition to any amount required by debt financing. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The Wastewater System Development Charges and reserved debt service fund balances are included in the Wastewater Fund balance. These portions of the Wastewater Fund balance are restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Electric Fund. The Electric Fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and intergovernmental revenues. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, franchise tax, and related purposes.

- The Electric Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 12 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Electric Fund balance is restricted for specific uses.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Telecommunications Fund. The Telecommunications Fund accounts for the revenues and expenditures of the Ashland Fiber Network.

- The Telecommunications Fund will maintain a minimum balance of 20 percent of annual revenue as was established in FY 2006-07.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Central Services Fund. This fund is divided into Administration, Information Technology, Administrative Services, City Recorder, and Public Works Administration/Engineering. Expenditures are for personnel, materials and services and capital outlay for these departments. These functions are supported by charges for services by direct service departments and divisions.

- The Central Services Fund will maintain an unrestricted and undesignated balance of annual revenue of at least 3 percent. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No portion of the Central Services Fund balance is restricted for specific purposes.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

- The Insurance Services Fund will maintain an unrestricted and undesignated balance of \$400,000 as recommended in the June 1993 Risk Financing Study. This balance will be increased annually by the Consumer Price Index (CPI) to account for inflation. This is the minimum needed to maintain the City's insurance programs and provide for uninsured exposures.
- No portion of the Insurance Services Fund balance is legally restricted for specific uses.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Health Benefits Fund. Revenues in this fund are primarily from service charges from other departments, investment income and interfund loans as needed. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

- The Health Benefits Fund will maintain a balance of \$500,000 as recommended for self-insurance programs.
- The Health Benefits Fund balance is legally restricted for the employee health benefits program.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Financial Management Policies and Accounting Methods

Equipment Fund. This fund is used to account for the maintenance and replacement of the City fleet of vehicles and specified equipment. Revenues are from equipment rental and replacement charges. Expenditures are for personnel, materials and services, and capital outlay. This fund is divided into two functions: equipment maintenance and equipment replacement. The purpose of the equipment replacement function is to accumulate adequate funds to replace equipment. This replacement schedule is updated annually.

- No minimum fund balance is recommended beyond the amount calculated to sufficiently fund equipment replacement.
- No portion of the Equipment fund balance is legally restricted for specific uses. The City has a policy of renting equipment at rates that include the replacement cost of the specific piece of equipment.
- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Trust and Agency Funds

Trust and Agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the cemetery fund for operations.

- No minimum fund balance policy is recommended.

Discrete Components Unit

Parks

Parks and Recreation Fund. (Parks General Fund) Revenues are from, charges for services, and miscellaneous sources. Expenditures are for parks, recreational, and golf course operations.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures.
- The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.
- A fund balance policy is not needed since this fund works on a reimbursement basis.

Parks Capital Improvements Fund. (Capital Projects Fund) This fund is used to account for resources from grants, *payments for services*, and inter-fund transfers that are to be expended for equipment purchases and major park renovations. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum fund balance.

Financial Management Policies and Accounting Methods

Revenues

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.
- The City will make every effort to maintain a diversified and stable revenue base to protect its operation from short-term fluctuations in any one revenue source.
- With the exception of legally restricted portions of a fund balance, Council action equivalent to that taken to commit or assign fund balance can be done to un-assign it.
- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually. Rates will be adjusted as needed to account for major changes in consumption and cost increases.
- The City will charge user fees to the direct beneficiaries of City services to recover some or all of the full cost of providing that service. All user fees will be reviewed biannually to insure that direct and overhead costs are recovered in the percentage approved by City Council.
- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.
- The City will work aggressively to collect all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

Expenditures

- The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area.
- Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision. A Social Service appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall General Fund revenues.
- An Economic, Cultural Development, Tourism and Sustainability appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall Transient Occupancy Tax Revenues.

Purchasing

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.

Financial Management Policies and Accounting Methods

Capital

- The City will provide for adequate maintenance of equipment and capital assets. The City will make regular contributions to the Equipment Replacement Fund and the City Facilities budget to ensure that monies will be available as needed to replace City vehicles and facilities.
- Future operating costs associated with new capital improvements will be projected and included in the long-term budget forecast.
- The City will determine and use the most appropriate method for financing all new capital projects.
- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.
- The Capital Improvement Plan will encourage a level capital replacement schedule.

Debts

- The City will not use long-term borrowing to finance current operations.
- Capital projects, financed through bond proceeds, will be financed for a period not to exceed the useful life of the project.
- Whenever possible, enterprise debt will be self-supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self-supporting debt.
- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure its access to credit markets.
- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition that will be limited to 30 years.
- The City will maintain good communications with bond rating agencies about its financial condition.

Risk Management

- The City will provide an active risk management program that reduces human suffering and protects City assets through loss prevention, insurance, and self-insurance.

Accounting Methods

General Fund. This fund accounts for all financial resources except those accounted for in another fund. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Social Services, Economic and Cultural Development, Police Department, Municipal Court Division, Communications, Fire and Rescue Department, Community Development, Planning Division, Building Division, Cemetery and other administrative programs as needed. This fund uses the modified accrual method of accounting.

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds account for transactions on the modified accrual method of accounting.

Reserve Fund. This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events as established by Resolution 2010-18.

Community Development Block Grant Fund. This fund was created in 1994-95. The fund accounts for the Block Grant and related expenditures.

Street Fund. Revenues are from the state road tax, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as maintenance and construction of the storm water runoff infrastructure.

Airport Fund. Revenues are from airport leases. Expenditures are for maintenance of airport facilities.

Capital Projects Funds

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds, internal service funds, special assessment funds, and trust funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, non-bonded assessment payments, bond proceeds, and other sources, and will account for the construction of special local improvements, usually streets, with revenues from short-term borrowing and non-bonded assessments. Expenditures are for construction, property and equipment acquisition and maintenance, improvements and related purposes, and the repayment of short-term debt principal and interest incurred in financing improvements.

Debt Service Funds

Debt Service Fund. This fund accounts for the accumulation of resources to be used for payment of the debt incurred for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, and trust funds). Expenditures and revenues are accounted for on the modified accrual method of accounting.

Bancroft Bonds revenues are from Bancroft (Local Improvement District) bonded assessments. These are expended for the retirement of local improvement district bonded debt principal and interest until such debts have been fulfilled.

General Bond revenues are from property taxes that are expended for the retirement of general obligation debt principal and interest.

Notes, Contracts, and Liens revenues derived from operating transfers from other funds are used to repay long-term contracts that are not bonded.

Financial Management Policies and Accounting Methods

Enterprise Funds

Enterprise funds account for the following operations:

- (1) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or
- (2) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, as well as property taxes dedicated to the retirement of general obligation bonds. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services and taxes. Expenditures are for operations, capital construction, and retirement of debt.

Electric Fund. This fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and intergovernmental grants. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, and franchise tax.

Telecommunications Fund. This fund accounts for telecommunications operations. Revenues are from cable TV, Internet connections, and high-speed data. Expenses are for operations maintenance, capital construction, and debt service.

Internal Service Funds

Internal Service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Central Service Fund. This fund is divided into the following Divisions: Elected Officials, Administration, Administrative Services, Legal, Customer Services, Accounting, Purchasing, Public Works Administration, Engineering, Maintenance, Computer Services, and the City Recorder. These Divisions fall under the umbrellas of the Administration, Finance, Public Works, Telecommunications and the Electric Departments. These functions are supported by charges for services by all direct service divisions and departments.

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

Financial Management Policies and Accounting Methods

Health Benefits Fund. Revenues in this fund are from service charges primarily from other departments, investment income, and internal loans. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

Equipment Fund. This fund is used to account for the replacement and maintenance of the city's fleet of vehicles. Revenues are from equipment rental and replacement charges. Expenditures are for personal services, materials and services, and capital outlay.

Trust and Agency Funds

Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the general fund for operations.

Discrete Components Unit Parks

Parks and Recreation Fund. (Parks General Fund) Revenues are from the parks and recreation charges for services, and miscellaneous sources. Expenditures are for parks and recreational purposes as well as department operations.

Ashland Youth Activities Serial Levy Fund. (Special Revenue Fund) Revenues were from a three-year Ashland Youth Activities local option property tax levy. Expenditures were for community and youth activities and recreation. This fund closed to the Parks and Recreation fund as of July 1, 2013.

Parks Capital Improvements Fund. (Capital Projects Fund) This fund is used to account for resources from grants and inter-fund transfers that are to be expended for equipment purchases and major park renovations.

These funds use the modified accrual method of accounting.

History of Positions and Union Affiliation

<u>Department</u>	<u>BN 2013-15 Actual</u>	<u>BN 2015-17 Actual</u>	<u>BN 2017-19 Adopted</u>	<u>BN 2019-21 Adopted</u>
Administration	14.15	14.15	15.07	14.17
Information Technology	14.50	14.50	14.50	13.90
Administrative Services	16.50	16.75	16.75	16.75
City Recorder	2.00	2.00	1.00	1.00
Police	36.75	36.75	42.25	39.50
Fire and Rescue	34.60	34.60	37.00	37.00
Public Works	67.00	67.00	68.00	65.00
Community Development	14.00	14.00	15.00	15.00
Electric	17.00	17.00	17.00	17.50
Subtotal	216.50	216.75	226.57	219.82
Parks and Recreation	44.80	44.80	37.25	39.75
Total Staffing Requirement	261.30	261.55	263.82	259.57

SUMMARY OF UNION AFFILIATION

<u>Department</u>	<u>Non- represented</u>	<u>IBEW Clerical</u>	<u>IBEW Electrical</u>	<u>Laborers</u>	<u>Ashland Police Assoc.</u>	<u>Ashland Firefighters</u>	<u>Temps</u>	<u>Total</u>
Administration Department	8.17	6.00						14.17
Information Technology	7.40	4.00	2.50					13.90
Administrative Services	8.00	8.75						16.75
City Recorder	1.00							1.00
Police Department	8.00	4.50			27.00			39.50
Fire and Rescue Department	7.00					30.00		37.00
Public Works Department	12.00	13.00		40.00				65.00
Community Development	6.00	9.00						15.00
Electric Department	3.50		14.00					17.50
Parks Department	39.75							39.75
	100.82	45.25	16.50	40.00	27.00	30.00	0.00	259.57
	By							
Contract Status	Resolution	Settled	Settled	Open	Settled	Settled		
Termination Date	N/A	6/30/2020	6/30/2020	6/30/2019	6/30/2021	6/30/2022		



Chart of Accounts Descriptions

CHART OF ACCOUNTS DESCRIPTIONS

The following descriptions include the revenues categories for the City of Ashland. Revenues are recognized as soon as they are both measurable and available. Generally speaking, revenues are considered to be available when they are collected within the period or soon enough thereafter to pay liabilities of the current period.

RESOURCES (Revenue)

400 Working Capital Carryover

This is the Ending Fund Balance from the prior year. In general, it represents the amount carried over from year to year and can be referred to as Beginning Fund Balance, Carry Forward or Balance Carried Forward. It is the difference between total resources for a given year (actual, estimated or projected revenues plus the prior year ending fund balance) and total requirements for the same year (actual, estimated or projected expenditures or expenses). It is normally a positive number or zero. A negative amount is bracketed and would represent an amount offset in another fund like the General Fund.

410 Taxes

Taxes include the total amount of dollars raised in property taxes imposed by the City's Permanent Tax Rate, Local Option Levies, and Bonded Debt Levies in addition to User Taxes, Franchise Taxes, Business Licenses Taxes, the Hotel/Motel Tax, the Food and Beverage Tax and other revenue from sources that qualify as a tax per Oregon law.

420 Licenses and Permits

These are City charges to citizens for providing a certain service in relation to licenses and permits. Examples are Planning and Zoning Fees, Community Development Fees and Building Permits.

430 Intergovernmental Revenue

Revenues that the City receives from other governmental agencies such as Federal and State Grants, State Shared Revenue and contributions toward programs from local entities fit into this category.

440 Charges for Services

This revenue category includes payments received for services rendered to the community or among City departments. Examples are charges for various General Fund services, Water, Wastewater, Electric and Telecommunication Services as well as System Development Charges and internal service charges.

450 Fines

Revenue the City receives for fines issued. Examples are Court Fines, Parking Fines, and Traffic Fines.

460 Assessments

Assessment Revenue includes amounts assessed against a property for improvements specifically benefiting that property. They normally relate to a local improvement district requested by the citizens themselves.

470 Interest on Investments

This is the interest received on the City funds that are invested. Idle cash (amounts of money determined to be above what is needed for immediate or short term demands) is continuously invested in investments or interest bearing accounts. Investments are done in order of importance of safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible.

480 Miscellaneous Revenues

These are revenues that do not fit under any other of the classifications. Examples are Land Sales, Donations, and Sale of Equipment.

490 Other Financing Sources

This resource represents Interfund Loans, Operating Transfers In and proceeds from Loans, Bond Sales and other types of Debt Issuances.

The following descriptions include the types of expenses charged to each line item, regardless of which program they fall under. Consequently, each expenditure is charged not only to the appropriate program, but also to the correct line item for a complete accumulation of all costs. The title of each line item appears after each account number that is used for City accounting purposes.

EXPENDITURES

PERSONAL SERVICES (500)

510 Salaries and Wages

All payments for employees including temporary employees are charged in this classification. Also included are overtime and stand-by pay.

520 Fringe Benefits

Charges associated with employee's costs such as FICA, Medicare, Retirement Contributions, Group Health Care, Worker's Compensation and Unemployment costs.

MATERIALS & SERVICES (600)

The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay. Includes contractual and other services, materials, supplies, and other charges.

601 Supplies

All supplies used by the City such as: office supplies, small tools under \$5,000, technical items, food and related items, books and periodicals, and uniforms. Technical items may include computer hardware, office furniture that is not capitalized, and copier/printer toner.

602 Rental, Repair, Maintenance

Any expense incurred to rent, repair or maintain equipment owned, operated or leased by the City, including all parts, services and fuel. When a City department purchases a vehicle, a replacement charge is assessed each year for the cost to replace that vehicle in the future. These funds are set aside in the Equipment Fund for the future replacement.

603 Communications

Charges for local and long distance telephone service, cellular service, pagers, radios, computers, fax, and postage that are incurred in service to the City.

604 Contractual Services

Monies paid to persons for services rendered to the City, who are not employees of the City and fit the legal guidelines for subcontractors. Examples are RVTV contract, pro tem judge services, labor law consulting, recruitments, outside counsel, parking enforcement, audit services, dispatch, RVTD contract, grounds maintenance contract, surveying, plumbing contractors, electrical contractors, architects, redevelopment plans, contractual review of plans for Fire and Life Safety, and temporary agency employees.

Chart of Accounts Descriptions

605 Miscellaneous Charges and Fees

All internal charges are located here. Central Service Fees, Insurance Service Fees, Facilities Use Fees, Technology Debt along with any licenses. An example is Financial Software licenses such as Microsoft Office Suite.

606 Other Purchased Services

Miscellaneous purchased services that do not fit appropriately into other materials and services categories. All advertising, printing and binding, dues, medical and laboratory work, and training expense is shown here.

607 Insurance

Expenditures for insurance premiums, self-insurance direct claims, and administration.

608 Commission

Expenditures relating to advisory committees and commissions created by Council. There are over 20 advisory board and commissions that assist the City Council with over 135 Ashland citizens that serve on these boards and commissions.

609 Grants

All Social Service, Economic and Cultural grants awarded by the City. Each year as part of the budget process, these funds are allocated to qualifying entities.

610 Programs

Programs are groups of activities to accomplish a major service or function for which the local government is responsible. Examples are fire prevention, CERT, safety, first time home buyer, weed abatement, conservation, solar program, employee computer loans, and the City Source newsletter.

612 Franchise

General government tax assessed on city enterprise utility gross revenues. Examples are Water, Wastewater, Electric and Telecommunication revenue.

CAPITAL OUTLAY (700)

Monies spent to purchase or construct land, buildings, internal and contracted improvement projects or equipment with a minimum value of \$5,000 as per the Fixed Asset Capitalization Policy, and buildings such as the Civic Center, Public Library, and the City Hall. Items, which generally have a useful life of two or more years, such as machinery, land, furniture, equipment or buildings.

701 Land

Land is categorized into three groups:

- 1) Land which constitutes all city owned property other than easements which are not capitalized.
- 2) Dedicated Park Land which constitutes property dedicated by the City Council as perpetual parkland and
- 3) Open Space Land, which constitutes property dedicated by the City Council as designated open space park.

702 Buildings

All city owned or occupied buildings. Buildings include fixtures and attachments permanently fixed to the structure such as light fixtures, wiring, plumbing, and HVAC.

703 Equipment

Equipment such as small equipment, heavy equipment, vehicles, computer network and software peripherals including hardware and printers, including parts and supplies that aren't otherwise categorized with a minimum value of \$5,000 as per the Fixed Assets Capitalization Policy.

704 Improvements Other than Buildings

Infrastructure improvements per the Fixed Assets Capitalization Policy.

DEBT SERVICE (800)

Payments of interest and principal related to long-term debt or loans made to the City including interest for land, buildings, internal and contracted improvement projects and equipment.

801 Principal

Payments retiring the current portion of the City's long-term debt.

802 Interest

Payment of interest on the City's long-term debt.

OTHER FINANCING USES (900)

All Interfund Loans, Operating Transfers, Contingency Appropriations and Unappropriated funds.

901 Interfund Loans

Loans made between funds.

902 Operating Transfers Out

An amount distributed from one fund to finance another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

Summary of Internal Service Charges

City of Ashland
Summary of Internal Service Charges
BN 19/21

	Central Services	Insurance Fees	Technology Debt	Facility Fees	Equipment Replacement	Fleet Maintenance	Total
Admin - Econ Develop	\$ 78,220	\$ 206	\$ -	\$ 2,200	\$ -	\$ -	\$ 80,626
Admin - Muni Court	308,396	3,090	-	22,920	-	-	334,406
Administration	-	-	-	-	-	-	-
Band	13,859	1,030	-	-	-	-	14,889
Police	1,141,934	11,810	-	188,200	390,214	249,600	1,981,758
Fire	760,685	9,170	-	100,000	622,192	217,250	1,709,297
Cemetery	138,712	7,826	-	6,600	50,994	32,660	236,792
Comm Dev	996,403	13,436	-	170,000	38,080	9,560	1,227,479
Miscellaneous	-	-	-	-	-	-	-
General Fund	3,438,209	46,568	-	489,920	1,101,480	509,070	5,585,247
Street Fund	1,417,754	103,020	60,000	8,800	618,180	211,604	2,419,358
Airport Fund	-	10,300	-	8,800	-	-	19,100
Capital Imp. Fund	29,805	3,090	-	3,300	6,366	4,560	47,121
Supply	825,309	-	-	-	-	-	825,309
Distribution	1,863,529	71,910	100,000	160,000	164,100	132,680	2,492,219
Treatment	457,069	8,240	56,400	200,000	20,000	18,794	760,503
Conservation	69,815	6,950	-	16,500	5,580	540	99,385
Water Fund	3,215,722	87,100	156,400	376,500	189,680	152,014	4,177,416
Collection	1,382,485	185,440	120,000	-	255,214	141,370	2,084,509
Treatment	817,999	6,180	71,600	154,000	48,076	67,320	1,165,175
Filters	-	-	-	-	-	-	-
Wastewater Fund	2,200,484	191,620	191,600	154,000	303,290	208,690	3,249,684
Storm Drain Fund	572,617	6,180	-	-	-	119,450	698,247
Conservation	104,651	2,060	-	15,000	18,754	540	141,005
Supply	984,701	-	-	-	-	-	984,701
Distribution	1,730,011	70,056	1,082,600	260,000	360,356	213,990	3,717,013
Electric Fund	2,819,363	72,116	1,082,600	275,000	379,110	214,530	4,842,719
Telecomm Fund	960,553	12,360	818,000	111,240	41,990	52,620	1,996,763
Administration	-	2,272	-	61,600	-	-	63,872
Telecommunications	-	2,472	-	18,000	9,548	6,500	36,520
Administrative Services	-	10,330	-	125,380	9,836	1,440	146,986
City Recorder	-	1,040	-	21,000	-	-	22,040
Public Works - Support	-	41,210	-	170,000	34,320	30,680	276,210
Central Services Fund	-	57,324	-	395,980	53,704	38,620	545,628
Insurance Fund	156,426	-	-	3,300	-	-	159,726
Equipment Fund	636,706	41,210	-	5,500	46,594	10,290	740,300
Parks Fund	1,084,331	75,000	-	60,000	304,200	416,500	1,940,031
Total City and Parks	\$ 16,531,970	\$ 705,888	\$ 2,308,600	\$ 1,892,340	\$ 3,044,594	\$ 1,937,948	\$ 26,421,340

Summary of Internal Service Charges

These amounts are incorporated within the budget to reflect services provided between funds. The amounts budgeted are based upon cost allocation plans (CAPs) reviewed and accepted by management each year. They take into consideration the value of the services provided and is often adjusted to reflect a cost sharing approach for necessary operations and the ability to pay towards them.

**CITY OF ASHLAND, OREGON
OPERATING INDICATORS
BY FUNCTION / PROGRAM
Last five years**

Function/Program	2018	2017	2016	2015	2014
Police					
Physical arrests, juvenile and adult	2,439	2,083	2,042	2,591	2,509
Traffic violations	2,849	2,155	2,065	2,969	3,461
Fire					
Fire alarm responses	994	1,004	819	462	398
Emergency medical responses	2,873	2,900	2,718	3,144	3,098
Non-emergency public service responses	316	274	248	261	155
Fire & Line Safety code enforcements	746	486	507	499	404
Total calls for service	4,183	4,178	4,063	3,867	3,533
Total ambulance patient transports	2,069	1,972	1,942	1,895	1,600
Water					
Service connections	8,841	9,155	7,689	8,738	8,870
Daily average consumption in millions of gallons	3.00	2.70	4.10	3.00	2.90
Maximum daily capacity of plant in million gallons	8.00	8.00	8.00	8.00	8.00
Sewer					
Service connections	8,440	8,394	8,414	8,308	8,295
Daily average treatment in million of gallons	2.15	2.20	2.20	2.40	2.25
Maximum daily capacity in millions of gallons	4.00	4.00	4.00	4.00	4.00
Electric					
Service connections	12,817	11,864**	12,706	12,678	12,662
Telecommunications					
Cable TV	1,125	1,200	1,350	1,306	1,400
Cable modem	4,020	3,933	3,962	3,800	3,961
Potential station capacity	140	140	140	140	140

** Actual service connections , previous information provided was by billed services

**CITY OF ASHLAND, OREGON
CAPITAL ASSETS AND INFRASTRUCTURE STATISTICS
BY FUNCTION/PROGRAM
Last five years**

Function/Program	2018	2017	2016	2015	2014
Police					
Stations	1	1	1	1	1
Contact station	1	1	1	1	1
Patrol units (vehicles)	8	8	8	8	8
Sworn officers	32	28	28	28	28
Fire					
Stations	2	2	2	2	2
Firefighters	30	30	26	27	27
Streets					
Miles of paved streets	93.84	93	93	92	92
Miles of gravel streets	9.54	10	10	9	9
Miles of storm sewers	94.54	94	94	93	93
Water					
Miles of water mains	133	132	132.76	130	130
Hydrants	1266	1263	1263	1267	1266
Water treatment plant	1	1	1	1	1
Sewer					
Miles of sanitary sewers	111.7	110	110	110	110
Treatment plant	1	1	1	1	1

**CITY OF ASHLAND, OREGON
CAPITAL ASSETS AND INFRASTRUCTURE
STATISTICS BY FUNCTION/PROGRAM
Last five years (continued)**

Function/Program	2018	2017	2016	2015	2014
Electric					
Street lights	1,884	1,865	1,865	1,864	1,864
Electrical transformers	2,071	2,052	2,049	2,040	2,032
Poles	3,601	3,600	3,600	3,602	3,605
Substations	3	3	3	3	3
Telecommunications					
Miles of fiber	60	25	25	25	25
Miles of coax	119	119	119	119	119
Parks and Recreation					
Community centers	3	3	3	3	3
Parks	18	19	19	19	19
Park acreage	772	778.35	831	642	642
Golf courses	1	1	1	1	1
Swimming pools	1	1	1	1	1
Ice skating rinks	1	1	1	1	1
Skateboard parks	1	1	1	1	1
Tennis courts	1	12	12	12	12
Trails (miles)	48	48	41	40	29
Health Care					
Hospital	1	1	1	1	1
Hospital beds	49	49	49	49	49
Education					
Elementary schools	4	4	4	4	4
Elementary school instructors	71	70	78	75	69
Secondary schools	2	2	2	2	2
Secondary school instructors	135	101	105	103	91
State universities	1	1	1	1	1

Accrual Basis: Method of accounting where expenditures and revenues are recorded when incurred, not when paid.

ADA: Americans with Disabilities Act.

Adopted budget: Financial plan that forms the basis for appropriations. Adopted by the governing body (ORS 294.435).

AFN: Ashland Fiber Network is the state-of-the-art telecommunications infrastructure of fiber optic cable that weaves through the City's neighborhoods. AFN provides citizens of Ashland with three services: high-speed data, cable modem Internet access, and cable television.

AFR: Ashland Forrest Resiliency.

AIR: Ashland is Ready.

Airport Fund: This fund accounts for maintenance of airport facilities. Revenues are from airport leases.

AMR: Automatic Meter Reading System.

Annexation: The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Annual Revenues: The sum of all sources of Estimated Revenues of a fund excluding Working Capital Carryover.

APD: Ashland Police Department.

Appropriation: Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311.(3)].

Appropriation Resolution: The legal document passed by the City Council authorizing expenditures.

Approved Budget: The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.406).

ASA: Ambulance Service Area.

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

Audit: The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State (ORS 297.425).

Audit Report: A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

AWTA: Ashland Woodland Trails Association.

Glossary

Balanced Budget: When total anticipated resources including beginning fund balance or carry over from the prior period, all revenue and other sources of money equal all proposed requirements including expenditures for personal services, materials & services, capital outlay, debt service, other uses and estimated ending fund balance or carry over to the next period.

Baseline: Year two of the prior budget year's long-term plan. The beginning point for the budget preparation, comparison and justification in the ensuing year.

Biennial Budget: A budget for a 24-month period.

Bioswale: Long narrow trenches dug next to impervious surfaces like parking lots. Water runs off these impervious surfaces into the trench where it is "cleaned" of oily substances and other pollutants prior to reaching the storm drain system. A variety of grasses, shrubs and ground covers are planted in the trenches.

Bonded Debt Levy: Property tax levy dedicated to repayment of General Obligation Bonds authorized by more than 50 percent of the community's registered voters. The levy cannot exceed the term of the bonds.

Bonds: Written promises to pay a sum of money, called principal or face value, at a future date, called the maturity date, along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

BPA: Bonneville Power Administration. This federal agency is the major wholesaler of Northwest electric energy.

Budget: A financial operating plan with estimated expenditures and expected revenues for a given period.

Budget Committee: A panel composed of the City Council and an equal number of citizens responsible for the review and recommendation of the annual budget (ORS 294.336).

Budget Message: A message prepared by the City Administrator and the Budget Officer explaining the annual proposed budget, articulating the strategies and budgets to achieve the City's goals, and identifying budget impacts and changes (ORS 294.391).

Budget Officer: The person appointed by the City Council to be responsible for assembling the budget. For the City of Ashland, the Finance Director serves this role (ORS 294.331).

Budget Period: A 24-month period beginning July 1 of the first fiscal year and ending June 30 of the second fiscal year.

Budget Transfers: Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

CAFR: Comprehensive Annual Financial Report.

CAP: Central Area Patrol (Police and Parks Fund).

CAP: Civil Area Patrol (Airport Fund).

Capital Expenditure: Payment for equipment, buildings or improvements that have a depreciable life of two or more years.

Capital Improvements Fund: This fund accounts for revenues from grants, non-bonded assessment Fund payment, bond proceeds, and other sources, and will account for the construction of special local improvements with revenues from short-term borrowing and non-bonded assessments. Expenditures are for construction, property and equipment acquisitions, and the related payment of debt service in financing improvements.

Capital Outlay: An object classification that includes items with a useful life of one or more years, such as machinery, land, furniture, computers, or other equipment, and which cost more than \$5,000 [ORS 294.352(6)].

Capital Project Funds: A fund type used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

CATV: Cable Television.

CDBG: Community Development Block Grant are funds from the Department of Housing and Urban Development used to assist low and moderate income neighborhoods and households.

Cemetery Trust Fund: This fund was established to provide perpetual care of cemeteries and accounts for the repurchase of plots and transfers of earnings to the general fund. Revenues are from interest income and service charges on cemetery operations.

Central Service Charge: Reimbursement for services that are paid for out of one fund but benefit the programs in another fund.

Central Services Fund: This fund captures all the costs of internal administrative service providers that provide support to the other departments and divisions. Revenues support this this fund are charges to departments based on the benefits received.

CERT: Community Emergency Response Team.

CERVS: Community Resource and Vital Services is a non-profit program that ICCA is part of. (See ICCA.)

CIP: Capital Improvement Plan.

CMOM: Capacity, Management, Operation and Maintenance.

Community Development Block Grant Fund: This fund accounts for financial resources received from the U.S. Department of Housing and Urban Development as CDBG funds can be used for a variety of housing and Community development projects that benefit low and moderate-income persons in Ashland.

Contingency: An appropriation of funds to cover unforeseen events that may occur during the budget year. The City Council must authorize the use of any contingency appropriations.

CPI: Consumer Price Index.

CSO: Community Service Officer.

CSV: Community Service Volunteer.

CUFR: Component Unit Financial Report.

CWSRF: Clean Water State Revolving Fund.

Glossary

DARE: Drug Awareness Resistance Education.

Debt Service: Payment of interest and principal related to long term debt.

Debt Service Fund: This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest except that payable from proprietary, fiduciary, or special assessment funds.

Depreciation: A system of accounting which aims to distribute the cost or other basic value of tangible capital assets, less salvage (if any), over the estimated useful life of the unit in a systematic and rational manner. It is a process of allocation, not of valuation. Depreciation is not budgeted by the City, in accordance with Oregon Local Budget Law.

DEQ: The Oregon Department of Environmental Quality works to restore, enhance, and maintain the quality of Oregon's air, water and land.

Electric Fund: This fund accounts for sale of electricity, charges for other services, and intergovernmental grants. Expenditures are for wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, and franchise tax.

Encumbrance: An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

EMS: Emergency Medical Services.

EMT: Emergency Medical Technician.

Enterprise Funds: Records the resources and expenses of acquiring, operating and maintaining a self-supporting facility or service.

EOC: The Emergency Operations Center is the coordinating and support organization headquarters for emergency operations within the City. The purpose of the EOC is to support Incident Command operations.

EPA: Environmental Protection Agency.

Equipment Fund: This fund accounts for the replacement and maintenance of the city's fleet of vehicles. Revenues are from equipment rental charges.

Expenditures: The money spent by the City for the programs and projects included within the approved budget.

F&B: Food and Beverage.

FAA: Federal Aviation Administration.

FAC: Fire Adapted Community.

FAM: Federal Aid Money to Municipalities.

FBO: Fixed Base Operator.

FEMA: Federal Emergency Management Agency.

FFY: Federal Fiscal Year.

Fiscal Year: Twelve-month period from July 1 to June 30 for which the annual budget of the City is prepared and adopted. Example: FY, FY 06, FY 2006.

Fiduciary funds: Used to account for assets held in trust by the government for the benefit of individuals or other entities.

Fixed Assets: Assets of a long-term character such as land, buildings, furniture, and other equipment.

Food and Beverage Tax: Five-percent tax assessed on prepared food and beverage providers gross receipts from prepared food items excluding alcohol. The tax was enacted July 1, 1993 and authorization ends December 31, 2030.

Franchise: A privilege fee for using the ROW (Right of Way).

Fringe Benefits: The non-salary part of employees' total compensation. A typical benefit package includes insurance, retirement, and vacation/sick leave components.

FTE: Full-time Equivalent is a term used to measure the number of employees on a 40 hour per week basis.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

Fund Balance: The difference between governmental fund assets and liabilities; also referred to as fund equity.

GAAP: Generally accepted accounting principles as determined through common practice or as promulgated by the Government Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GASB: Government Accounting Standards Board.

GFOA: Government Finance Officers Association.

General Fund: This fund accounts for all financial resources except those accounted for in other funds. It provides for many of the city's primary operations such as public safety services, parks & recreation and community development.

GIS: Geographic Information Systems.

Governmental funds: Include General funds, Special Revenue funds, Capital Projects funds, Debt Service funds & Special Assessment funds.

Health Benefits Fund: This fund accounts for employee health benefits and premiums, self-insurance direct claims, and administration. Revenues are from departmental payments per FTE. The fund was established July 1, 2013.

HIPPA: Health Insurance Portability and Accountability Act.

HR: Human Resources.

HUD: Housing and Urban Development.

IBEW: International Brotherhood of Electrical Workers.

Glossary

ICCA: Interfaith Care Community of Ashland is an organization that is under the auspices of CERVS. It is a coalition of faith groups and community volunteers committed to providing a coordinated program of emergency services to families and individuals in need. Also known as ICCA/CERVS.

Insurance Services Fund: This fund accounts for insurance premiums, self-insurance direct claims, and risk management administration. Revenues are from service charges from other departments, and investment income.

Interfund Loans: Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.460).

Internal Service Fund: Accounts for internally supported activities where the government is the primary reciprocate of the services provided by the fund.

IS: Information Services or Electronic Data Processing.

ISTEA: Intermodal Surface Transportation Efficiency Act grant to encourage various types of transportation.

JJTC: Jackson/Josephine Transportation Community.

LCDC: Land Conservation Development Commission.

Line Item: An expenditure description at the most detailed level. Objects of expenditure are grouped into specific items, such as printing.

LID: Local Improvement Districts are formed by petition and used to request the City of Ashland to finance improvements to neighborhoods (e.g., sidewalks) over a 10-year period.

LLC: Limited Liability Company.

Local option Levy: Voter-approved property tax levies for a period of two to five years above the permanent rate.

Materials and Services: The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay.

Major Fund: Those whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

Measure 47: In November 1996, voters passed a tax limitation initiative that was referred to as Measure 47. The measure's provisions included: a tax roll back for property taxes; a cap of 3 percent on assessed value increases in future years; a requirement that special elections for property tax increase measures must be approved by 50 percent of all registered voters, as opposed to a simple majority in general elections. Because of several complexities regarding implementation, the legislature instead proposed Measure 50 in May 1997.

Measure 50: In May 1997, voters replaced Measure 47 with Measure 50. The measure fundamentally changed the structure of property taxes in Oregon, moving from the tax base system to a permanent tax rate. Measure 50 has the same financial impact as Measure 47, with the benefit of simplified implementation.

Modified Accrual: Revenues are recorded in the accounting period in which they become available and measurable, and expenditures are recorded in the accounting period in which the fund liability is incurred.

MS4: Municipal Storm Drain System

NPDES: National Pollutant Discharge Elimination System.

OCI: Overall Condition Index.

ODA: Oregon Department of Agriculture.

ODOT: Oregon Department of Transportation.

Ordinance: The method by which the appropriation of the budget is enacted into law by the City Council per authority of the Oregon State Statutes.

Organizational Unit: An administrative subdivision, such as a department or division, of the city government charged with carrying on one or more specific functions.

ORS: Oregon Revised Statute.

OSF: Oregon Shakespeare Festival.

OSHA: Occupational Safety and Health Administration.

Parks and Recreation Fund: This fund accounts for the parks and recreational purposes as well as department operations. Revenues are from the general fund, and charges for services.

Parks Capital Improvements: This fund accounts for resources from grants and inter-fund fund transfers that are to be expended for equipment purchases and major park renovations.

PEG: Public Education and Government access fee relative to the Cable TV Franchise.

Permanent Tax Rate: The rate per thousand dollars of Assessed Value that is the maximum that can be levied for government operations. The assessed valuation is capped and can only increase by three percent per year.

PERS: Public Employee Retirement System.

Personal Services: Employee wages, health insurance costs, workers' compensation charges, and any other employee benefits.

PMS: Pavement Management System.

Program: Some departments are divided into programs for better management and tracking of resources.

Proposed Budget: The financial and operating document submitted to the Budget Committee and the governing body for consideration.

PUC: Public Utility Commission.

PW: Public Works.

Requirements: Total expenditures and unappropriated fund balance.

Reserve: A portion of a fund that is restricted for a specific purpose.

Reserve Fund: This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events.

Glossary

Resources: Total amounts available for appropriation consisting of the estimated beginning carryover balance plus anticipated revenues.

Revenues: Monies received or anticipated by a local government from both tax and non-tax sources.

RVACT: Rogue Valley Area Commission on Transportation.

RVTD: Rogue Valley Transit District.

RVTV: Rogue Valley Television.

SBA: Small Business Administration, established in 1953, is a federal agency that provides financial, technical, and management assistance to help Americans start, run and grow their businesses.

SCADA: Supervisory Control and Data Acquisition.

SDC: System Development Charges are assessed on new construction to cover the demands placed on City services. Charges collected cover water, sewer, transportation, storm drains, and parks and recreation costs.

SOU: Southern Oregon University located in Ashland, Oregon.

SOWAC: Southern Oregon Women's Access to Credit is an organization that is a recipient of an Economic and Cultural Development grant.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose.

SRO: School Resource Officer.

Street Fund: This fund accounts for revenue sources from state road tax, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, as well as maintenance and construction of the storm water runoff infrastructure.

Supplemental Budget: A budget that is prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

SUV: Sport Utility Vehicle.

TAP: Talent Ashland Phoenix.

TAP Intertie: Talent Ashland Phoenix Intertie is the connecting of all three Cities into one water system.

Tax Levy: Total amount of dollars raised in property taxes imposed by the City, permanent tax rate, local option levies, and Bonded Debt levies.

TID: Talent Irrigation District.

TOT / Transient Occupancy Tax (Hotel/Motel Tax): A nine percent tax assessed on lodging providers gross receipts from rental of guest accommodations.

TPAC: Transportation Plan Advisory Committee.

Transfer: An amount distributed from one fund to finance activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund.

TTPC: Transportation Transit Parking Committee.

UB: Utility Billing.

Unappropriated Ending Fund Balance: An amount set aside to be used as cash carryover for the next fiscal year's budget.

USFS: United States Forest Service.

Wastewater Fund: This fund accounts for wastewater treatment and collection. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

Water Fund: This fund accounts for water operations. Revenues are from water, other charges for services, as well as property taxes dedicated to the retirement of general obligation bonds. Expenditures are for operations, and retirement of debt.

Working Capital Carryover: The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent.

WW: Wastewater.

WWTP: Wastewater Treatment Plant.

YAL: Youth Activity Levy.

YDO: Youth Diversion Officer.

YHO: You Have Options.

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